

Room Check In

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Room Check In

Access > Room Check In

Use room check-in to scan members in and out of your organization's rooms and when they enter the building. This is most frequently used for the Child Watch/Stay & Playrooms but can also be used for popular fitness rooms.

1. Go to the Access tab and click **Room Check In** (it may be labeled Child Watch/Stay & Play/Y Play/Kid Zone/etc.).
 2. **Scan** member card or digital barcode.
-OR-
Click **Member Search** and enter the Last & First Name. A grid of results will be displayed. To find the correct person, click on their name. You can also search by birth date, email address, phone number, or combination.
 3. Enter **check-in details**.
 - Select/unselect children being checked in.
 - Select drop-off adult
 - Select the location where the drop-off adult will be
 - If needed, enter a phone number for the drop-off adult.
 4. Click **Check-In**.
 5. At pick-up, select children being checked out and pick-up adult, then click **Check Out**.
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