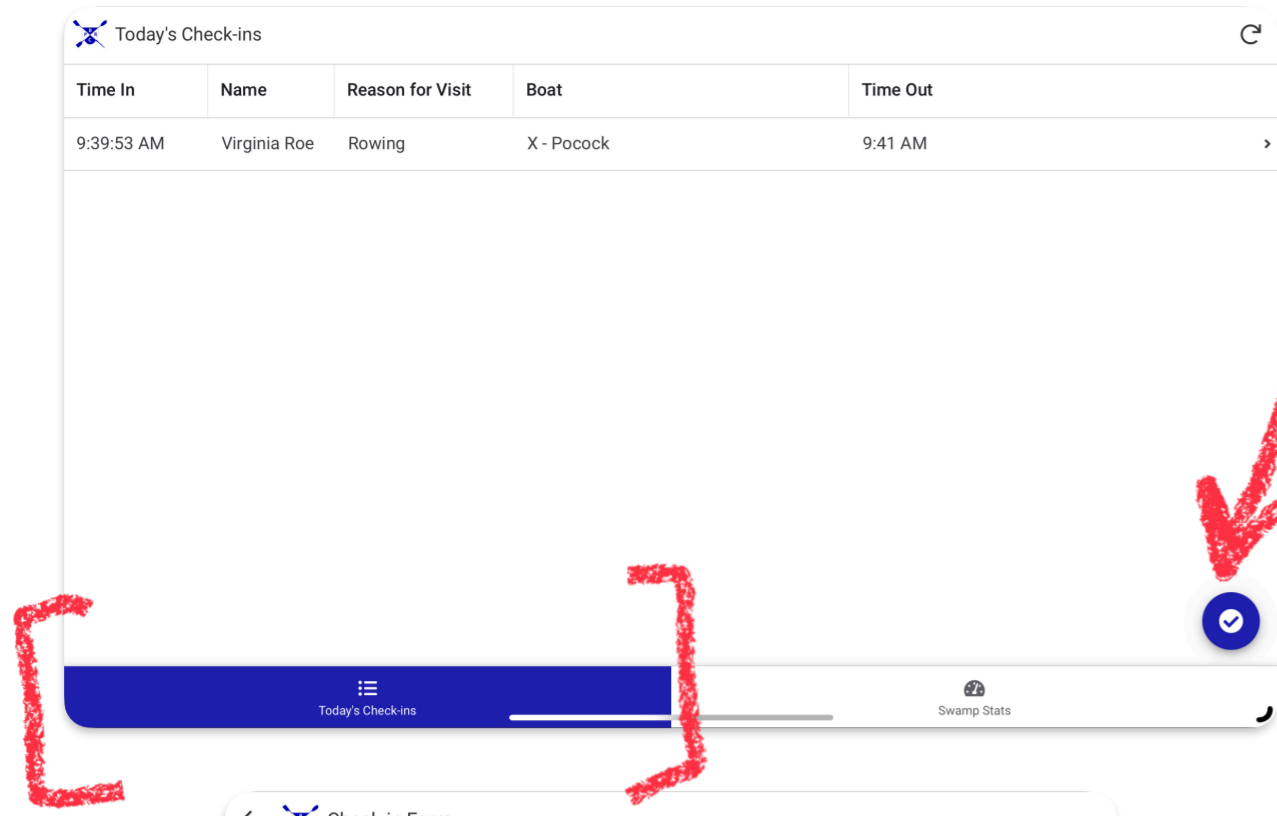


# BPRC's Electronic Sign-in Process



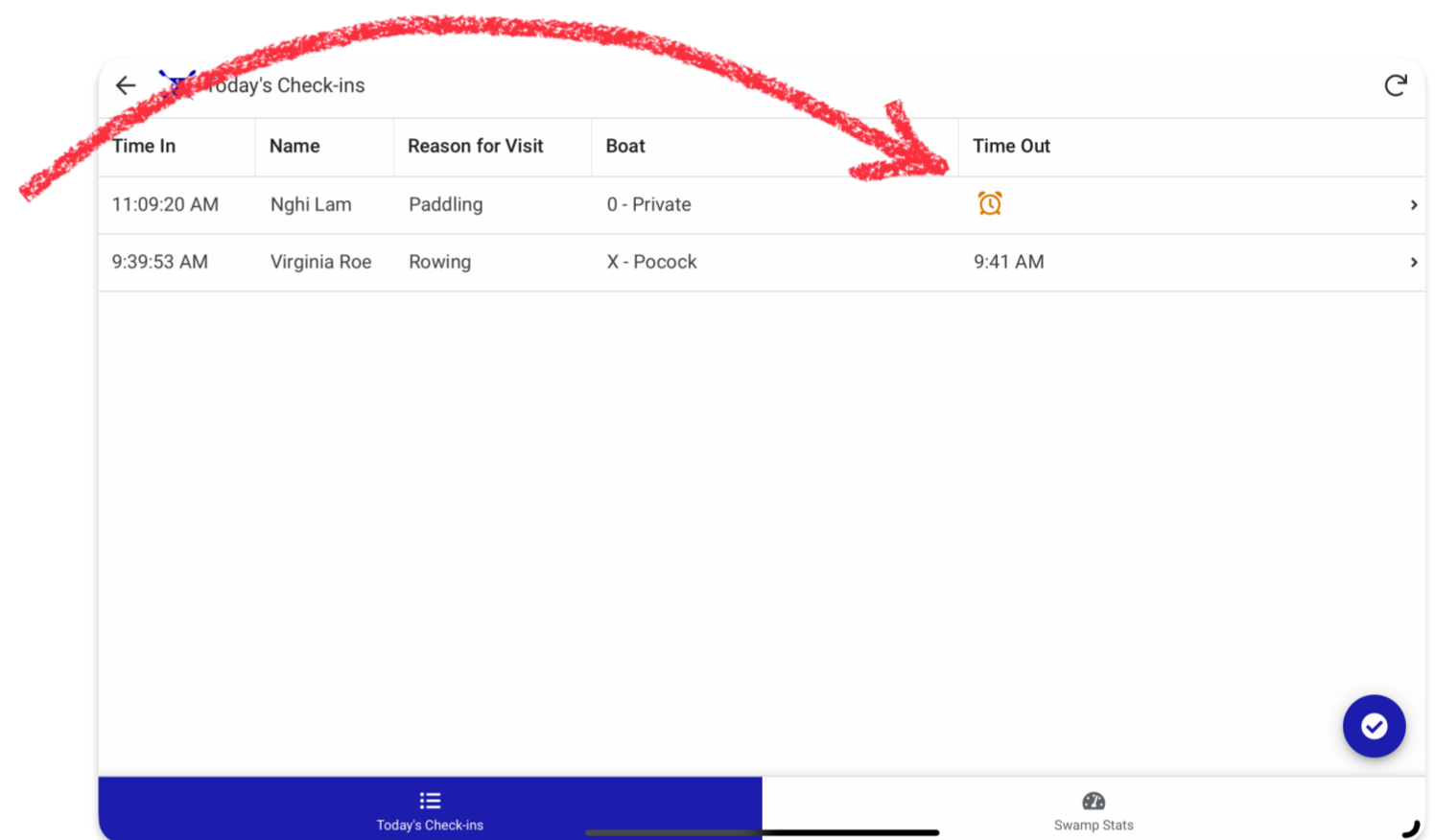
## CHECKING IN

