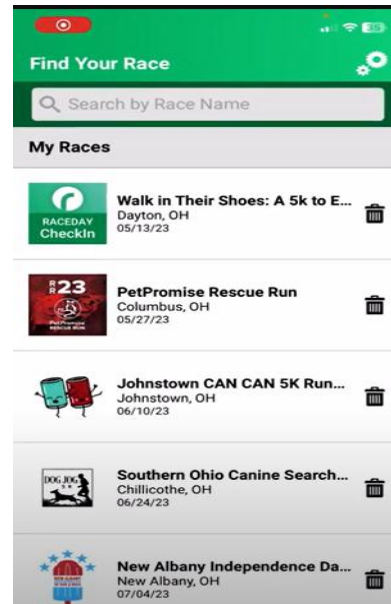


# RACE DAY CHECK IN: Getting Started

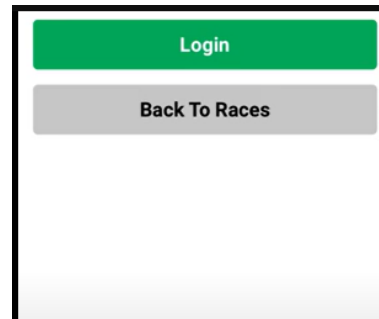
1. Download  
“Race Day  
CheckIn” app



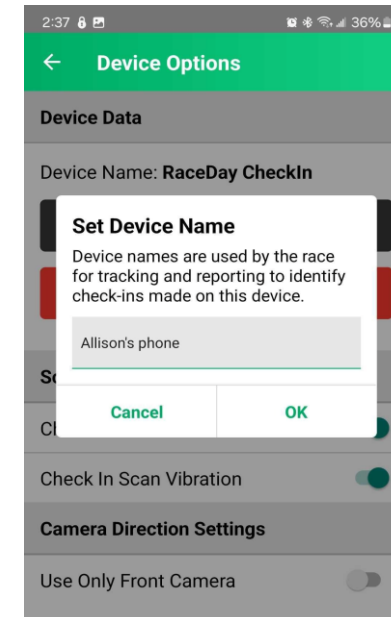
2. Open app  
3. Search for  
our race by  
typing in name  
of race



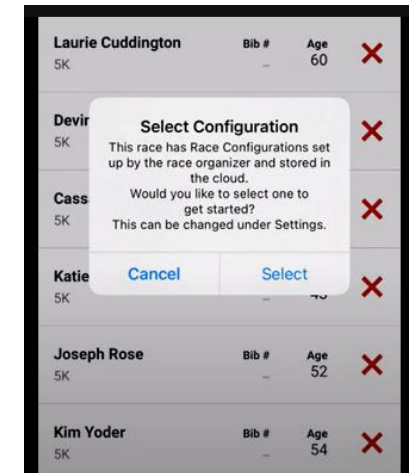
4. Login.  
Use code in  
found in email



