



# RaceDay CheckIn Volunteer Mode

*CheckIn and manage your Volunteers on site*



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# RaceDay CheckIn Volunteer Mode

*What is it used for?*

The Volunteer Mode of RaceDay CheckIn works with RunSignup's Volunteer Platform

This mode will pull in any Volunteers that have registered or were imported for volunteering

Report **Per Task** the Number of Volunteers Checked In

Name	Task	Status
Willow Joy	CheckIn	✓
James Harris	Registration	✗
Michael Chisolm	Registration	✓
Brendon Lyra	Medical Review	✗
James Harris	Medical Review	✓
Nathanael Costa		✗

CheckIn  
[Download as CSV](#)

Volunteer Assignments

FIRST NAME	LAST NAME	PHONE	EMAIL	ASSIGNMENT DATE	CHECKED IN	QUESTION RESPONSES	ACTIONS
James	Harris	407-921-4589	james@runsignup.com	04/10/2024 1:53pm EDT	✓ Yes 04/10/2024 2:12pm EDT	Please confirm you are available on July 4th (7AM to 12PM). Specific times will be assigned later based on task. Yes	Manage
David	Daffner	678-357-8436	Ddaffner@comcast.net	03/20/2024 7:13pm EDT	✗ No		Manage

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# RaceDay CheckIn Volunteer Mode

- *It is all about “Tasks” vs “Events” as found in Participant Mode*
- *Organize your configurations and setup around Tasks when using CheckIn App*
- *Reports by Tasks are available on your dashboard*

## Firecracker 5K at Chickasaw Point ▾

📅 July 4, 2024 📍 Westminster, SC 29693

### Setup



#### Jump to a Task:

##### Pre-Race

[Sponsorship Help](#)  
[CheckIn](#)  
[Parking-Men's Club](#)  
[Start-Finish Structure-Women's Club](#)  
[Decorations and Signage-Women's Club](#)  
[Audio at Start-Finish-Men's Club](#)

##### Course

[Cones-Men's Club](#)  
[Audio at Turnaround-Women's Club](#)  
[Water Station at Turnaround-Women's Club](#)  
[Water Station at RV Park](#)  
[Direct Course Golf Carts-Men's Club](#)  
[SAG Person-Men's Club](#)

##### After Party

[Chairs, Tables & Tents-Men's Club](#)  
[Food & Water Station-Women's Club](#)  
[Mimosa & Beer Station-Women's Club](#)  
[Photos-Women's Club](#)  
[Cleanup-Men's Club](#)

### CheckIn

[Download as CSV](#)

#### Volunteer Assignments

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David	Daffner	678-357-8436	Ddaffner@comcast.net	03/20/2024 7:13pm EDT	✗ No		<a href="#">Manage</a>

# RaceDay CheckIn

## Volunteer Mode

### *Current limitations*

The CheckIn App has some limitations when it comes to Volunteer Mode.

#### **Currently we do not:**

- **Display Volunteer Task Timeslot information for a Volunteer.**
- **Display Volunteer Category Information.**
- **Allow Volunteer waiver signing.**
- **Allow editing Volunteer information in any way (besides checking them in).**



# Volunteer Mode Presets & Configurations

*Your a pro now from Participant Mode!*

- Task Presets.
- Volunteer Configurations.
- Create Presets and Configurations.
- Switch Configurations



# RaceDay CheckIn

## Volunteer Mode

*Task Presets - Volunteer Display*

**Like the Participant Mode, the Volunteer Mode also has Presets and Configurations.**

**Task Presets** control what is displayed PER TASK TYPE

For example, you may have one **Task** that only shows basic information for Volunteers assigned to some **Task** and not the custom question data.

Cancel Save

Preset Name 

Volunteer

Volunteer Display 

Last Name

Email

Phone Number

Assigned Task

Assignment ID

Please confirm you are available on July 4th (7AM to 12PM). Specific times will be assigned later based on task.

Delete

# RaceDay CheckIn Volunteer Mode

*Race Configurations - Task Presets*

**Configurations** control what Task Types are SHOWN on the device and the Task Display Preset used per Task Type

**Same Cloud, Local capabilities as in Participant Mode**

Note: Tapping the chevron ( > ) on a Preset row will bring you to that Presets settings, so you can quickly make changes to a Preset that is currently in use in the Configuration you are editing.