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.*

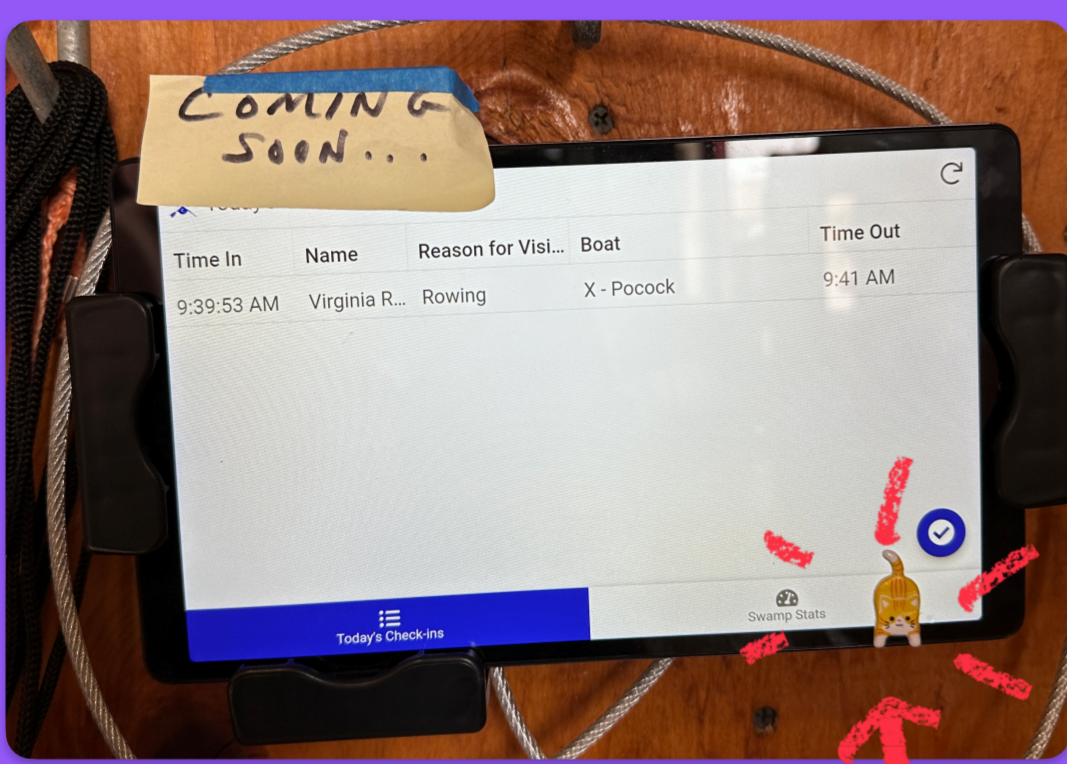
## CHECKING OUT

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!



