

## Check In

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# Check In

*Access > Check In*

Instructions below 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 > 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 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. From the profile screen, click the edit pencil under **Allow Access** > enter the barcode number into the "Access ID" box > Save.

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