**IPADS - Things to remember:**

* Open “BayPoolEntrance” tab or “VillagePoolEntrance” tab on home screen
* Check yourself in using your Pool ID, and check the lifeguard in with the ID: 9999
* Ask pool user for their POOL ID and enter the number under the “Enter Pool ID” slot and press return (double click in slot to get keyboard)
* Click the “CHECK IN/OUT” button below the ID
* Ask for all their names
* Enter number of guests in cell H7
* Click the check box next to all the names that are there
* If a name is not in the list, DO NOT LET THEM ENTER unless they have a guest ID.
* Every guest can register for a guest ID at [chcapools.com](https://drive.google.com/open?id=1ByNwP5L18YnhsqZIYbynDd_ri79lXV_2)
  + Ask them for their guest ID and enter in the guest ID section (column H)
  + Click the checkbox next to the guest IDs that are currently at the pool
* When someone leaves ask for their Pool ID
* Type ID below “ID” space (cell B2)
* Click the “CHECK IN/OUT” button below the ID
* Ask for all their names and click the check box (so it is now unchecked) next to all the names that are there
* When pool closes click on the “EMPTY POOL” button

**If a user forgets ID you can tell them to go to chcapools.com and go to the “forgot ID” page.**