

Trip Leader Waiver Check-In Instructions

1. Log on to computer

Username: _____

Password: _____

2. Open web browser to AdventureRes book mark

Username: _____

Password: _____

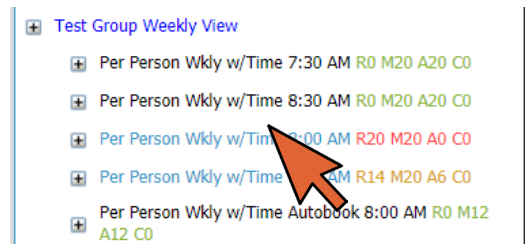
3. Go to Registration Manager

If the system doesn't take you to it automatically, go to Administration - Operations - Registration Manager.



4. Use the calendar and tree to go to the trip you want.

It defaults to today. Click the plus buttons next to the groups in blue to find your trip. Click on the name of your trip and time to open the manager screen. Each group leader will be listed between each blue bar.



5. Review your Trip Manager Screen.



Reservation	Activity Date	Group Leader	Group Size	Activity
185193	9/11/2020	Tara Kocan	5	Per Person Daily w/Time 07:35

ID	Member Name	Age	Status	Birth Date	Notes	Checked-In	Waiver	Parent	Customer	?	Move
1133701	Birtciel, Mary	45	Registered	5/23/1975		<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1133618	Gagnon, Tracy	45	Registered	5/23/1975		<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1133700	Kocan, Levi	46	Registered	5/12/1974		<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1133461	Kocan, Tara	0	Registered			<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>

Balance: \$0.00 Waiver Count: 3/5

All columns filled in for a guest except "Notes:"	Missing pdf icon or black check mark	Missing Member	Duplicates of same person or person no longer coming
They are complete. Check the Checked-In box. Hit save. Birthdates can be edited from here if needed.	Registered through payment, but no waiver on file. Check the Add Members button for their name with an * and pdf icon.	Not registered and no waiver on file. Check the Add Members button for their name with an * and pdf icon.	Click the box on the right under the recycle trash can. Hit save. If guest is switching trips, click the Move icon. Unclick this trip and click the new one.

If you send them to do their waiver, you will have to hit SAVE in order to see the newly completed waiver on your screen.

If someone is a no show, you can change their Status by clicking the registered dropdown.

More people can complete a waiver than have actually paid. The Group Size is the number of paid for guests. Any balance due is also listed at the bottom of each reservation.

Your TRIP COUNT and WAIVER COUNT will actually count the number of people you have checked in. Not the number of waivers you have.

If you would like to review the answers to their waiver questions, you can do that by clicking the green check under the ?.

A check under customer means that the actual participant completed their own waiver. Under parent, it means that person is a minor and had someone else do it.