## TROUBLE IN PARADISE?

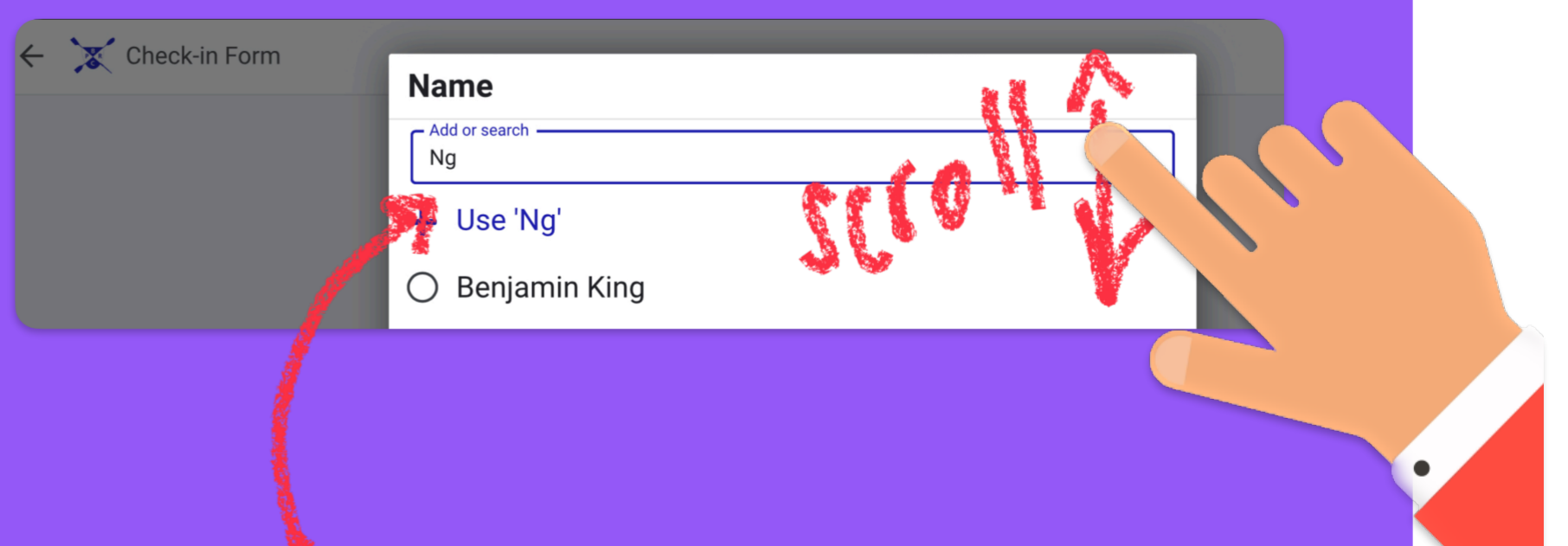
### TABLET SCREEN IS OFF



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.