

Event Check In

The Event Check In tool allows players, team officials, referees, and spectators (registered guardians, children and siblings) to be logged as attending a scheduled event in the system. It's available on the **PowerUp Connect** mobile app and on **m.powerupsports.com**.

Following completion of the check in process, the member is presented with a notification indicating success or failure of the check in, which they can show to the club staff/volunteers responsible for checking in players. Team Officials are also able to complete check in or view the result of the check in process for all their team's players, team officials, and spectators at the event.

NOTE:

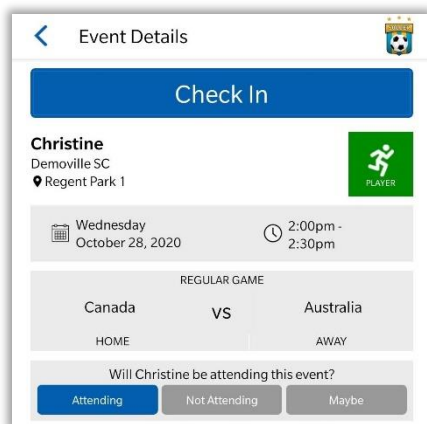
Upon completion of the check in process, that individual is logged as attending the event. Administrators can access attendance reports for specific events or for all events on a day. For more information on the Attendance Reports, see the **Attendance Reports** article in the support system.

Guardians & Players

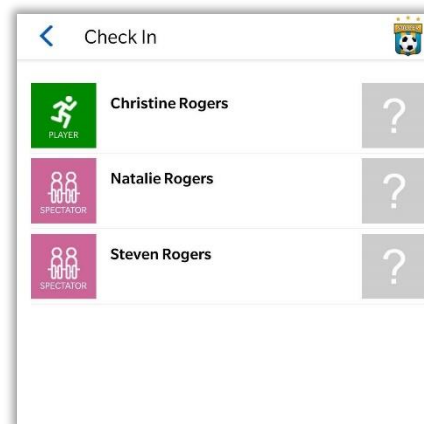
When a guardian or player navigates to an event that day (upcoming or in progress) they will be presented with a **Check In** button. Selecting it will present them with a list of available people to log in for the event.

For players (non-guardians), this will just be themselves. Youth players can complete the check in process provided their have their own email entered on their profile.

For guardians, this will be themselves, the participating player, and any other registered guardians or players on the profile (spectators).

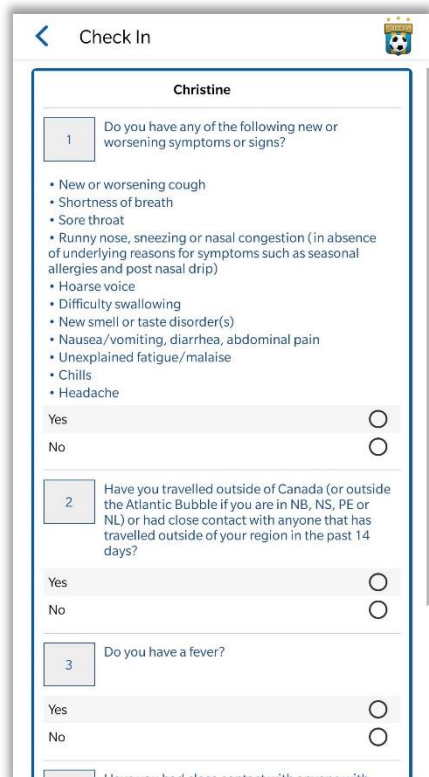


View of Check In on the Event Details

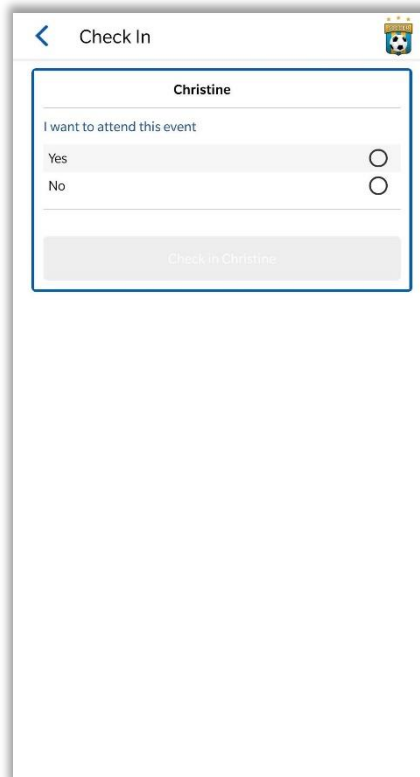


View of Check In for a guardian.

