



COREDIRECTION

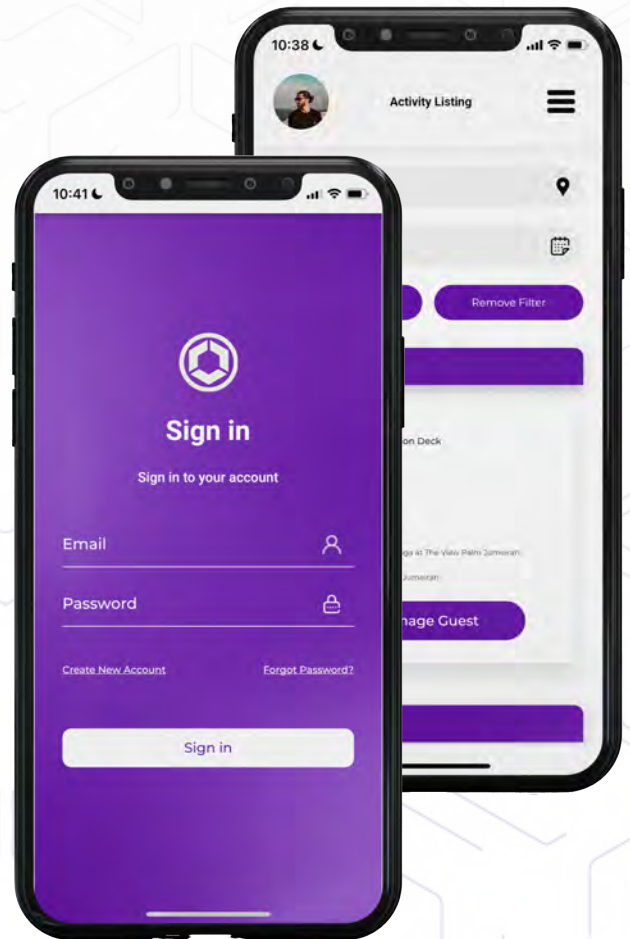
Core Check-In User Guide

This document will outline how to download, set up and use the Core Direction Check-in App. For a more in depth guide please visit <https://coredirection.com>

Overview

The Check-in app is available on both The IOS app store and Google Play store. It can be used to manage Check-In's at a facility and verify a users booking by scanning their unique QR code.

Staff can be given access through the back-end system. Once a staff member has created an account on the Core Direction platform. Their email address can be used to grant access to manage a facility.





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Step 1:

Set up an account

Create a new account, or log into an existing Core Direction profile.

Step 2:

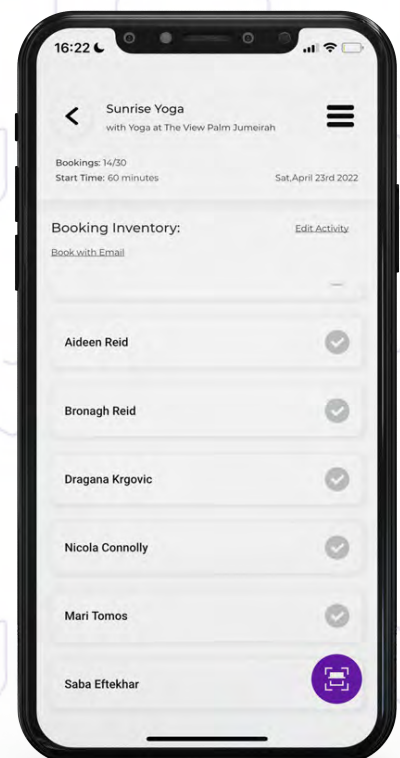
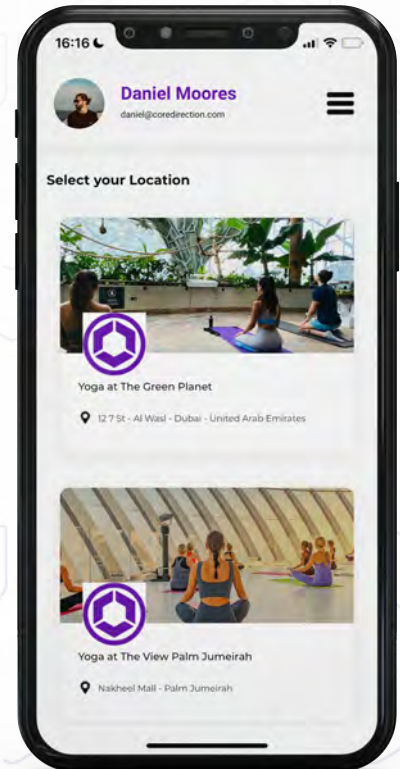
Give access rights

Before a user can manage Check-ins through the application they must be given access in the facility back-end. To do this navigate to 'User Assignment' and enter the users email address.

Step 3:

Login and manage guests

Once the staff member has been granted access they will be able to view all activities and check guests in by scanning their unique QR code with the QR code scanner. Guests can find their unique QR by logging into their Core Direction account.



For assistance please contact
Support@coredirection.com



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Activity Management

Below is an overview of the functionality available within the Check-In application. As well as using the QR code scanner to check users in, staff can also check a guest in manually by their Name or Email. For a more in depth view of what the Check-In application can do visit:

<https://www.coredirection.com/check-in-guide>

Class Information:
Class name,
Bookings & start time

Edit Class Capacity

Book class on behalf of a user with their email address

Guest Name

Check-In status. Purple Indicates Successful Check-In

Click here to bring up the QR scanner.

For assistance please contact
Support@coredirection.com