Signing In at the Shelter
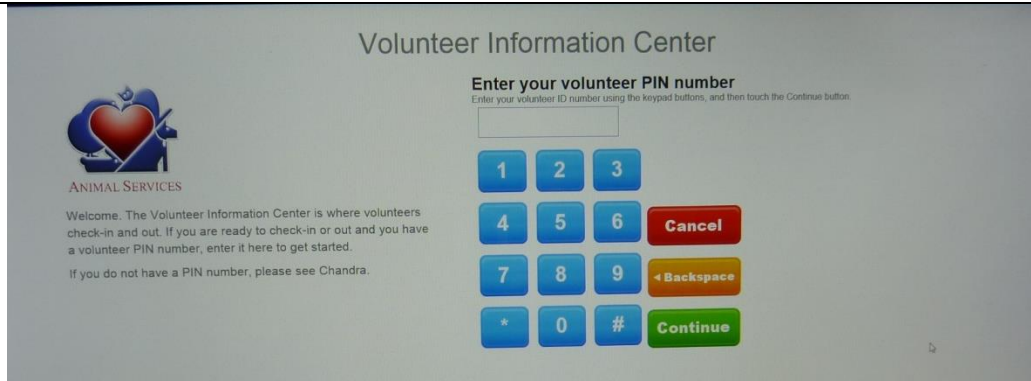
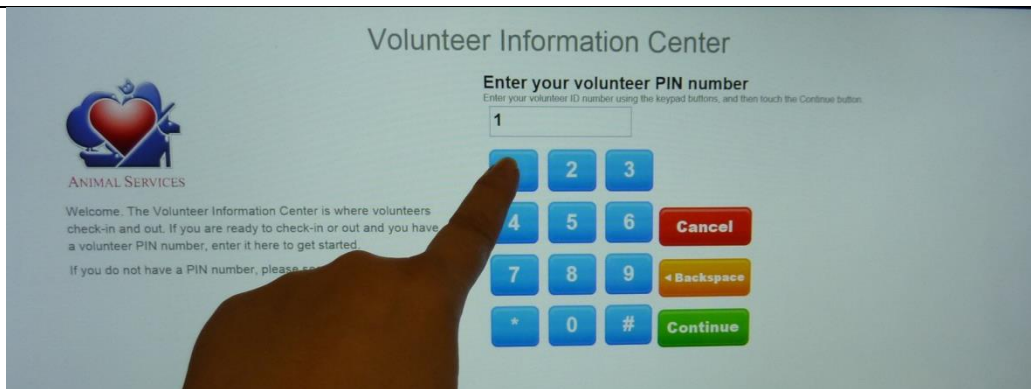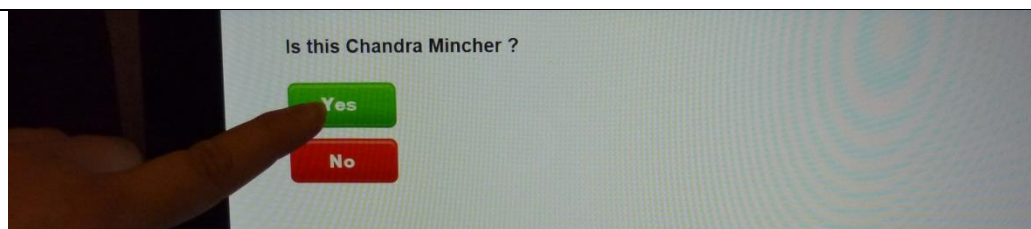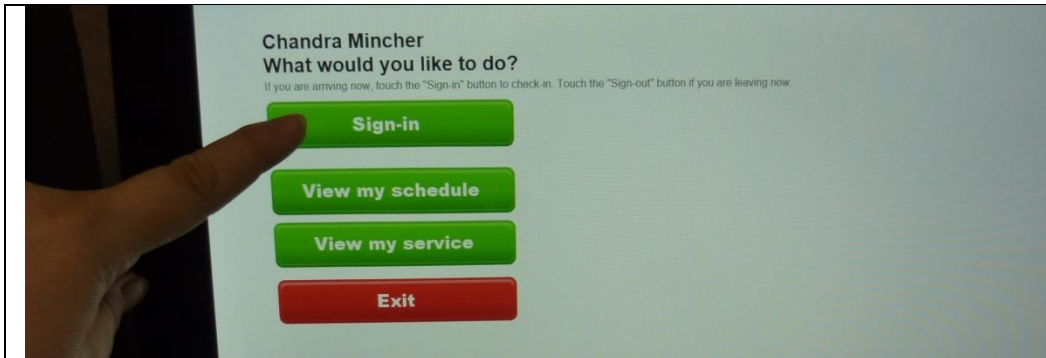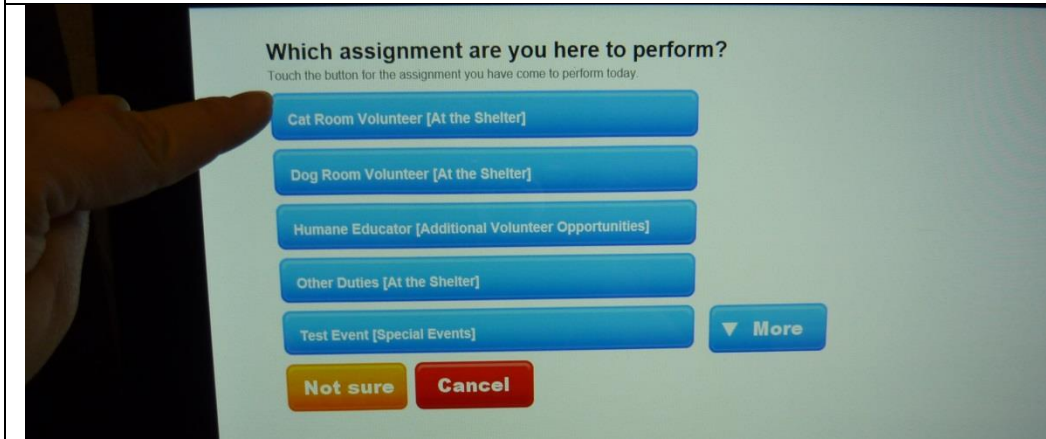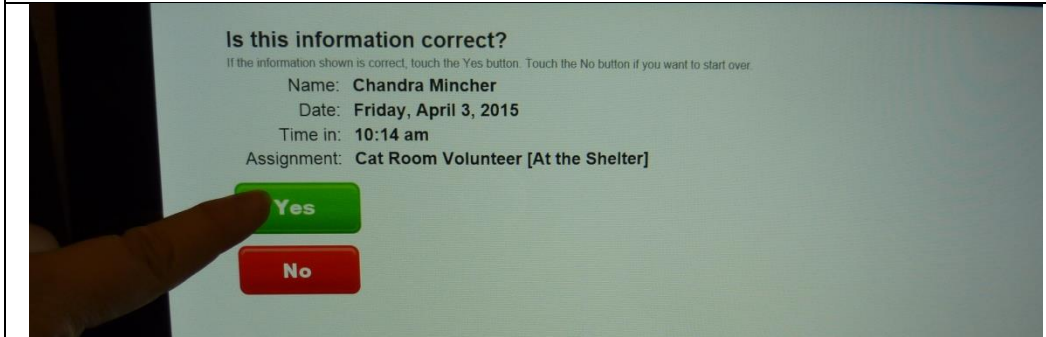|	
	The monitor on the sign-in stand in the volunteer office will look like this.
	Enter your pin number. (You get this number from Chandra.)
	Press "Continue" once your pin is entered.
	If the name that pops up is you, press "Yes".
