

HOW TO LOOK UP A MEMBER

Under the “Attended Check In” screen, type last name, first name next to “Barcode.” This will bring up a list of everyone with that same name. Use date of birth and agreement numbers to verify member. Click “Check in.”

Check in a Member

The following are highlights of the check in process.

- You can access the Attended Check In page by clicking the Check In link at the top-right corner or by going to the Menu and then selecting Attended in the Check In section.



- If using Attended Check In, the cursor must be in the Barcode field when scanning a key tag to ensure it reads correctly.



- If using Unattended Check In, members can scan their key tag while the workstation is on another page in DataTrak.
- If a member forgets or doesn't have a key tag,
 - o Be sure to mention that the member can obtain a new key tag.