Room Check In

Access > Room Check In

Use room check-in to scan members in and out of rooms at your organization. This is in addition to scanning them in when they enter the building. This is most frequently used for the Child Watch/Stay & Play rooms 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. You will get a grid of results. 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 drop-off adult.

4. Click **Check-In.**

5. At pick-up, select children being checked out and pick-up adult, then click **Check Out.**