Check In

MEMBER CHECK IN

1. Click "Check In"
2. Scan member card or digital barcode
   - OR -
   Click "Member Search" > Enter Last & First Name > you will get a grid of results > find the correct person > click on their name. You can also search by birthdate, email address, phone number, or a combination of any 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.

NATIONWIDE CHECK IN

1. The link in the top right hand corner for "Reciprocity Check In" will take you to the nationwide check in page where you can then log in.

UPDATE ACCESS ID

1. If you cannot check in an individual who has an active membership, check to make sure the member has an Access ID assigned.
2. From the profile screen, click the edit pencil under "Allow Access" > enter the barcode number into the "Access ID" box > Save.