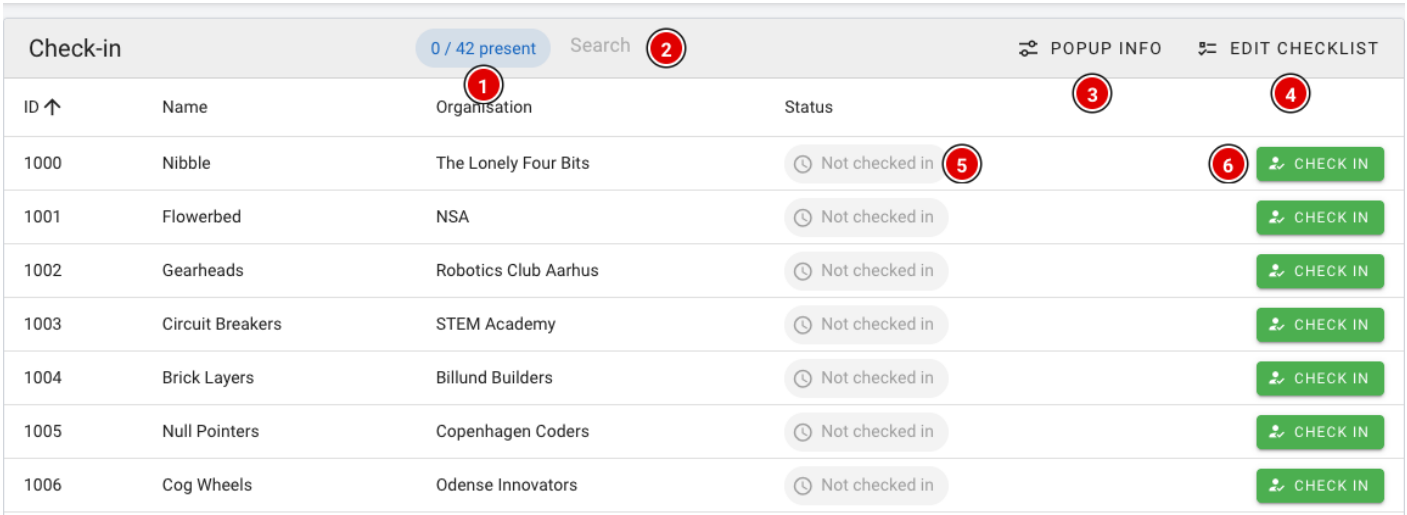
Team check-in

The check-in module keeps track of which teams have reported in on arrival on competition day. At the registration desk you can see at a glance whether everyone is there, and when you check a team in you have the most important information for that team right at hand.

> The check-in page is only visible when the **Team Check-in Module** is switched on in **Setup → Settings**. Users with the *secretariat* or *admin* role can use check-in.

The overview

- Click **Check-in** in the menu.
- You will see a list of all teams in the current tournament.

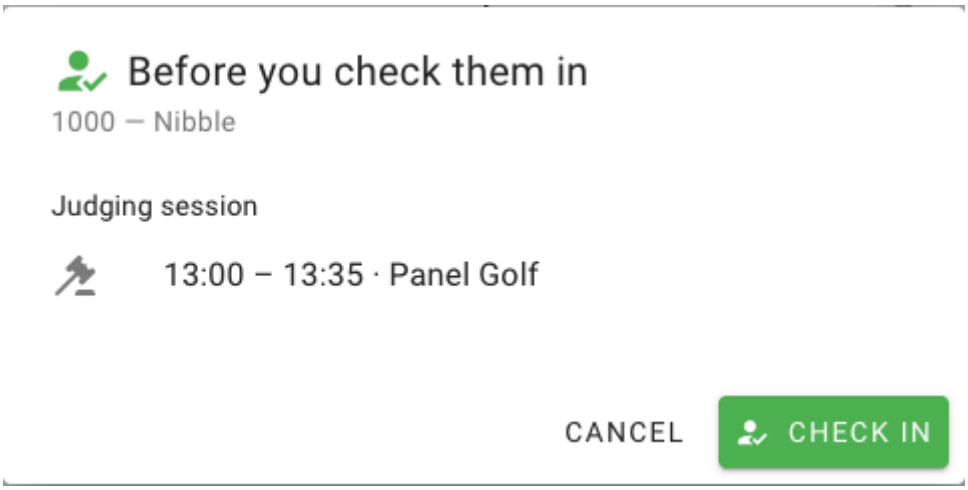


- **Present (1)**: Counter showing how many teams have already checked in, for example *12 / 42 present*.
- **Search (2)**: Quickly search by team number, team name or organisation.
- **Popup info (3)**: Choose which information you see when checking a team in (see below).
- **Edit checklist (4)**: Set up a list of reminders for the desk (see below).
- **Status (5)**: *Not checked in* or *Checked in*.
- **Check in (6)**: Checks the team in.