The screenshot shows the 'Configuration' screen. At the top, there is a green header with a back arrow, the title 'Configuration', and two icons (trash and save). Below the header is a 'Configuration Name' field with a folder icon. A text input field contains 'Name and Task'. The 'Task Presets' section is highlighted with a red border and contains three rows: 'CheckIn' with a dropdown menu showing 'Name and Task' and a chevron, 'Registration' with a dropdown menu showing 'Name and Task' and a chevron, and 'Medical Review' with a dropdown menu showing 'Default Preset' and a chevron. Below this is the 'Hidden Tasks' section with three checkboxes: 'CheckIn', 'Registration', and 'Medical Review'. The 'General Options' section has a 'Clear Search' checkbox and an 'Exact Match Lookup (opening speed)' dropdown menu showing 'Fast'.

# RaceDay CheckIn Volunteer Mode

*Race Configurations - Hidden Tasks*

**Hidden Tasks** allows you to control which Volunteers should show in the App when this Configuration is loaded per device

The screenshot shows the 'Configuration' screen in the app. At the top, there is a green header with a back arrow, the title 'Configuration', and icons for trash and save. Below the header is a section for 'Configuration Name' with a folder icon and a text input field containing 'Name and Task'. The next section is 'Task Presets', which includes three rows: 'CheckIn' with a dropdown menu set to 'Name and Task', 'Registration' with a dropdown menu set to 'Name and Task', and 'Medical Review' with a dropdown menu set to 'Default Preset'. The 'Hidden Tasks' section is highlighted with a red border and contains three rows, each with an unchecked checkbox and a label: 'CheckIn', 'Registration', and 'Medical Review'. Below this is the 'General Options' section, which includes a 'Clear Search' checkbox and an 'Exact Match Lookup (opening speed)' dropdown menu set to 'Fast'.

# RaceDay CheckIn Volunteer Mode

## *Race Configurations - General Options*

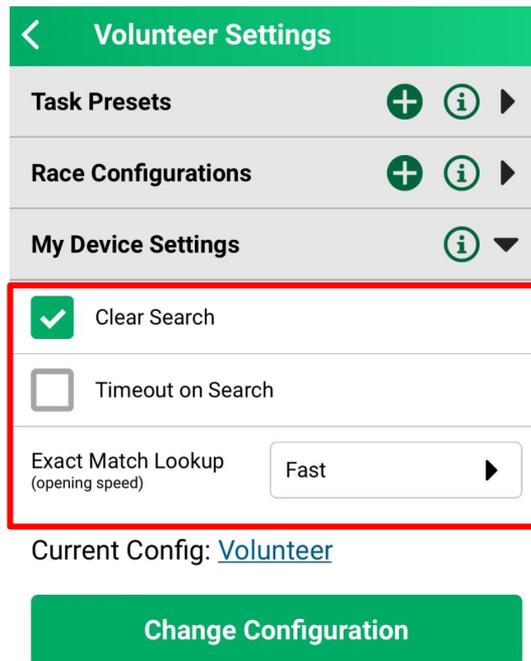
Customize your app experience using the General Options settings

**Clear Search** - automatically clear the search term in the lookup list after checking in a Volunteer.

- Typically disabled for quicker checkin for family with same last name

**Timeout on Search** - reset the search on failed lookup after 5s

**Exact Match Lookup** - determines the speed at which the app will automatically load a Volunteer that matches typed name