5. If 1<sup>st</sup> time,  
give your device  
a name ie..  
“ScottF”

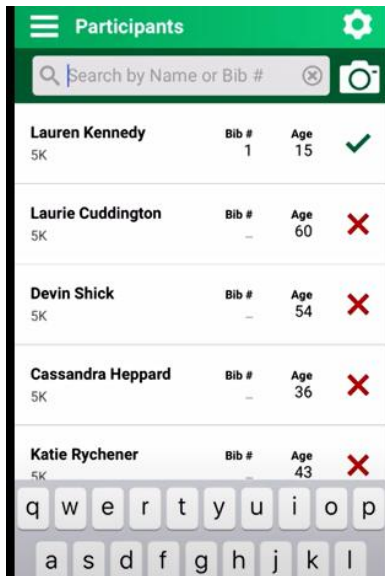


6. Choose  
Configuration...  
“TT Basic”

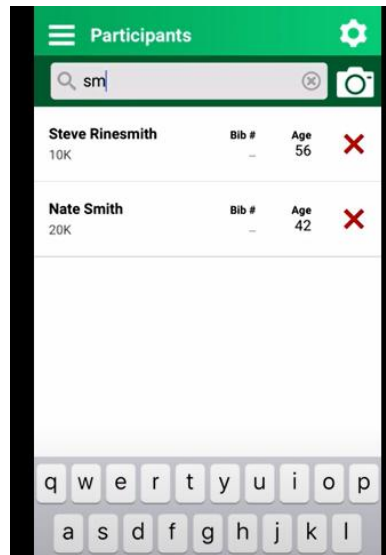


# RACE DAY CHECK IN: Check In Participant

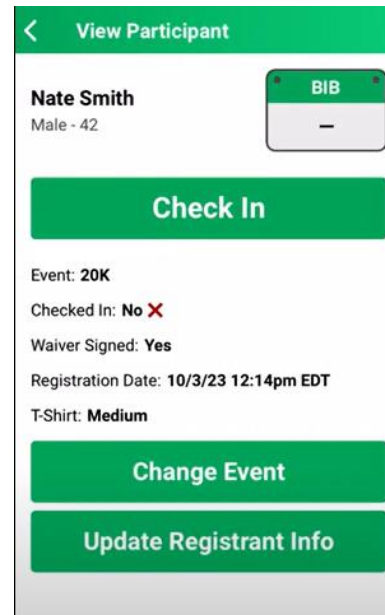
## 1. Participants Home Page



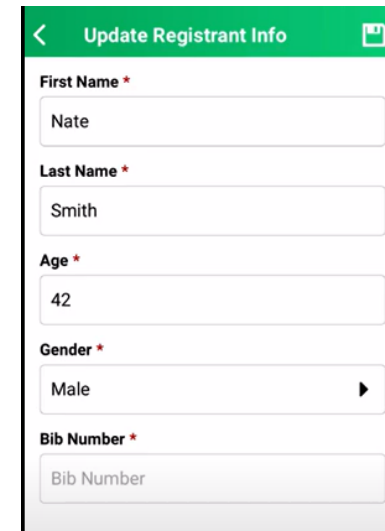
## 2. Search via first few letter of name. App will automatically filter



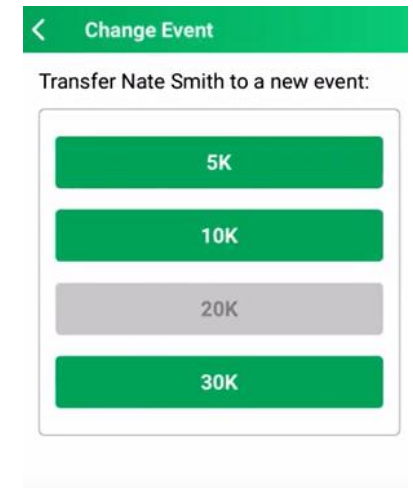
## 3. Checkin Screen. Click name and new screen will appear (may not look exactly like



## 4. Verify participant info, if not correct, click “Update Registrant Info”



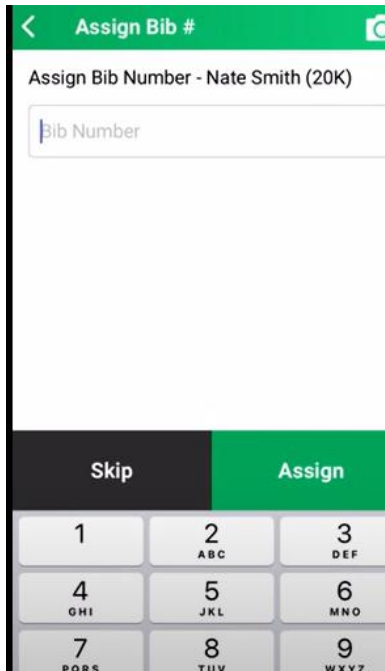
## 5. If they want to switch races, click “Change Event”