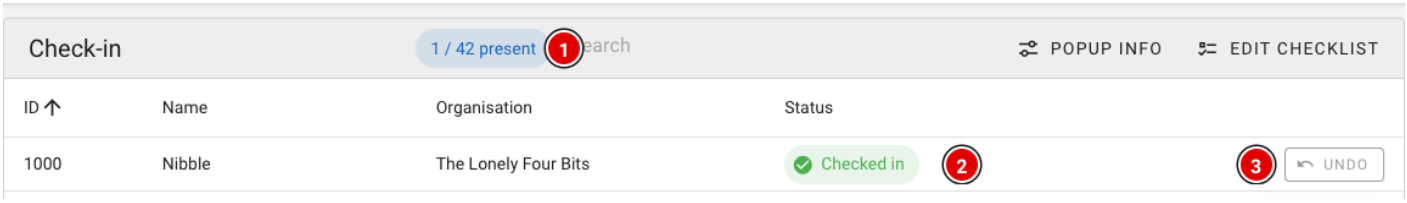
Checking a team in

- Find the team and click **Check in**.

- If a checklist or popup information has been set up, a *Before you check them in* window opens first. It shows, for example, at what time and with which jury the team is expected.
- Click **Check in** again in the window to confirm, or **Cancel** to go back.