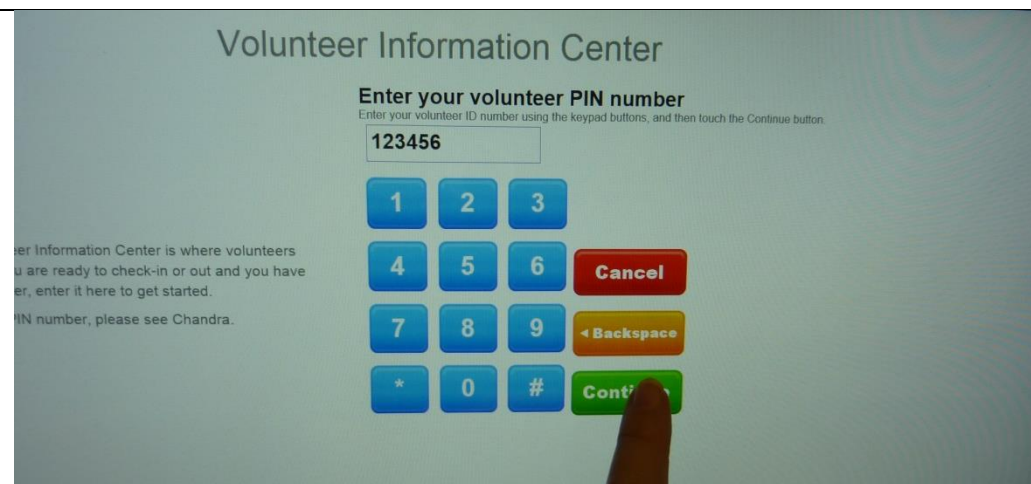
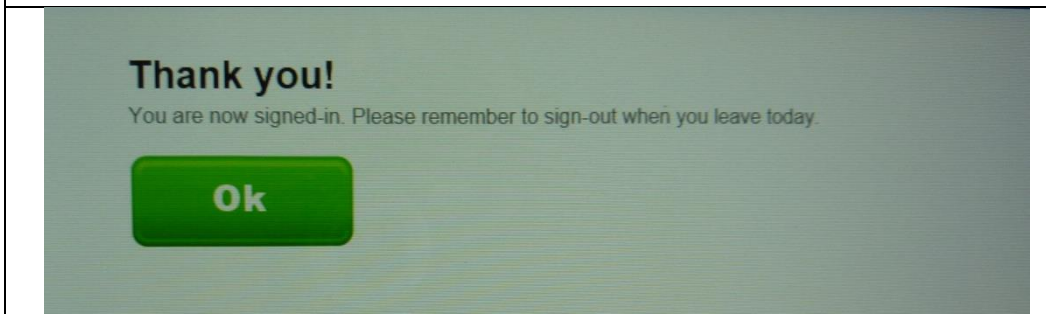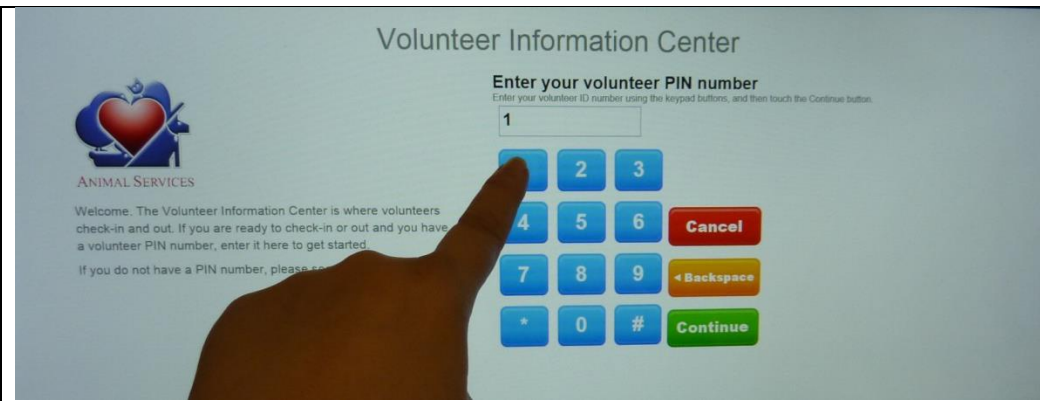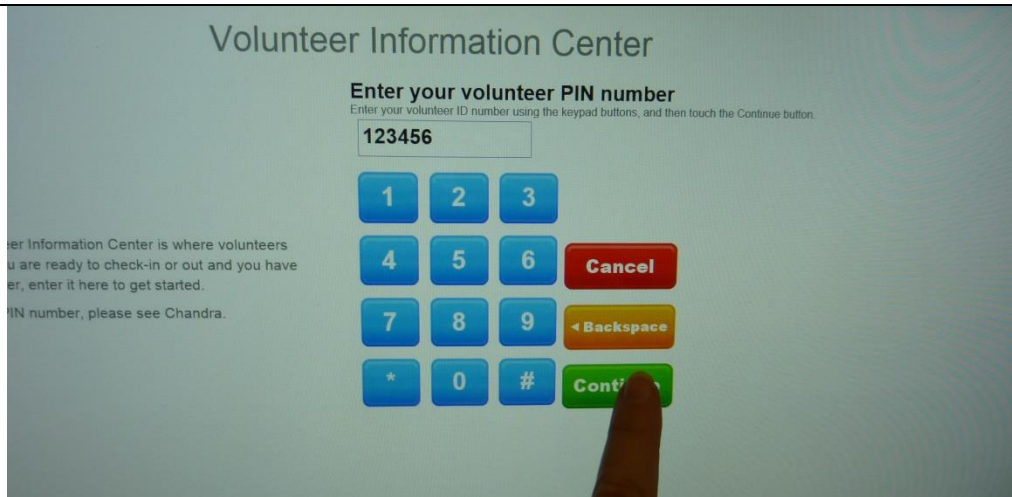|	
Chandra Mincher **What would you like to do?** _{If you are arriving now, touch the "Sign-in" button to check-in. Touch the "Sign-out" button if you are leaving now.} Sign-in View my schedule View my service Exit	**If you are ready to sign in, press the "Sign-in" button.**
Which assignment are you here to perform? _{Touch the button for the assignment you have come to perform today.} Cat Room Volunteer [At the Shelter] Dog Room Volunteer [At the Shelter] Humane Educator [Additional Volunteer Opportunities] Other Duties [At the Shelter] Test Event [Special Events] ▼ More Not sure Cancel	**Press the button for the assignment you came in to do.