

Checking in Students

This SOP tells you how to check in students for classes.



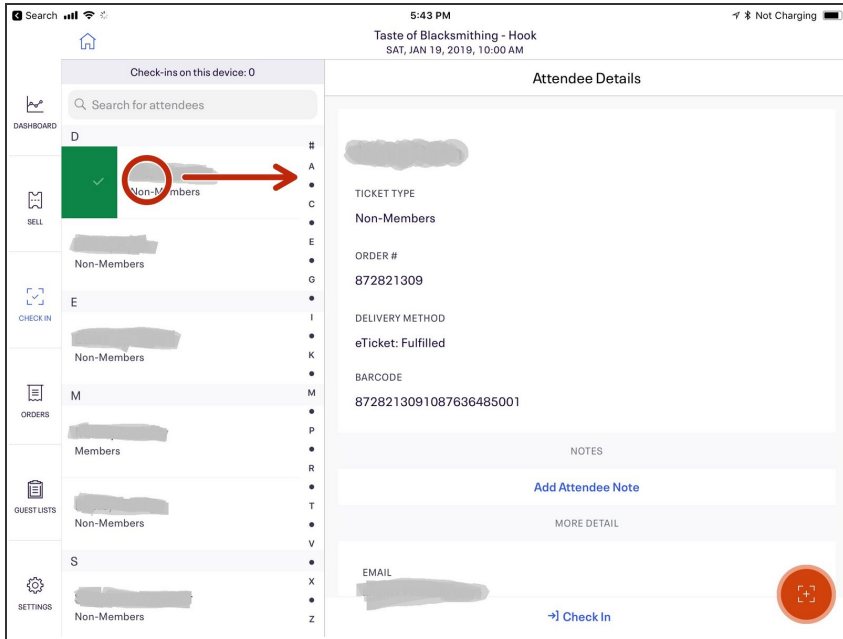
INTRODUCTION

The check in process can set the tone for the entire interaction a new class participant has with our makerspace. Try to put our best foot forward!

In particular:

1. Answer any questions they may have.
2. Let them know that we'll be giving a tour as part of their class.
3. Let them know about the hospitality aspects of the space (soda, coffee, where the bathrooms are, etc.)
4. Ask where they heard about the class.

Step 1 — Check-in on Eventbrite



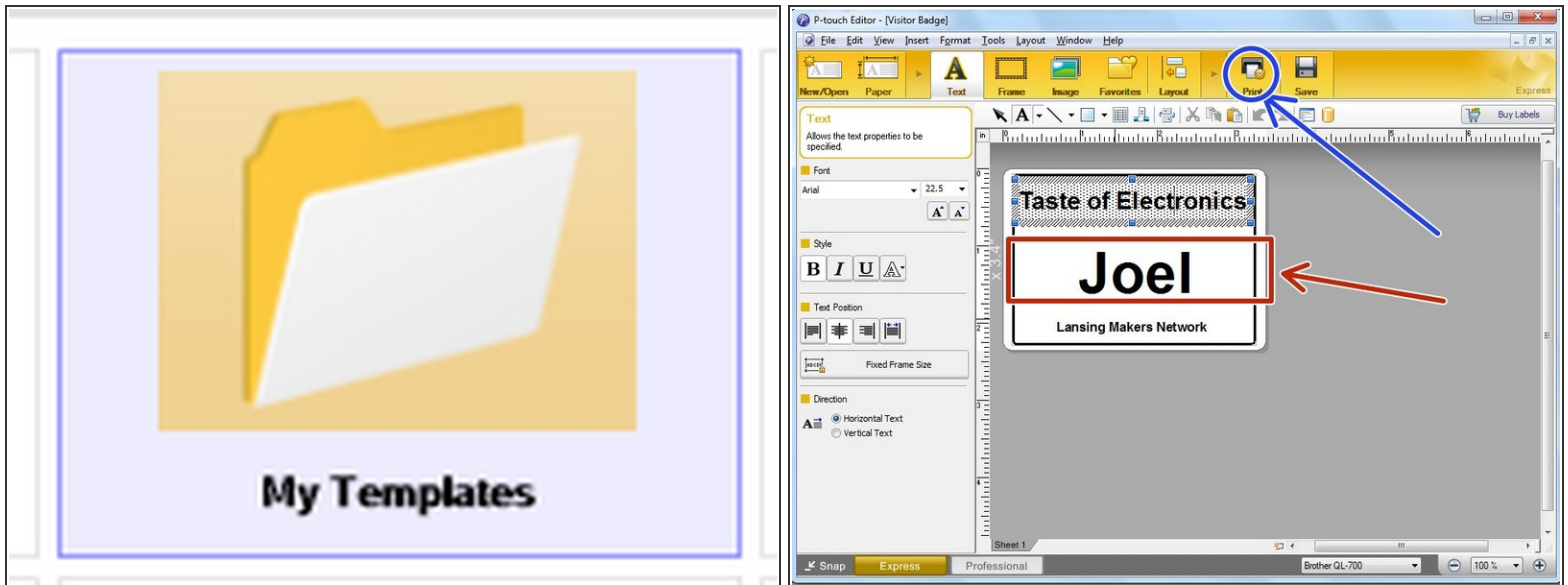
- If the guest has a ticket, you can scan their ticket using the iPad's camera.
- If the user doesn't have a ticket find their name in the list of attendees and slide to the right to check them in.
- ⓘ We don't usually require participants bring paper tickets for classes or events.

Step 2 — Ask the participant to read and sign the waiver



- ⚠ Participants (unless they are members) need to sign the waiver each time they take a class.
- They may read and sign the waiver on the tablet, or they may scan the QR code and complete the waiver on their phone.
- Ask the participant what name they would prefer for a name badge.
- Make note of if the participant is wearing glasses (to select the appropriate safety eyewear)

Step 3 — Make a name badge



- Name badges are created using the P-touch Editor application. Open the application from the Start menu, double click the My Templates folder and select the 4" name badge template.
- Edit the student's name on the name badge template. Make sure the class name is correct as well.
- Click "Print" to print the badge.

Step 4 — Give the student safety glasses and their badge



- Give the student safety glasses and their badge
- Mention:
 - Where the bathrooms are located.
 - That there is soda and coffee in the kitchenette.
 - How long it will be until we get started.
 - That we can offer a tour after class if they're interested in seeing the rest of the space.