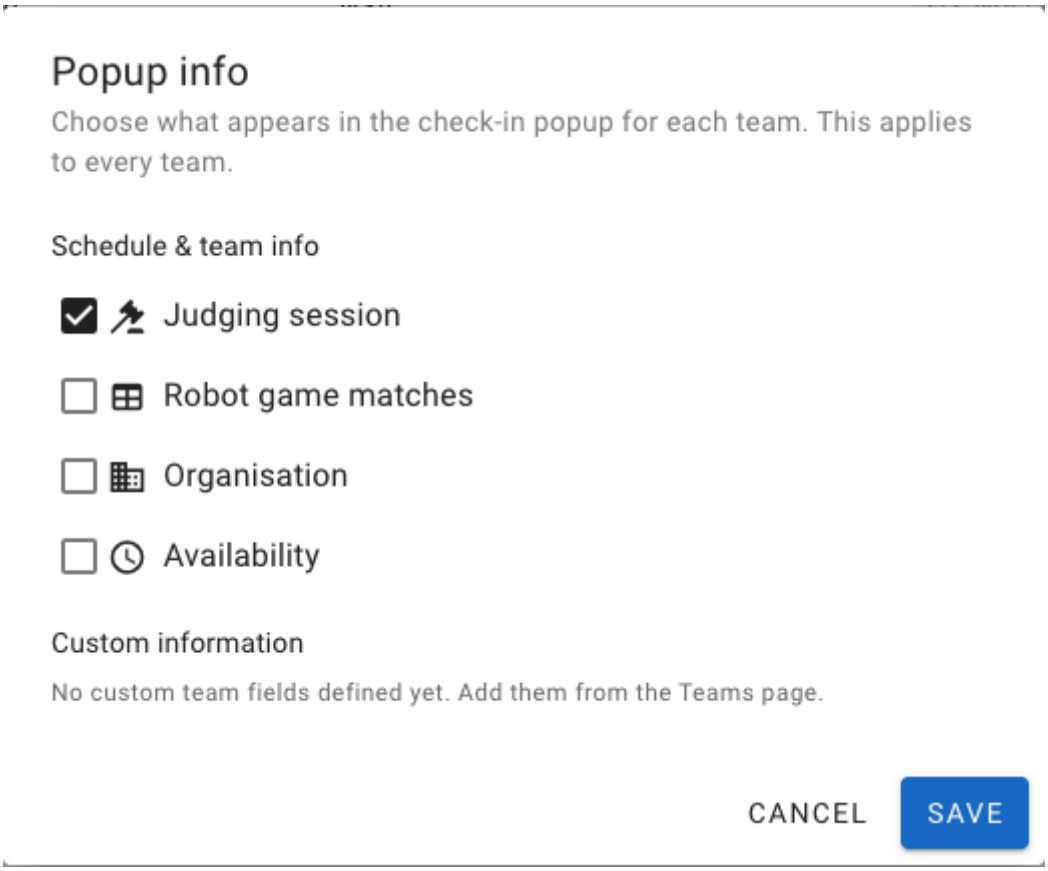


After check-in the status changes to **Checked in (2)** and the counter **(1)** goes up. Checked in the wrong team by mistake? Click **Undo (3)**.



Setting up the popup info

With **Popup info** you choose which information appears in the check-in window. This applies to all teams.

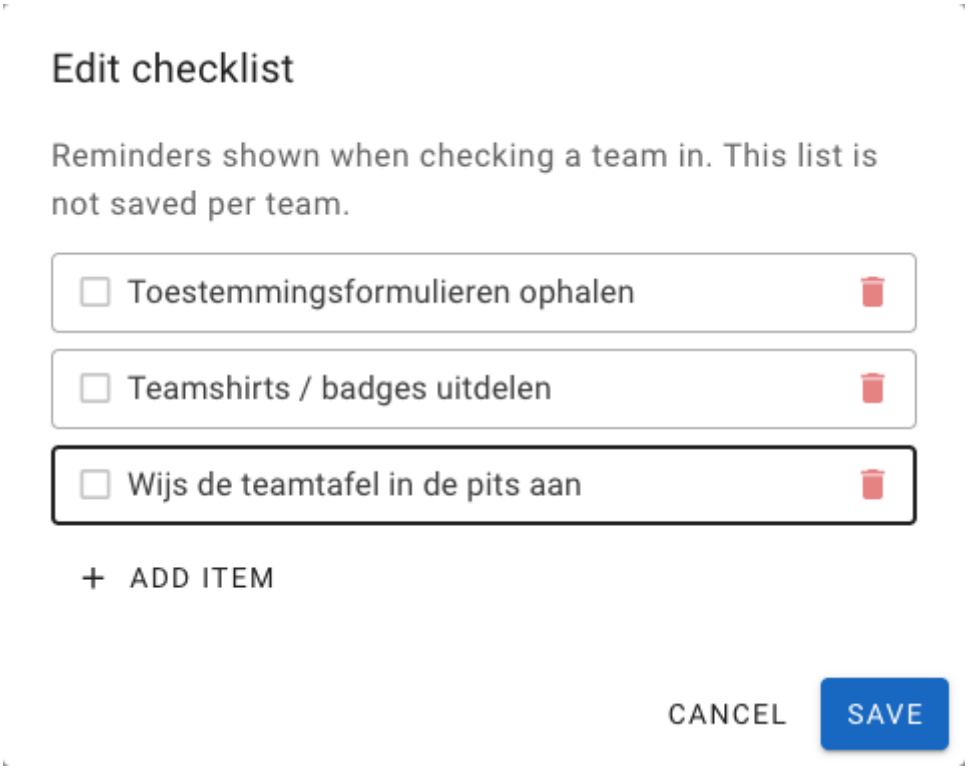


- **Judging session**: Time and jury of the team's judging session(s). This is on by default.
- **Robot game matches**: The team's matches, with time and table.
- **Organisation**: The team's organisation (school, club).
- **Availability**: When the team is available, if this has been filled in for the team.
- **Custom information**: Your own team fields created on the Teams page (via **Custom fields**). See the page Entering teams into the system.

Click **Save** to store your choice.

Checklist for the desk

With **Edit checklist** you create a list of reminders for the volunteers at the desk, for example collecting consent forms. These items appear in the check-in window and can be ticked off there.



- Click **Add item** to add an item and use the bin icon to remove one.
- Click **Save** to store the checklist.

> The checklist is only a reminder. Ticking items off is not saved per team. If you want to record something for a specific team, use Remarks.

Revision #3
Created 21 October 2026 21:40:05 by Thijs Tops
Updated 22 October 2026 15:29:44 by Thijs Tops