** **(If you are volunteering in another area later, please come back to the computer to switch assignments.)**
Is this information correct? _{If the information shown is correct, touch the Yes button. Touch the No button if you want to start over.} Name: **Chandra Mincher** Date: **Friday, April 3, 2015** Time in: **10:14 am** Assignment: **Cat Room Volunteer [At the Shelter]** Yes No	**If correct, please press "Yes".**
Thank you! You are now signed-in. Please remember to sign-out when you leave today. Ok	**You're ready to volunteer! Check the updates and have fun.**

Signing Out at the Shelter

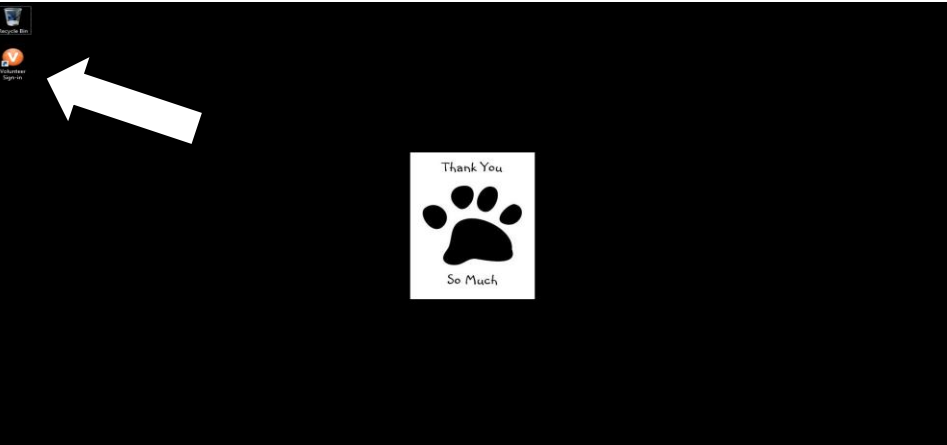|	
	Enter your pin number to sign out.
