Using A Check-In Kiosk as a Volunteer

To Check-In:

1. Click “I HAVE AN ACCOUNT” to log in.

![Enter account information](image)

2. Select which method you’d like to use to find your account

![Method selection](image)

**Note:** For your phone number, you are not required to include hyphens. For your name, you can enter first name, last name, or both. Keep in mind that the system cannot identify you if it finds multiple matches. For example, if you enter "Dave" as your name, the system will probably indicate that there are multiple matches and that it needs more information. If the system cannot identify you by number or name, you will be asked to enter an email address.

3. Enter your information and click Submit. You'll be asked to confirm the match to your account. If you've entered your phone number or uploaded a profile picture, that data will also be displayed.

![Confirmation](image)
4. Click the This is Me button. You'll be taken to the My Upcoming Shifts page, which lists the opportunities you have responded to.

![Image of My Upcoming Shifts page]

5. **Note:** The kiosk only shows opportunities that occur within the upcoming week.

6. Click Check In for the applicable opportunity. You'll be taken to a brief description of the opportunity, with the option to select a check-in time.

![Image of Check-In Time]

7. Select Check in now to check in at the time displayed at the top of the Kiosk page. Select Check in at shift start to check in at the scheduled start time for the shift. Select Check in with a custom time to enter a custom date and time.

8. If you brought additional people with you who do not have an account on a Connect platform, you can add them by selecting the Yes button under Plus-one Hours. If you select Yes, you will see additional questions.

![Image of Plus-one Hours]

**Plus-one Hours**
Would you like to check in one or more additional volunteers who do not have a Connect account?

- Yes
- No

Complete the fields below to add hours anonymously for each additional person in your group.

- **Number of additional volunteers:** [Input Field]
- **Who volunteered with you:** [Input Field]
9. Click Check In. You'll see a confirmation message with your information.

![Check In Confirmation]

10. Click Done. The screen will return to the Kiosk landing page.

To Check-Out:
The process for checking out of an opportunity is identical to checking in, whether you check out individually or as a team. If you don't check out of an opportunity, the set hours for that opportunity will be attributed to your volunteer hours. For example, if you check into a two-hour shift but forget to check out, you'll have 2.00 hours added to your volunteer hours.