## **BPRC's Electronic Sign-in Process**

	Name	Reason for Visit	Boat		Time Out	
9:53 AM	Virginia Roe	Rowing	X - Pocock		9:41 AM	
	т	day's Check-ins			Swam	20 np Stats
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	▼ ,&	Check-In Form				
		Date				
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			3ep 14, 202	23		
		Time In*				
		14:29:44			U	
		Norra *				2
		Name				
						1
		Nghi Lam			-	$\checkmark$
		Nghi Lam Member / Gue	∍st*		•	V,
		Nghi Lam Member / Gue M	est*	Guest	-	V J
		Nghi Lam Member / Gue M	est* ember	Guest	-	
		Nghi Lam Member / Gue Mo Reason(s) for	est* ember Visit*	Guest	-	
		Nghi Lam Member / Gue Ma Reason(s) for Gym Re	est* ember Visit* owing Paddling	Guest	• Misc.	
		Nghi Lam Member / Gue Ma Reason(s) for Gym R	est* ember Visit* owing Paddling	Guest Meeting	Misc.	V V V,
		Nghi Lam Member / Gua Ma Reason(s) for Gym Ra Boat*	est* ember Visit* owing Paddling	Guest Meeting	Misc.	
		Nghi Lam Member / Gue Reason(s) for Gym Re Boat*	est* ember Visit* owing Paddling	Guest Meeting	Misc.	
		Nghi Lam Member / Gue Reason(s) for Gym R Boat*	est* ember Visit* owing Paddling	Guest	Misc.	
		Nghi Lam Member / Gua Reason(s) for Gym R Boat*	est* ember Visit* owing Paddling	Guest	Misc.	
		Nghi Lam Member / Gua Reason(s) for Gym R Boat *	est* ember Visit* owing Paddling	Guest	Misc.	

#### **CHECKING IN**

1. On the **Today's Check-ins** tab, tap the blue checkmark button at the bottom right corner. The check-in form will pop up.

#### 2. Fill in:

- Your Name searchable and selectable if you're a club member or have checked into the system before
- Member / Guest
- Reason(s) for Visit can select more than one option if applicable
- Boat (if you selected rowing or paddling); use
  "0 Private" if not a club boat

# This page automatically advances once you've filled out all required fields.

## **CHECKING OUT**

1. Before you leave the club, find your log within **Today's Check-ins**, and select the clock icon under the **Time Out** column of your row.

2. The page will automatically refresh and record the current time as your checkout time. You have successfully logged your visit!

	Name	Reason for Visit	Boat	Time Out	
11:09:20 AM	Nghi Lam	Paddling	0 - Private	Ø	
9:39:53 AM	Virginia Roe	Rowing	X - Pocock	9:41 AM	

# **TROUBLE IN PARADISE?**

### **TABLET SCREEN IS OFF**



Tap the power button located below the cat on the bottom edge of the tablet. BPRC's check-in app should automatically load on the screen.

#### **CAN'T FIND MY NAME WHEN SEARCHING**

Slide your finger next to the results window to scroll down. Likely there are others hidden below due to the zoomed in view on the tablet.



If you've tried the above, you're a member and your name still doesn't show — type your first and last name into the search bar, and click the add icon next to your name. It should be searchable the next time you check into the system.