Step 1- Picture Taken

* **Boys-** Keep their arms at their sides
* **Girls-** Raise one arm in the air

OR IF THE GROUP IS TOO LARGE FOR A SINGLE PICTURE

* **Boys-** One single group picture of boys only
* **Girls-** One single group picture of girls only
	+ ***Note:*** If another method is used, please describe which one was used to identify the genders. The key guideline for capturing the picture is to ensure each participant can be seen and that the participant’s gender can be clearly identified in the picture.

Step 2- Capturing Participant Attendance Status

* Step 2 is used to track initial or final attendance of the group using the sports grounds, hence Participant Attendance Status is missing. When the photo is submitted, coaches should also add the information whether there were participants missing in that particular session (number of male and female). This information can be delivered in written form (when sending the picture digitally anyway) or verbally to GIZ S4DA (by phone, after each session or after a month). In the latter case, that is providing this information only monthly, coaches have to summarize whether the group stayed the same and if beneficiaries participated regularly.