# RACE DAY CHECK IN: Checkin Participant

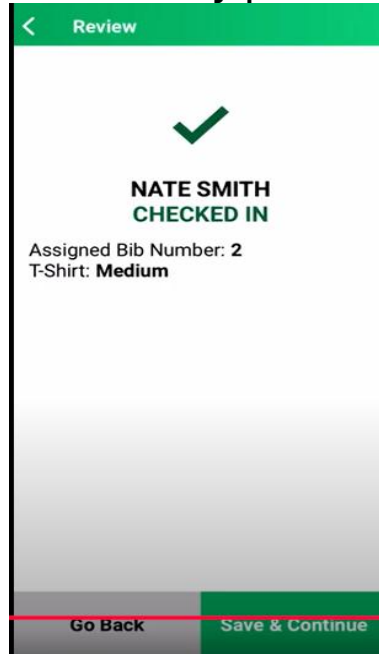
## 6. ASSIGN BIB #

Pull top bib from bib bin for selected race. Type in Bib#, **if error**, check bib is for correct race and / or correct # was typed (App checks for Validation Range)



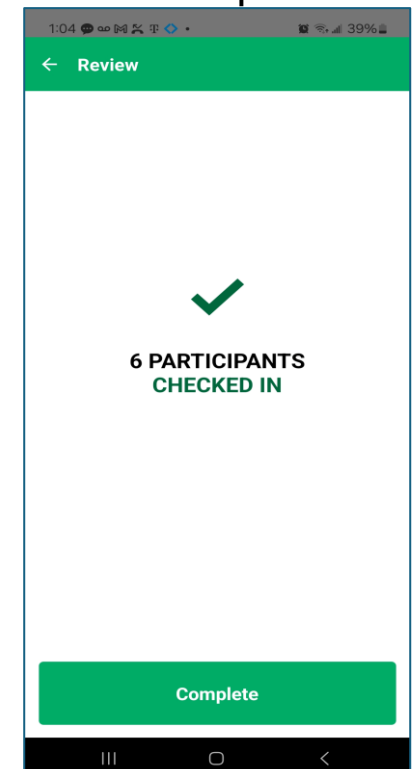
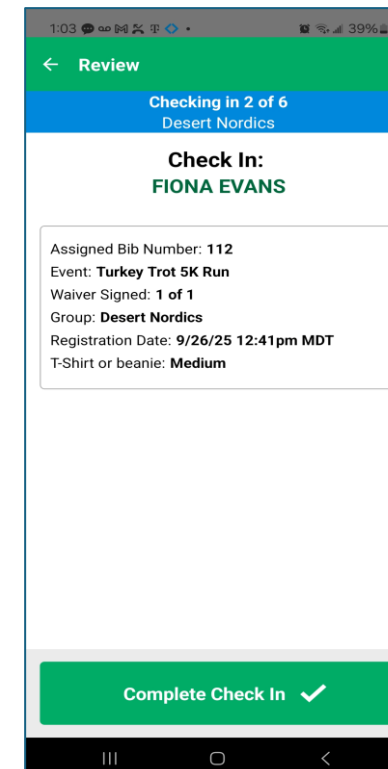
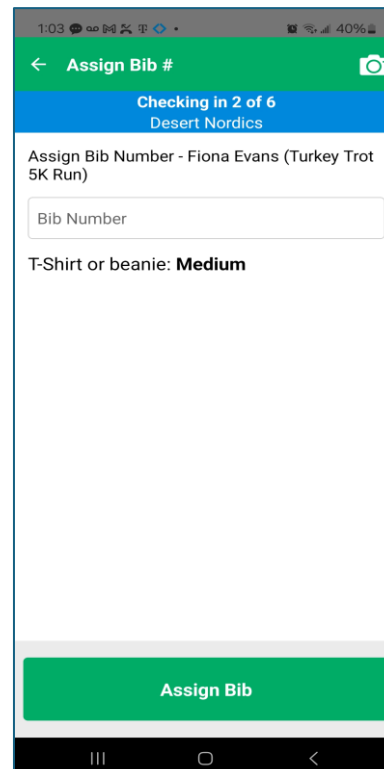
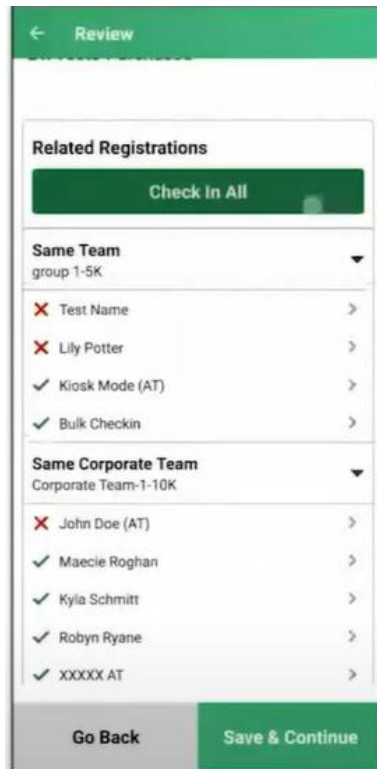
## 7. Complete Checking by handing them their Selected T-Shirt Size.

