



How to use the Kiosk to Check in/Check out

Pack Table/kitchen/Senior Pantry

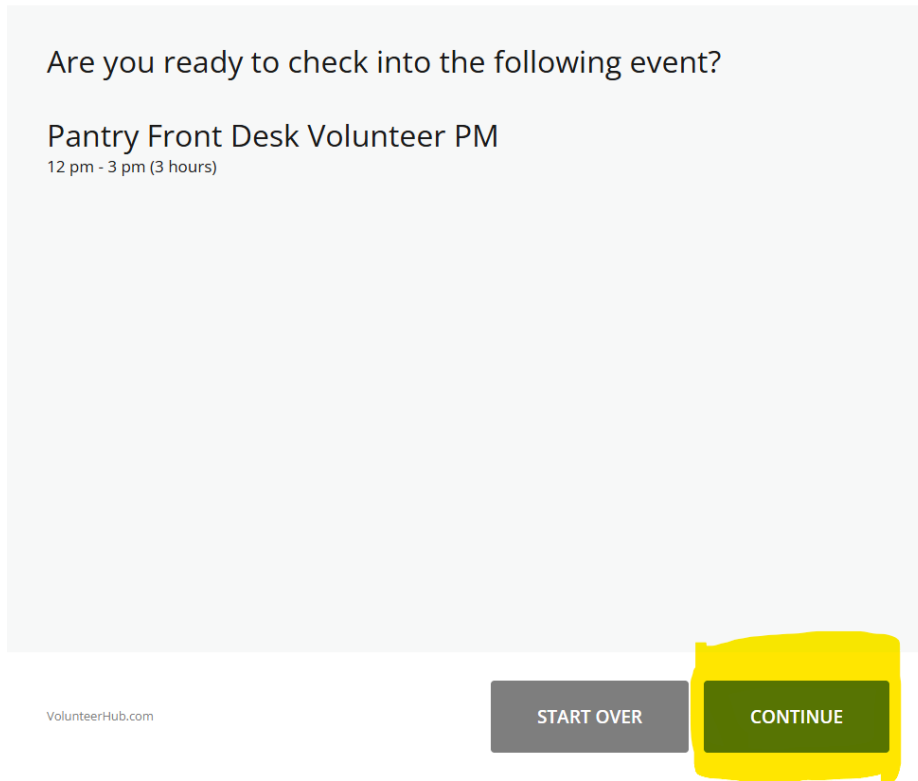
1. Head to the tablet that is mounted on the wall
2. Search for your name



Search for your account using your name, username, or phone number.

3. Click continue

4. It will ask you are you ready to check in for the following event (should be the event you are listed for!)



5. Select continue
6. Press start over so the next volunteer can sign in
7. Check out!
 - 7.1. Go to tablet
 - 7.2. Type your name
 - 7.3. Press continue if you are all done and have completed you volunteer event
 - 7.4. Press start over so the next person can check out
8. This is how we will track your time!

Volunteer Delivery Drivers

1. The Delivery Office staff will check you in and out and take of your hours as usual

Mobile Pantry

- MOWWM staff member will check you in and out using their phone device

Grandville Front Desk Volunteers

- See an Office Administrator to check you in upon arrival at Meals on Wheels Western Michigan.
- When you are ready to leave, see an Office Administrator who will check you out.