

ADDitions Check In/Out Procedure

1. At the **Volunteer Check In/Out** screen, enter your Social Security number then click the **Check In/Out** button:

Volunteer Check In/Out

Login:
(xxxxxxxx)

2. Click on the **School** dropdown menu and select John Young Elementary:

ADDitions Check In - VOLUNTEER

School:

Volunteers Must Sign In Above

Visitor Checkin
Visitor Checkout

ADDitions Check In - VOLUNTEER

3. If you are working with a specific teacher, click on the **Teacher** dropdown menu to select:

School:

Teacher: or Enter Name:

Abramson Idella D
Abreu Mercedes
Allen Wendy L
Arana Genoveva
Arwin Leann O'Dell
Beard Sylvia
Berrios Margarita
Billitteri Christina M.
Blair Jennifer L
Blan Zaheda Z

Program Type:

Date: : :

ADDitions Check In - VOLUNTEER

4. Click on the **Program Type** dropdown menu to select the activity:

If you are chaperoning a field trip, select **FieldTripChaperone-DayTime**.

School:

Teacher: or Enter Name:

Program Type:
FieldDay
FieldTripOnly
FieldTripChaperone-DayTime
FieldTripChaperone-Overnight

Activities:

5. If the activity is not listed, you may enter it in the **Activities** field. For example:

Program Type:

Activities:

Date and Time Signed in: / / :

6. When you have finished, click the **Check In** button.



ADDITIONS Summary -- VOLUNTEER

7. In the **ADDITIONS Summary** window, click on **Print Label**:

08/23/2010 -- [Print Label](#)

You Checked In: 08/23/2010 8:45 AM

Time you volunteered this school year: 4.9

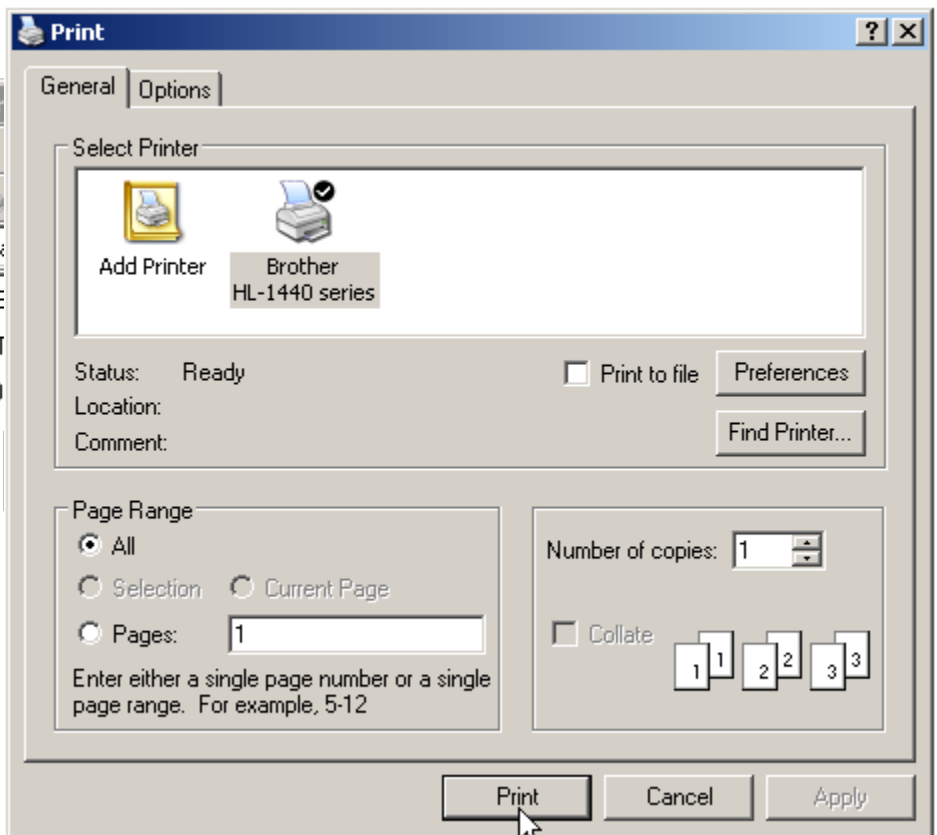
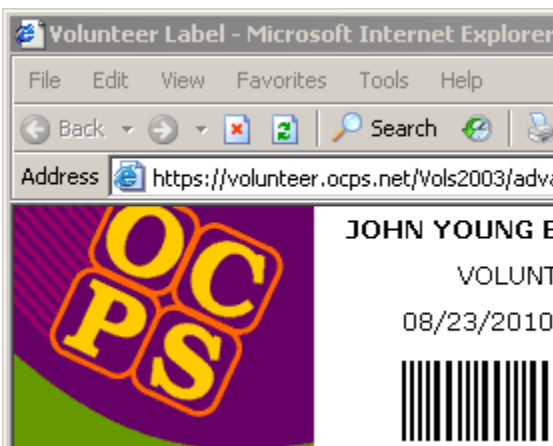
Schools at which you volunteered: JOHN YOUNG ELEMENTARY

Activities that you participated: ClassroomAssistant
Thank you!

When "Checking In", please print the label before clicking the Confirm Button.



8. Label and Print windows will appear:



- In the Print window, click on **Print**:

NOTE: If the Label and Print windows do not close automatically, please close them before continuing.

ADDITIONS Summary -- VOLUNTEER

08/23/2010 -- [Print Label](#)

You Checked In: 08/23/2010 8:45 AM

Time you volunteered this school year: 4.9

Schools at which you volunteered: JOHN YOUNG ELEMENTARY

Activities that you participated:
Thank you! ClassroomAssistant

When "Checking In", please print the label before clicking the Confirm Button.

9. Back in the **Additions Summary** window; click **Confirm** to complete the check in procedure:



Get an ADDitions badge holder from one of the pockets below the bulletin board (on your right as you face the computer), put your label in it (don't remove the backing) and wear it while on the campus. Please return it to the holder when you check out.

To check out, from the **Volunteer Check In/Out** screen, enter your Social Security number then click the **Check In/Out** button:

Volunteer Check In/Out

In the **ADDitions Program Check Out** window, click **Check Out**:

Login:

(xxxxxxxx)

A Summary window will appear. Please be sure to click **Confirm** to complete the check out procedure.

Addition Program Check Out

VOLUNTEER

Your last Check In time was: **Aug 23, 2010** at **8:45 AM**.

Date and Time Signed / / :

Out:

ADDITIONS Summary -- VOLUNTEER

08/23/2010

You Checked In: 08/23/2010 8:45 AM

You Checked Out: 08/23/2010 11:30 AM

Time you volunteered this school year: 4.9

Schools at which you volunteered: JOHN YOUNG ELEMENTARY

Activities that you participated:
Thank you! ClassroomAssistant

When "Checking In", please print the label before clicking the Confirm Button.