- *If none is shown*, reason most like a free under 14 entry.
- **NO Switching of SIZES at Check In.** May come back after race, if extras are available.
- *If picking up for multi participants:* Write name on back of bib in ink
- Hand safety pins and instruct “How to wear the bib”



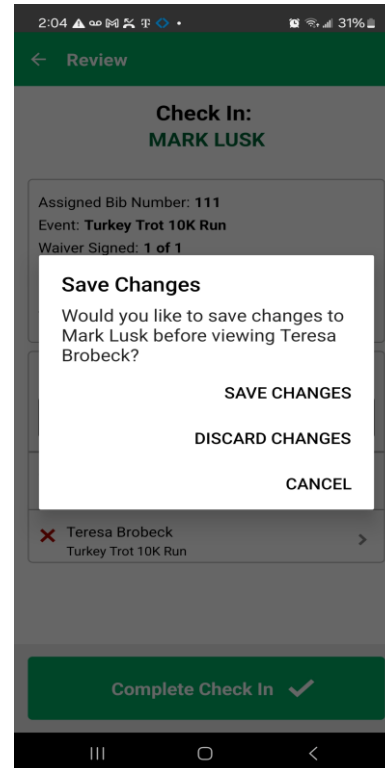
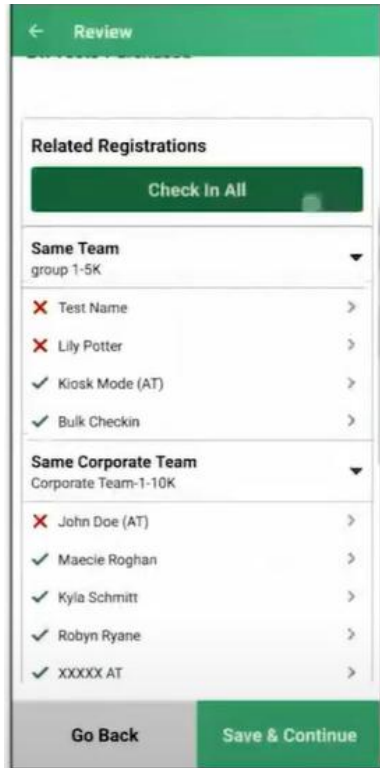
# RACE DAY CHECK IN: Team/Related Check In ALL

1. After checking 1<sup>st</sup> person, any **related participants** via **transaction** or **Group/Team member** will pop up.
2. When selecting **ALL**, each member will pop up one at a time, enter bib, hand Tshirt, Click “Assign Bib”
3. **Review Current Check In**  
Click “Complete Check In”
4. **Once all members have been Checked In...**  
App will show this screen.  
Click: “Complete”