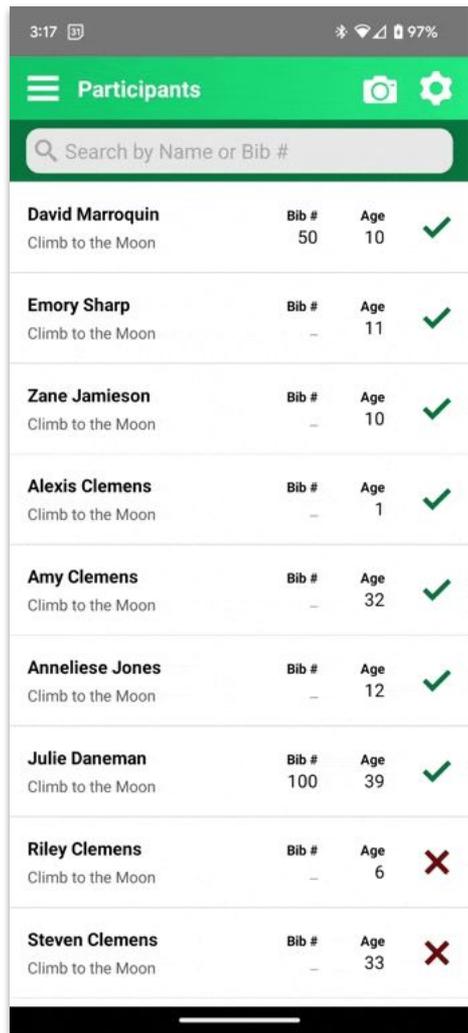
# RaceDay CheckIn

## Volunteer Mode

### *Creating Presets and Configurations*

Use the menu option to Switch Modes to Volunteer CheckIn

Once in Volunteer Mode, the lookup list will only display Volunteers.



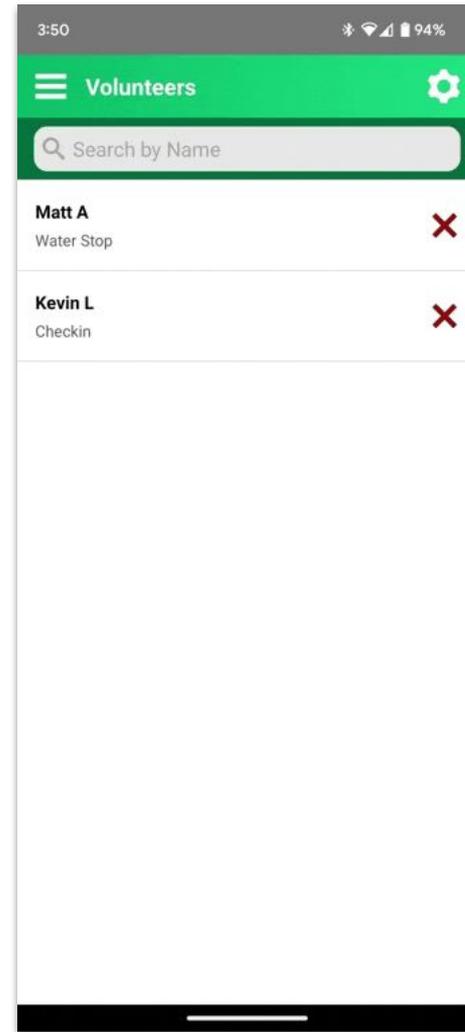
# RaceDay CheckIn Volunteer Mode

## *Accessing Volunteer Settings*

Use the gear action to access the Volunteer Settings  
**Task Presets, Configurations, My Device Settings.**

Tap the “i” icons to learn more about any of these features.

**My Device Settings** are a way for users of the app to override some parts of the **Configuration Settings** without changing those settings for other users of the same **Configuration**.



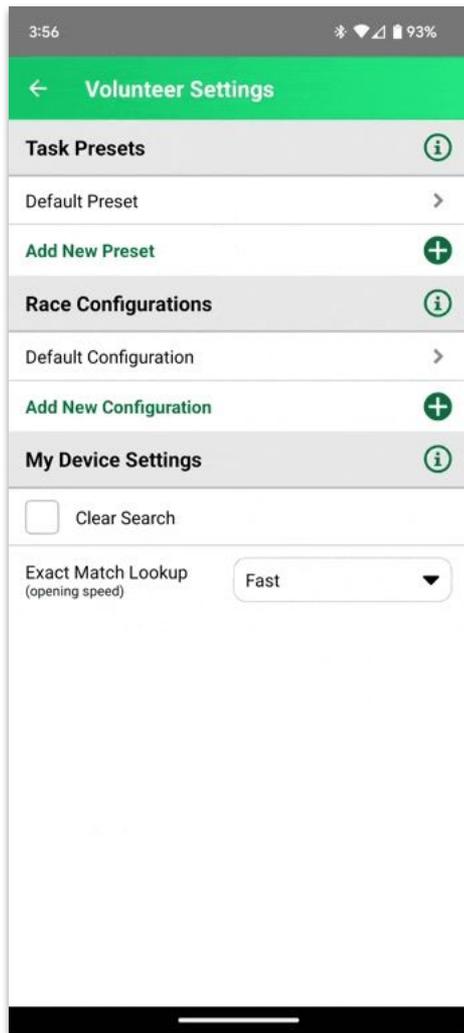
# RaceDay CheckIn

## Volunteer Mode

### *Adding a new Preset*

Once you have the **Volunteer Settings** open, you can create a new **Task Preset** by tapping **Add a New Preset**.

