Training sign-in sheet template

A training sign-in sheet records who attended a session, when they arrived and left, and who asked the trainer to follow up. This template asks only for what a training record needs: printed name, team, signature, times, a photo choice and a private contact tick. The Excel tracker counts attendance across up to ten sessions.

20 minutes | Any group | Online and adaptable in person

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The outcome

The trainer ends the session with a complete, legible attendance record, a count that matches the people in the room or call, and a short list of private follow-ups to complete before the next break.

Before the session

- For trainers and organisers who need an attendance record for a course, workshop or series. The 20 minutes cover preparing the sheet, the arrival window, closing the sheet and recording changes.
- Decide what the record is for before the session, such as a completion record or continuing professional development hours, and who will store it. Collect nothing else. Do not add email addresses or health information to a sheet that other participants can read.
- Fill in the session details and number the sheets. Remove the photo column if nobody will take photos or recordings. Put pens, the sheet and a short privacy note on a table near the entrance.
- For online sessions, use the participant list from the platform or a typed check-in in chat instead of signatures. Tell people in advance how attendance will be recorded.

Included in this kit

A facilitator run of show, participant worksheets with real tables, reference tables, debrief questions, adaptation notes and a follow-up plan. Use the editable Word copy to tailor examples and prompts before delivery.

Original material by Superglue. Timings are suggestions; adjust them to your participants. This resource has not been independently evaluated.

What is inside

The participant sheets come first so you can print one page per person. Your own facilitator section follows them.

- Training sign-in sheet — Please print your name clearly and sign.
- Multi-session attendance record — For a course with several sessions.
- Filled example: training sign-in sheet — A fictional half-day course, “Handling customer data”, 09:00 to 12:30.
- Facilitator run of show, reference tables, debrief questions and adaptation notes — for you, after the participant sheets.

Training sign-in sheet

Please print your name clearly and sign. Tick the last box if you would like a private word with the trainer, for example about access or support. Do not write the reason here.

Session, date, location or link, trainer, and sheet __ of __

No.	Printed name	Team or organisation	Signature	Time in	Time out	Photos OK? Y/N	Contact me privately
1							☐
2							☐
3							☐
4							☐
5							☐
6							☐
7							☐
8							☐
9							☐
10							☐
11							☐

Multi-session attendance record

For a course with several sessions. Write the session dates in the header row and mark Y for each session attended. The Excel tracker does the counting for you.

Name	Team	S1	S2	S3	S4	S5	S6	S7	S8	S9	S10	Total

Filled example: training sign-in sheet

A fictional half-day course, “Handling customer data”, 09:00 to 12:30. The names are invented. One person ticked the private contact box, so the trainer spoke to them at the first break.

Row 4: the participant asked the trainer to sign for them. Row 5 arrived after the sheet was closed at 09:00 and signed below the line with the arrival time.

No.	Printed name	Team or organisation	Signature	Time in	Time out	Photos OK? Y/N	Contact me privately
1	Amira Haddad	Finance operations	(signed)	08:52	12:30	Y	☐
2	Tomasz Nowak	Warehouse, site B	(signed)	08:55	12:30	N	☐
3	Grace Okafor	Customer support	(signed)	08:58	11:15	Y	☒
4	Liam Byrne	Customer support	Signed by trainer at participant’s request	09:00	12:30	Y	☐
5	Priya Raman	IT service desk	(signed)	09:12	12:30	N	☐

Facilitator run of show

1 Prepare the sheet | 5 minutes

Before people arrive, write the session title, date, location or link and trainer at the top of each sheet. Number the sheets. Place the sheet where people can reach it without queuing in a doorway, and keep a spare pen for each sheet.

2 Welcome and sign in | 10 minutes

During the arrival window, greet each person and explain the columns in one sentence: “Print your name, sign, and tick the last box if you want a private word with me.” A participant can ask someone else to write for them; record “signed by trainer at participant’s request”. Do not read names or ticks aloud.

3 Close the sheet at the start | 3 minutes

At the start time, draw a line under the last entry and count the names. Compare the count with the people in the room or call. Latecomers sign below the line with their arrival time.

4 Record changes and store it | 2 minutes

At the end, record time out for anyone who leaves early and check that the others have a time out. Speak privately to everyone who ticked “contact me privately” before the next break or by the end. Transfer attendance to the tracker, then store the sheet as your organisation requires.

Reference tables

What each column is for

Column	Why it is there	Leave it out when
Printed name and signature	Shows who attended and that they confirmed it themselves.	Online sessions: use the platform list or a chat check-in instead.
Team or organisation	Lets you report attendance by team or client without collecting contact details.	Everyone is from the same team.
Time in and time out	Supports completion or professional development records that depend on hours.	You only need to know who attended.
Photos OK? Y/N	Records each person’s choice before any photo or recording.	Nobody will take photos or record the session.
Contact me privately	Lets people ask for support without writing the reason on a shared sheet.	Keep it. It costs nothing and protects privacy.

Online and hybrid attendance

Situation	How to record attendance	Check
Online session	Export the platform participant list, or ask people to type their name and team in chat in the first ten minutes.	Some platforms show device names, not people. Compare the list with the chat.

Situation	How to record attendance	Check
Hybrid session	Use the paper sheet in the room and a chat check-in for remote participants. Combine both in the tracker.	Count both groups at the start.
Phone participants	Ask them to say their name when they join, or confirm by message afterwards.	Record the method used.

Debrief and next steps

Questions for reflection

- Did the count at the start match the people present, and if not, why?
- Which column did people hesitate over, and does it need clearer wording?
- Were all private follow-ups completed, and did anyone need a different way to ask?

Adapt the session

- For people who cannot write or sign easily, the trainer or a person they choose can write on their behalf. Record “signed by trainer at participant’s request” rather than asking why.
- Offer a large-print copy and a clipboard that can be passed to a seated participant. Place the sheet at a height that a wheelchair user can reach.
- For online sessions, use a chat check-in or the platform list and never require cameras. For phone participants, confirm attendance by voice or message.
- If your organisation has a data retention rule, follow it. This template is not legal advice; ask your data protection contact what you may collect and how long to keep it.

After the session

Transfer the attendance to the tracker on the same day and check the totals against the count you recorded at the start. Complete any private follow-ups and note only that they were done, not what was discussed. Store or destroy the paper sheet according to your organisation’s retention rule.

Questions people ask

What should a training sign-in sheet include?

Include the session title, date, location, trainer and sheet number at the top. For each person, collect a printed name, a signature and the team or organisation. Add time in and time out if the record needs hours, and a photo column only if photos or recordings will happen.

Should I collect email addresses on a sign-in sheet?

Usually not. Everyone who signs after the first person can read the earlier entries. If you need contact details, collect them through a registration form or a private process instead.

What is the private contact tick for?

It lets a participant ask for a private word with the trainer, for example about access, a break or support, without writing the reason on a shared sheet. The trainer speaks to them before the next break.

How does the Excel attendance tracker work?

Mark Y under each session a person attended. The tracker counts each person’s sessions, calculates their attendance rate against the sessions held, and counts attendance for each session. It has room for 40 people and ten sessions.

Can I use this for online training?

Yes. Use the platform participant list or a typed chat check-in instead of signatures, and record the method. The tracker works the same way for online, hybrid and in-person sessions.

Use and sharing

Free to use and adapt in your own training sessions, including paid client work. Do not resell or redistribute the unmodified download as a standalone product. Share the resource page instead.