	Press "Continue".
	If the name that pops up is you, press "Yes"
	Press "Sign-out". **Thank you for volunteering!**
	Thank you for volunteering!
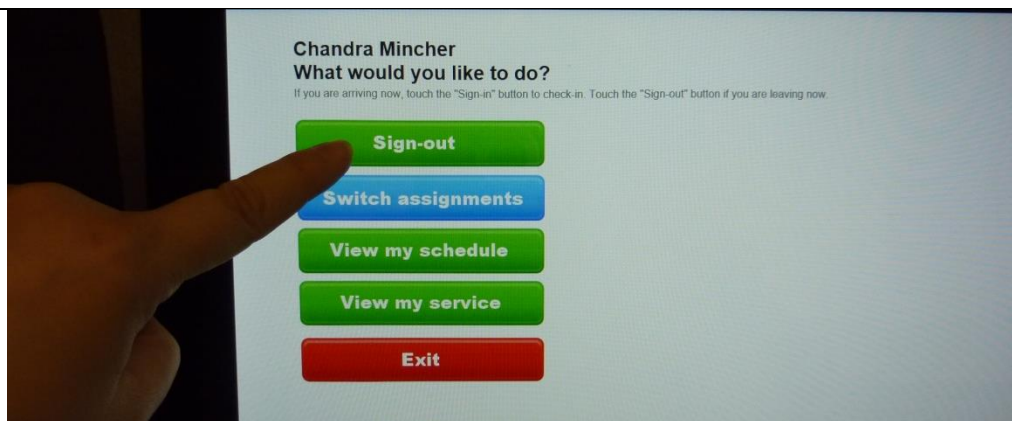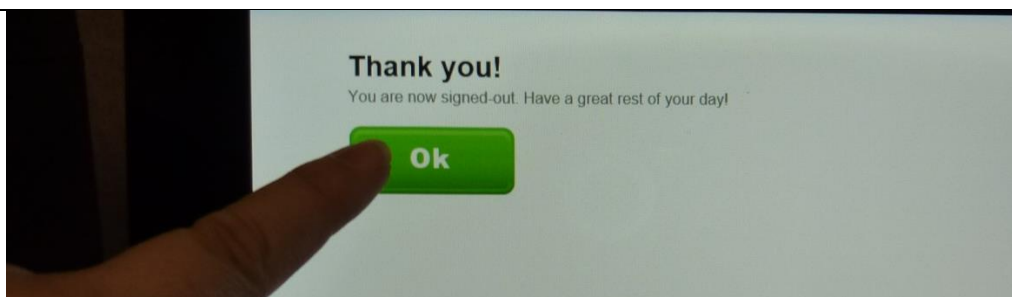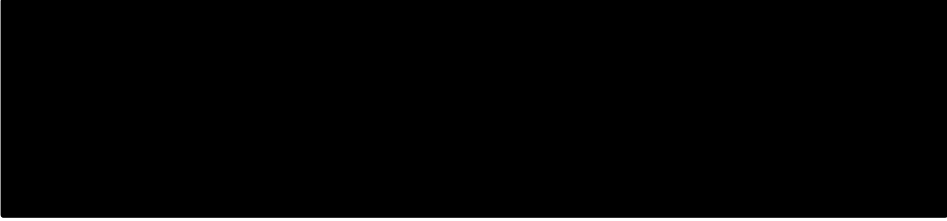
Problem Solving

If you see one of the following screens instead of the regular sign in screen, here is what you do:

Screen	What to Do
	Tap the screen and wait about 3 seconds.
10:10 Friday, April 3	**Take your finger and swipe from the bottom of the screen, up.**
ANIMAL SERVICES — Animal Services — deannaj — VOLUNTEER — Volunteer	**Touch the Volunteer button.**
Recycle Bin — Volunteer Sign-in — Thank You So Much	**Touch the "Volunteer Sign-in" Button. It's the button under the recycle bin.**