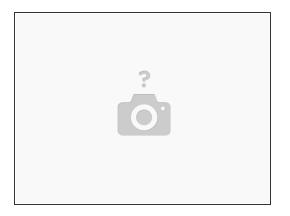
Checking in a Group Pass

Group passes are a thing now, here's the details about how you check in a member with a group pass!



Step 1 — Create a new member if needed

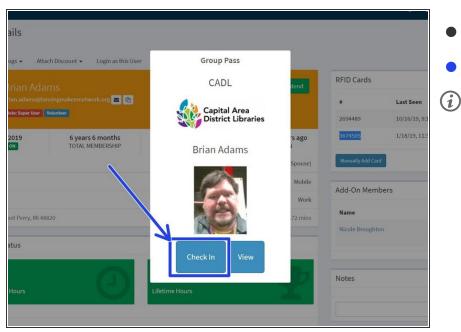


- Ask the patron if they have visited before and have their ID card.
- If not, follow the SOP for creating a new member to create their member account. **STOP** when you get the point of enrolling the member in a membership.
- Make sure group pass users are aware that they'll need to have BOTH the group pass and the member ID card any time to check in.
- (i) We're not currently able to look up a member to check in with a group pass.

Step 2 — Validate group pass

vor New Member	Statistics (a Sep 2019 - 18 OC 2019		Visits Members	0 0	r Res Mender	Group Pass CADL	9 Step 2019 - 18 - 02 2019
e Lost M ver har submissions overder for a vol. Group Pass CADL	-1 58 Members •	ieen	Group Pass CADL	ited Group Pass Managers	or hour submitsions overdue for approval.	Capital Area District Libraries	-1 58 Members Q
11 244 Capital Area Expiring Soon S	Transactions Averages	(19, 4:51 PM (2 minutes ago) 19, 2:30 PM (2 months ago) 1) 19, 6:26 PM (4 months ago)	Capital Area District Libraries	1	11 244 Expiring Soon Total Records		Transactions 23 Transactions Averages
ers C	Commute	19, 6:26 PM (4 months ago)	Retain card for return to sponsor.	J	Overdue Tasks rS	Check Out	16 minutes Commute
ts s 10 25 Today	r Shifts Tomorre	n	Disabled Remove			Volunteer Shifts	Tom

- Swipe the Group Pass.
- If the group pass is valid, a blue bar will appear and instruct you to swipe the member's ID card to check them in.
- If the Group Pass has been marked as missing or lost, a red bar will appear and instruct you to retain the pass for us to return to the passes's sponsor.
- If the Group Pass is currently checked in , an orange bar will appear, and show the currently checked in member.
- (i) NOTE: Only one member can be checked in on a group pass at a time.



Step 3 — Check in member

- Swipe the member's ID card.
- Click "Check In" to check-in the member.
- At checkout, you don't need to swipe their group pass again. Just swipe their ID card and click checkout (or use the multitude of ways to checkout a member)

Step 4

J L+ or New Mergher		Member Statistics 18-Sep-2019 - 18-Oct-2019	
	2 Checked i	n Members	-1
	lansingmakersnet	Checkout	58 Members Ø
Group Pas	ids ago		Transactions
11 Expiring Soon Tota		Checkout	23 Transactions
5 Check-in Member		Checkout All	Averages
Overdue Tasks	Он		16 minutes Commute
ers	2		
		Volunteer Shifts	
5	5 10 25	Today	Tom

 In the checked in members dialog, the list will indicate that the member is checked in with a Group Pass.