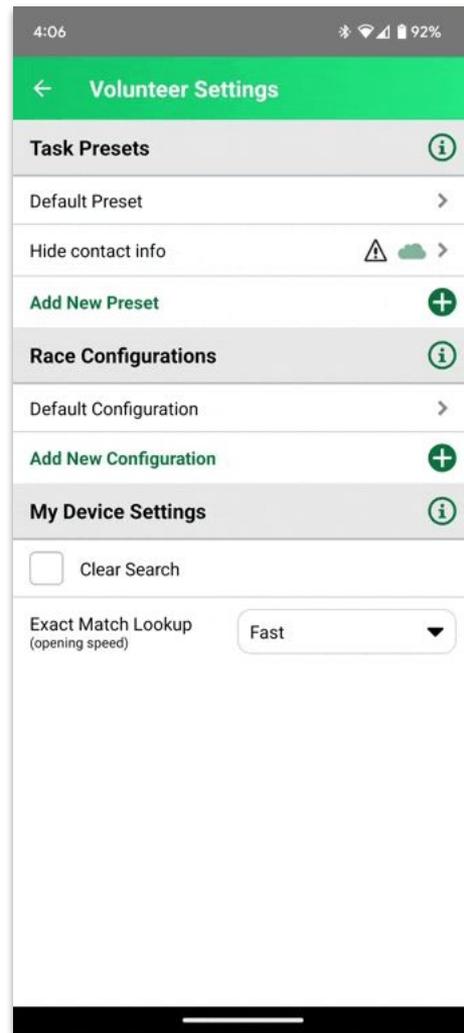
- Name the Preset
- Select what data should be displayed when viewing a **Volunteer** that is in a **Task**
- Sync to other devices, or set to only on this local device.
- One click action to make a configuration using this Preset



# RaceDay CheckIn Volunteer Mode

*Adding a new Configuration*

**Presets must be assigned to a Task within a Configuration!**

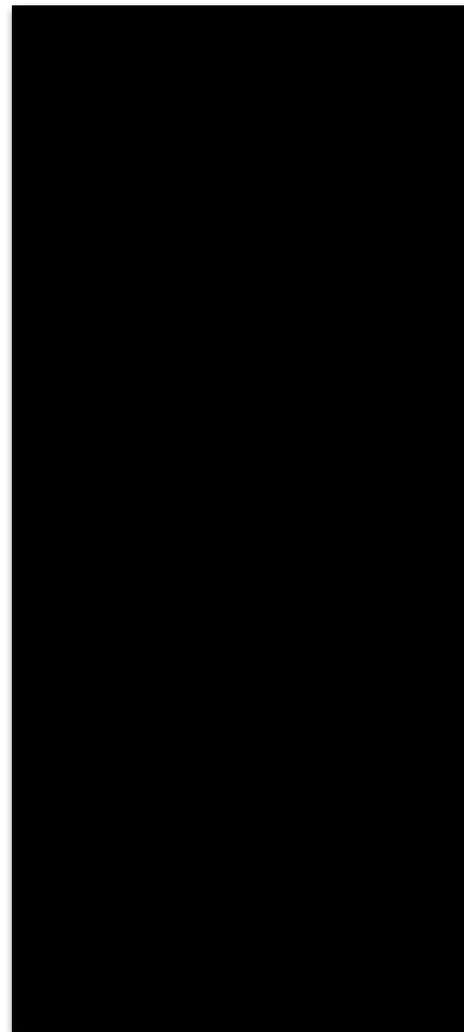


# RaceDay CheckIn

## Volunteer Mode

*Adding a new Configuration*

- Name the Configuration.
- Select which Preset each Task should use.
- Hide any Tasks that may want hidden for this Configuration.
- Sync to other devices, or set to only on this local device.



● ● ● Task Presets & Race Configurations

# RaceDay CheckIn Volunteer Mode

*Switching Race Configurations*

**Change Configuration** action from menu or settings to switch device for different use cases

