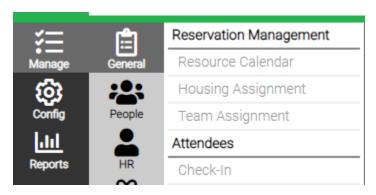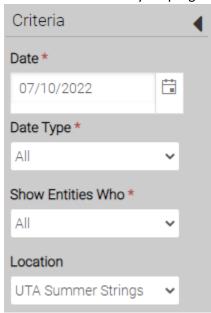**The process for check in / check out:**

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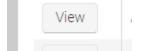

2. Fill out the criteria for your program

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.