

## Room Check In

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### **ROOM CHECK IN**

1. Click "Room Check In" (may be labeled Childwatch/Y Play/Kid Zone/etc)
  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. Enter check in details
    - Select/unselect children being checked in
    - Select drop-off adult
    - Select location where drop-off adult will be
    - If needed, enter 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
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