



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!

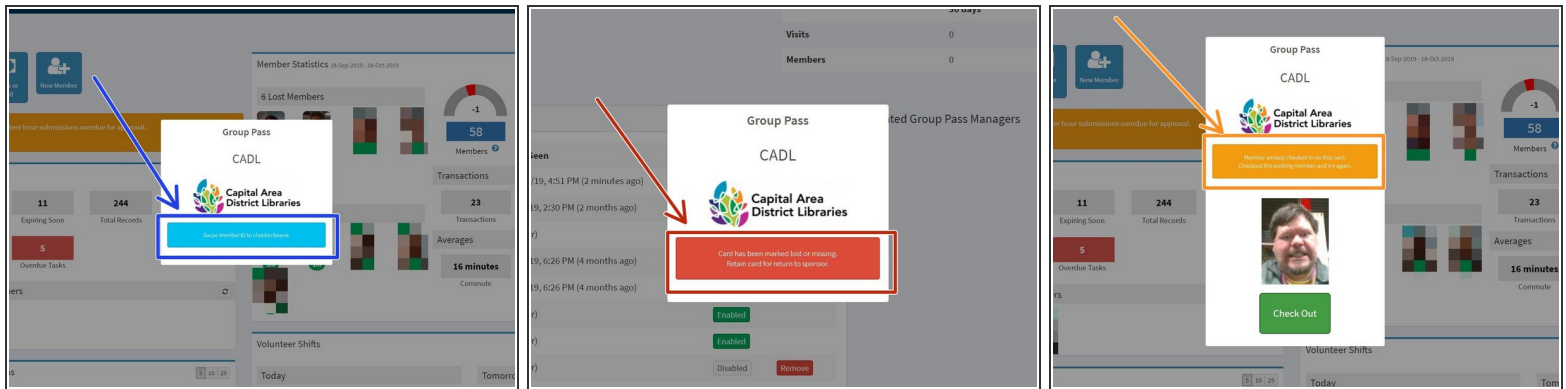


Step 1 — Create a new member if needed



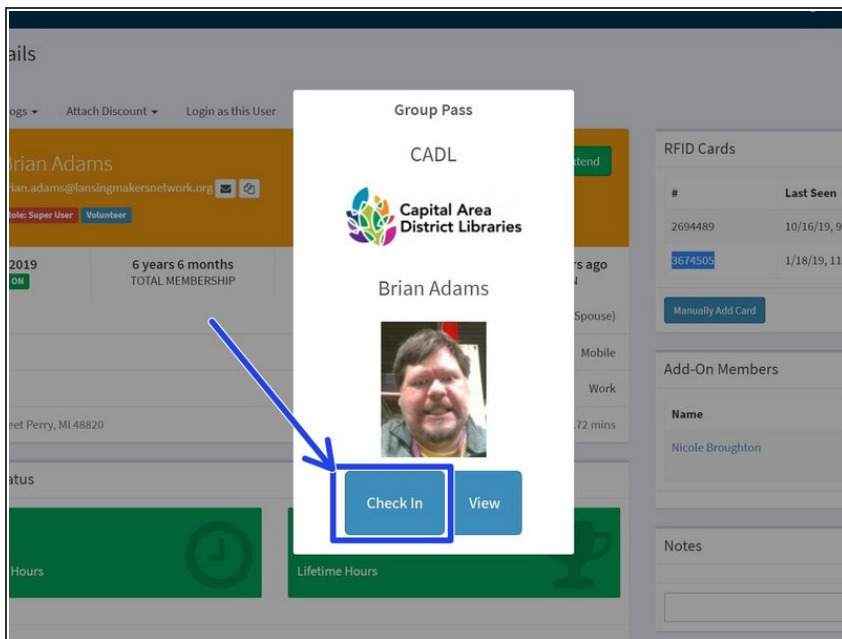
- Ask the patron if they have visited before and have their ID card.
 - If not, follow the SOP for creating a new member to create their member account. **STOP** when you get the point of enrolling the member in a membership.
-  **Make sure group pass users are aware that they'll need to have BOTH the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

Step 2 — Validate group pass



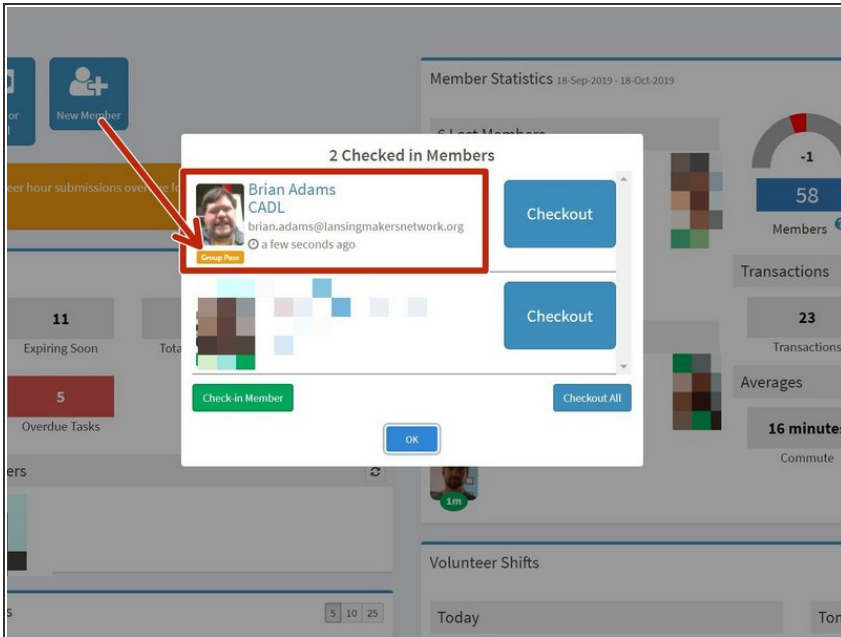
- Swipe the Group Pass.
 - If the group pass is valid, a blue bar will appear and instruct you to swipe the member's ID card to check them in.
 - If the Group Pass has been marked as missing or lost, a red bar will appear and instruct you to retain the pass for us to return to the pass's sponsor.
 -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



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