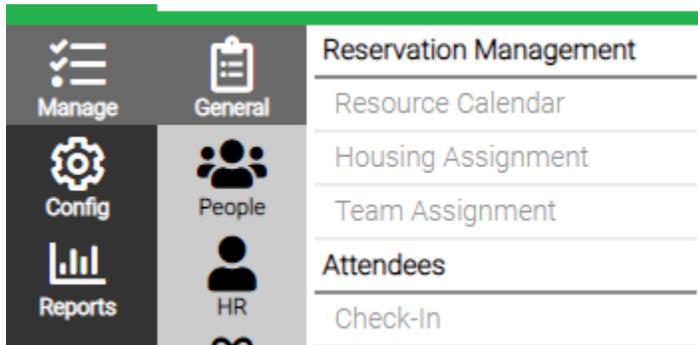


The process for check in / check out:

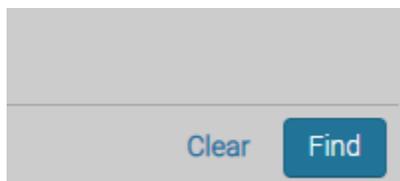
1. When you want to check in/out a participant you click on *Manage*, *General* and *Check -In*



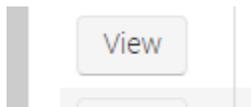
2. Fill out the criteria for your program

A screenshot of a 'Criteria' form in a software application. The form has a title bar with a back arrow. It contains several fields: 'Date *' with a text input containing '07/10/2022' and a calendar icon; 'Date Type *' with a dropdown menu set to 'All'; 'Show Entities Who *' with a dropdown menu set to 'All'; and 'Location' with a dropdown menu set to 'UTA Summer Strings'.

3. Select the blue *Find* button at the bottom left corner of the screen



4. Click on the *View* button next to the name of the participant



5. Click on the blue *Check-In* button at the bottom right corner of the screen and the check-in process is complete.