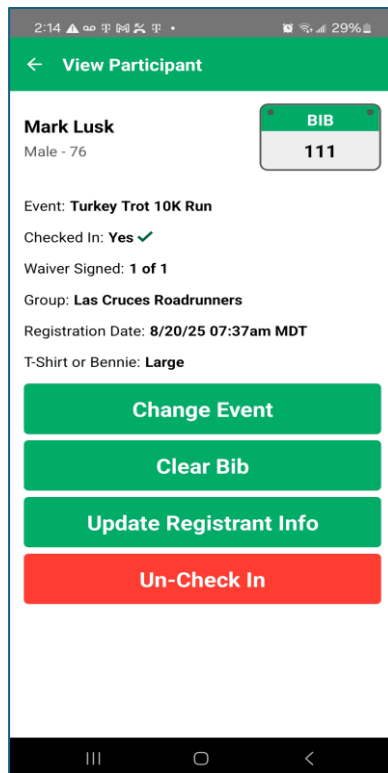
# RACE DAY CHECK IN: Team/Related Check In Individual

1. After checking 1<sup>st</sup> person, any **related participants** via **transaction** or **Group /Team member** will pop up.
2. When selecting **INDIVIDUAL**, be sure to **save changes to original participant** before starting new individual
3. Follow normal **“Check in Participant”** procedures.

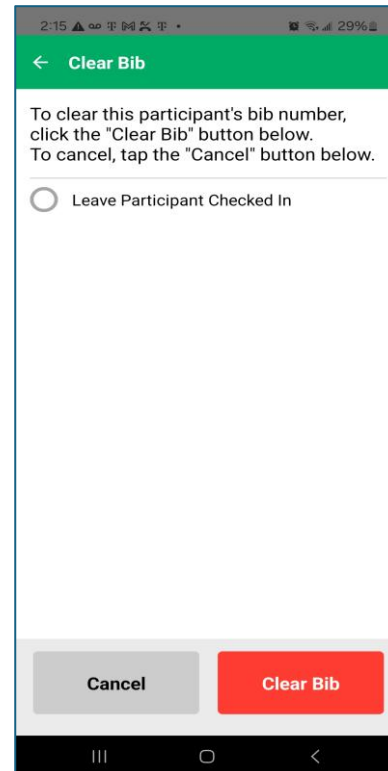


# RACE DAY CHECK IN: Clear Bib/ Undo Check In

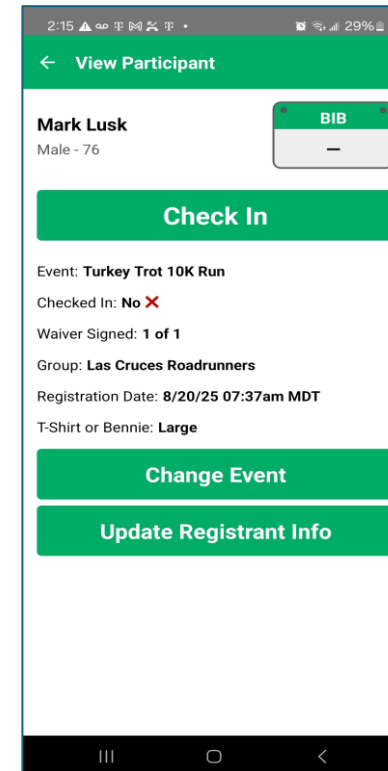
1. If After checking a person, and you noticed error with bib #, Click “**Clear Bib**”
2. If you checked in wrong person, Click “**Un-Check In**”



3. **Clear Bib**  
*\*Don't Choose “Leave Participant Checked in”,*  
Start “Check In” over or select new participant



4. Notice bib is cleared and so is Check in status



5. **Uncheck In** will leave Bib Number but change status to “Not **X**”

