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.