

Using the Kiosk to Check in Volunteers

Kiosk URL: <https://www.volunteerhr.org/check-in>

Activation Code: VolunteerHR!

*This link and password is shared by all of VHR's partner organizations and can not be changed.

Go to the Kiosk URL and activate your device

When you first arrive at the kiosk URL you'll see the "Activate Kiosk" pop-up. There are several options here, but all are optional except for supplying the activation code. A description of each field is listed below followed by our recommended settings.

Update Settings

Timezone for today's opportunities ([Get Timezone from device](#))

(GMT-05:00) Central Daylight Time (America/Chicago)

Location

Select options

Location(s) to filter occurrences and connections

Organization

Select options

Organization(s) to filter occurrences and connections

Save settings after first activation

None

Disable Late Check-Ins (minutes)

Never

Number of minutes allowed for late check-ins. After this many minutes, volunteers and guests will not be able to check-in for their connection. Leave blank if no blocking to late check-ins is desired.

Activation Code

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UPDATE

1. **Timezone:** Select one of the EST options
2. **Location:** By default the check-in kiosk will display ALL occurrences taking place that day, no matter the location. Use this field if you wish to filter the available occurrences to just those taking place at one specific location. Otherwise just leave it blank! (No need to select 'all')
3. **Organization:** By default the check-in kiosk, will display ALL occurrences taking place that day, no matter which organization is managing the opportunity. Use this field if you wish to filter the

available occurrences to just those managed by your organization. Otherwise just leave it blank!
(No need to select 'all')

4. **Save Settings after First Activation:** You can set up your kiosk once, or have it reset daily depending on your preference. The options for this field are described below:
 - a. None: By default, the kiosk requires you to activate ('unlock') it each day - and each day will present the options to filter by location or organization. The kiosk will automatically lock itself after 24 hours.
 - b. Only Configuration (daily activation is required). After initially activating the kiosk, the filters will be hidden and maintained. (i.e. if you are using no filters, because you want all occurrences to be displayed in the kiosk), that can be saved, and each day you'll only be asked for the activation code. A simpler activation process if you wish to hide the filters from your kiosk activators.
 - c. Configuration & Activation: With this setting, the kiosk will remain activated day after day. This has some possible security down-side as anyone will be able to use the kiosk on this device even without someone activating it... but if you have a permanently placed kiosk and wish it to be 'always live' - then choose to save this setting.
5. Disable Late Check-Ins (minutes): When left blank, volunteers can check in any time before or after the scheduled start time of their connection. If however, you put in a number here, it represents the number of minutes, after which a volunteer is not allowed to check-in.
6. Activation Code: Enter the activation code [VolunteerHR!](#)
7. Activate: Click on this to unlock the kiosk in its current configuration

The following activation settings are recommended by VOLUNTEER Hampton Roads.

- Time Zone: [\(GMT-04:00\) Eastern Daylight Time \(America/New_York\)](#)
- Location: [Leave Blank](#)
- Organization: [Select your Organization](#)
- Save settings after the first activation: [Configuration & Activation](#)
- Disable Late Check-Ins (minutes): [5-15 Minutes \(or longer if preferred\)](#)
- Activation Code: [VolunteerHR!](#)

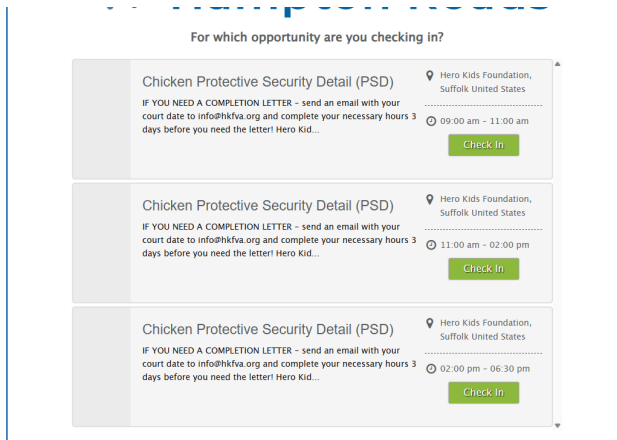
The Activated Kiosk Screen:

Once unlocked, your kiosk will look like this

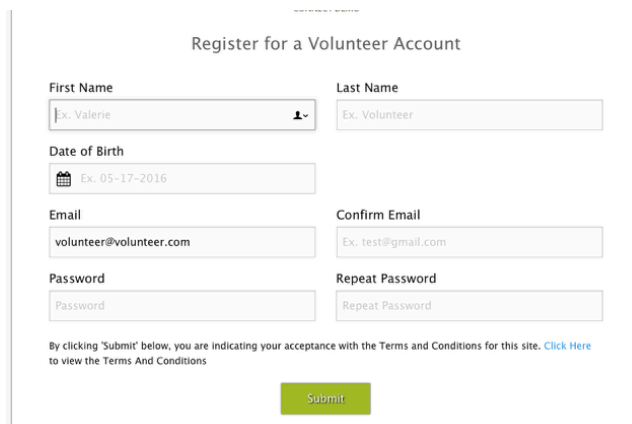


Checking-in a Volunteer: All you need to check in a volunteer is their email address!

- Confirmed volunteers: (those who signed up on our site beforehand) will be checked in automatically after entering their email address.
- Registered volunteers without confirmed connections: (those who have VHR accounts but did not sign up for your event/opportunity) Will be asked which opportunity they are checking in for, and will then have a new connection created for them.



- Guests: (those who do not have VHR accounts and did not sign up for the event/opportunity beforehand). Will be asked to fill out a 'short' registration form, and will have a contact record and connection created for them.



- Teams: Team Captain handles check-in for all team members and will be given the option to select who is present at check-in.
 - If a team member arrives after check-in, have them use their own email address. The system should ask the question "Has a team captain pre-registered you as part of a team?" to which they will need to select yes. selecting yes to this question is how they bypass having a new connection created.

HandsOn
CONNECT DEMO

Arts and Crafts for Kids

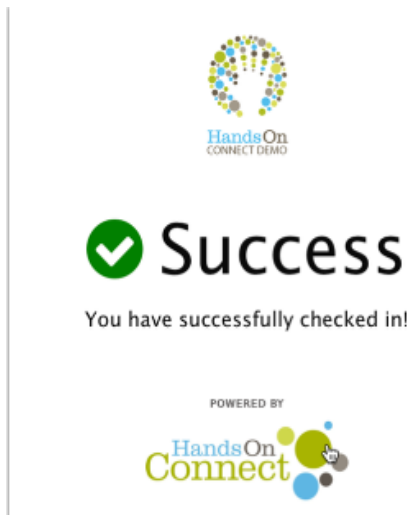
Team: Kiosk Cut ups

Team member Check-in

<input checked="" type="checkbox"/>	Valerie Volunteer teuto+training_volunteer@gmail.com
<input type="checkbox"/>	Melissa Manchester teuto+melissam@gmail.com
<input type="checkbox"/>	Freddy Fox teuto+fredfox@gmail.com
<input type="checkbox"/>	Sam Sloan

Check In

A volunteer is successfully checked in once they see this confirmation screen.



You can use any of the following devices to check in volunteers for a project: Computers, Laptops, Tablets, or Smartphones. You can use multiple devices at once.

Checking- Out:

The system should automatically check all volunteers out at the event's end time. You should only need to log in and manually enter this time if a volunteer leaves early or stays late.