Once they select the correct individual, they'll be able to complete the check in process for them. Depending on your club's policies and procedures, this may or may not include screening questions.



Check In including the screening questions

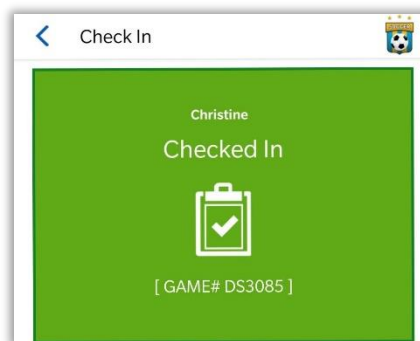
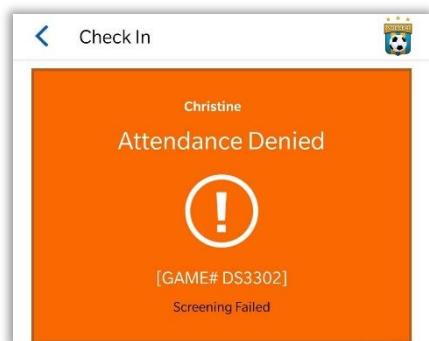


Check In without the screening questions

NOTE:

Administrators can select whether the screening questions appear via:
System >> Configuration, on the Games tab, "Ask Health Screening questions for the Event Check In"

Upon completion of the check in, the member will be presented with a message indicating if they have checked in successfully or if attendance is denied due to a failed screening. They can then go back and check in another individual, or show the successful check in to the designated club official (e.g. Field Marshall).




Team Officials

Team Officials can complete **their own** check in to an event by navigating to it through their Family Calendar, their individual calendar, or through the team’s calendar under Coach Hub.

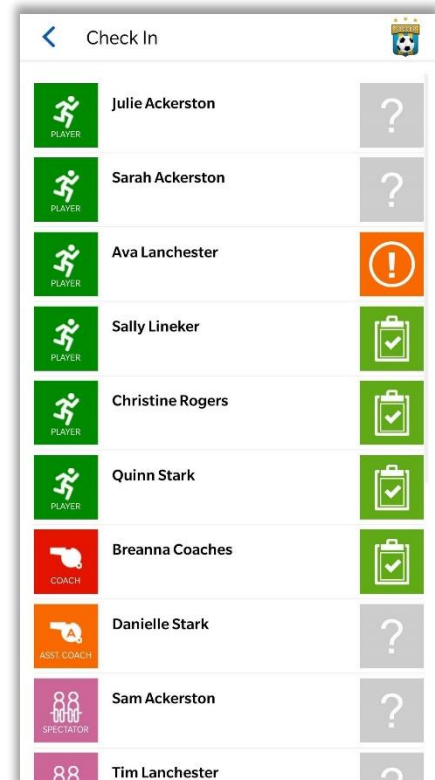
They are also able to complete the screening question(s) for members and spectators of their team. This includes players, fellow team officials, and any spectators (registered guardians or siblings).

To complete the screening for an individual:

- Navigate to the appropriate team under Coach Hub in the menu and select the  Schedule icon
- Find the event for which Check In needs to be completed and select it
- Select **Check In** at the top of the Event Details
- Select the individual to be checked in
- Complete the question(s) and select Submit.

Team Officials can review the status of the check in process for their team by navigating to the event through the Calendar in Coach Hub. The list view will display icons indicating whether check was successful, failure, or has not yet been completed. Selecting an individual with a completed check in (pass or fail) will present the full notification.

NOTE:
Team Officials can access the Check In button for in progress, upcoming (on that day), and past events; however, check in can only be completed for in progress or upcoming (on that day) events.



Team Official view of check in status for a team’s players, team officials, and spectators.

Additional Notes

- Players must be assigned to a team to use Event Check In.
- The ability to check in disappears after the conclusion of the event.
- Check in is available on club-created, league created, and custom events created by a team official.
- Where there are multiple guardians for a player, Co-Guardianship should be used to ensure they are both eligible to check in.
- Answers to the screening questions cannot be edited after submission.