IPAD INSTRUCTIONS

1. Use Bayfront or Village Pool Version 5.1, you’ll use the version for the pool you are working at.
2. Make sure the iPad is connected to the internet.
3. How to sign people in/out:
   1. Type the person’s pool ID into the box that says ID by double tapping the yellow box
   2. Click out of the box into a blank one
   3. Hit Check in/out ONE time, you will see a green banner that says running script
   4. Wait for the Script to finish running before you press more buttons.
   5. When the script has finished, you’ll see if the person has been granted a pool ID for the summer if their name shows up on the side. Check the box next to the name of whoever is present and then hit confirm.
      1. If they have guests, ask them if the guests are registered. Then type the number of guests into the yellow box below where is says “*Enter Number of Guests Below”*  (cell H1).
   6. When someone leaves, type in their pool ID again into the ID box, click out, then hit check in/out. When the names come up again, uncheck the box and then hit confirm.
      1. Change the number of guests accordingly also
   7. **Remember**: only people with current pool ID’s are allowed to enter the pool. If they give you a number not registered this summer, a warning will pop up. If they bring someone who is not on their pass, they can register that person as a guest.
      1. If someone does not have a pool ID or isn't registered for the current season, tell them to go to chcapools.com and register for one. Meanwhile they **cannot** enter the pool
4. Guest Registration
   1. **FOUR** guests per pool ID are allowed. People should be able to sign up for a guest ID on chcapools.com, but if they didn’t do that they can do it at the pool. The resident should go to that website and go to the guest registration tab and follow the instructions. There may be a barcode for them to scan at the pool.
      1. Guests may **NOT** enter without a resident.
5. Make sure to also sign yourself in with pool ID 9998.
6. If you have any issues please leave a message on the notes page of the google sheet, and call the main office