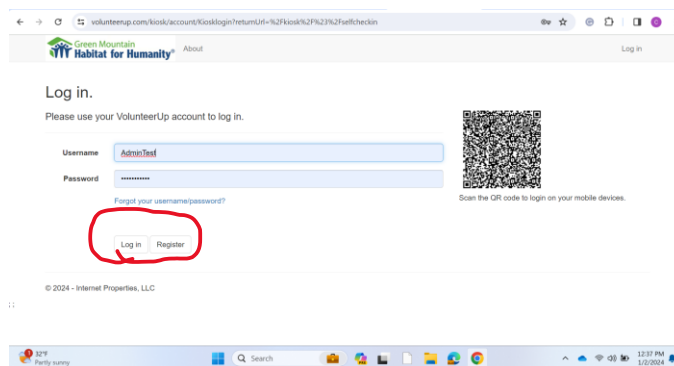


Volunteer Clock In/Out Process

Please review this step-by-step guide on how volunteers can check in/out through the self-check in kiosk.

1. When you arrive for your shift, please go to the Volunteer iPad to clock in.
2. You will see the screen below, on the iPad. Please enter your username and password used to create your account at registration. You can also scan the QR code to pull the same screen up on your phone and continue to clock in/out process that way. Please reach out if you have forgotten your username or password, it is very easy to reset them.



3. Once you click “log in” it will prompt a new screen where you can check in and out by clicking the “check in” button and then the blue “done” button. The “in” button will turn green, the “out” button will turn red.
4. Repeat steps 2 and 3 to clock out and the end of your shift.

