

## Check In

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# Check In

*Access > Check In*

The instructions below will guide you through various check-in accesses.

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## Member Check In

1. Go to the Access tab and click **Check In**
  2. **Scan** member card or digital barcode.  
**- OR -**  
Click **Member Search**. Enter Last & First Name, and you will see a results grid. Find the correct person and click on their name. You can also search by birthdate, email address, phone number, or a combination of the above.
  3. If other members from the same unit are present, click **Check In Family**. Click **Check In** next to the name of each member who is here and needs to be checked in.
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## Nationwide Check In

Click the **Nationwide Site** link in the top right-hand corner. This link will take you to the nationwide check-in page, where you can log in and scan nationwide digital barcodes.

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## Update Access ID

*Find Member > Profile > Access ID*

If you cannot check in an individual with an active membership, check to ensure the member has an Access ID assigned. Click the edit pencil under Allow Access from the profile screen, enter the barcode number into the Access ID box, and click Save.

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