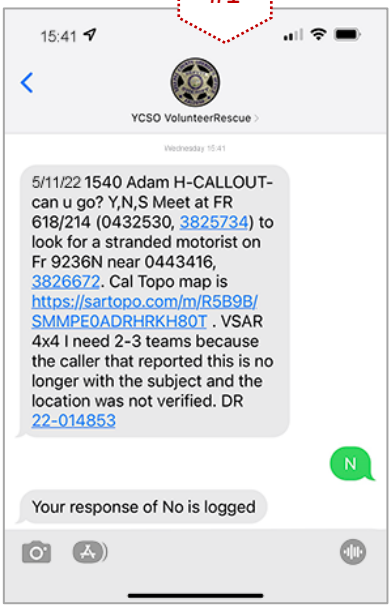
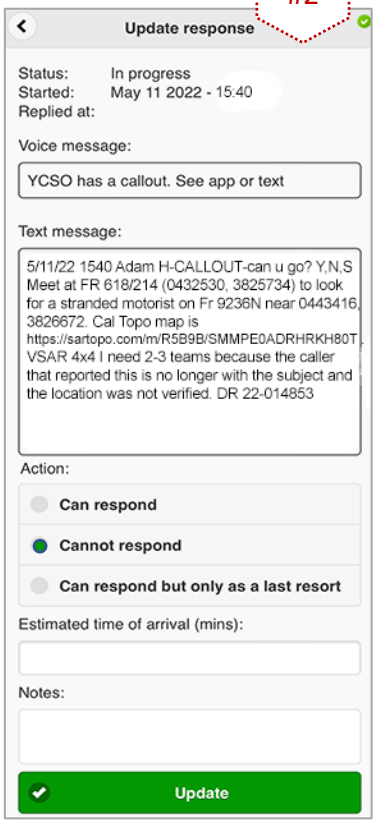
VR-Member-HowTo Respond to Callouts & Check in/out of Events

Three Ways

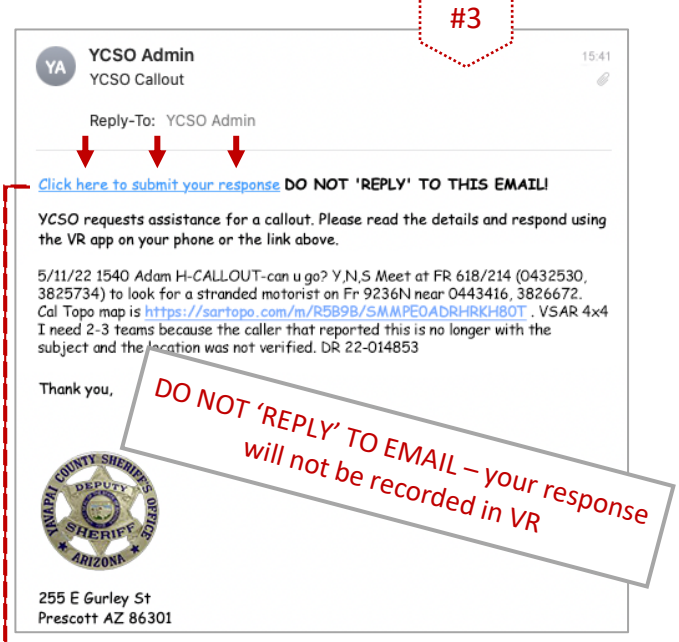
Text #1



App #2



Email #3



DO NOT 'REPLY' TO EMAIL – your response will not be recorded in VR

Email link opens web browser

Two log-in options:

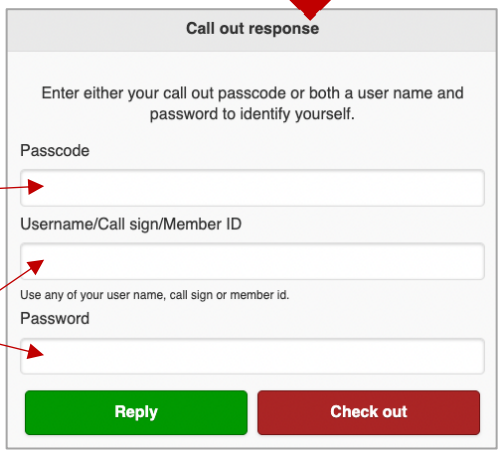
Passcode = PIN*
***one** field to fill*

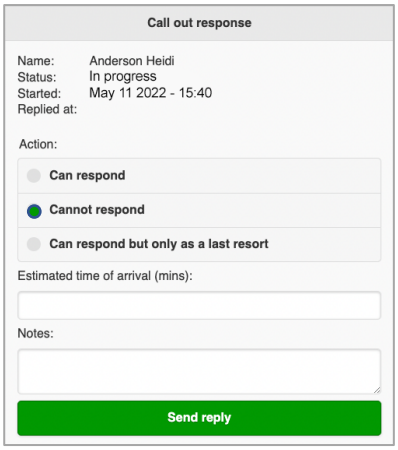
1

– OR –

Username/call sign **&** Password
***two** fields to fill*

2





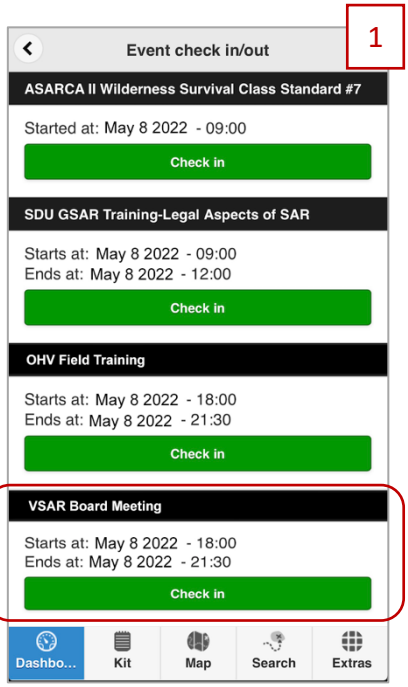
Remember to: Tap the green button to submit your response

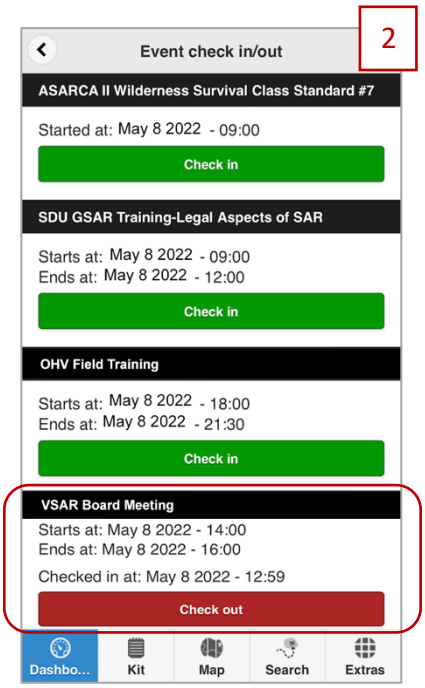
*Note: Your 4-digit radio number has been assigned as your PIN. Easy to remember!

Check in/out of Events – VR App

All Events – Callouts, Trainings, Meetings, Community Service

- **Check in when leave home:** *Locate appropriate event – there may be multiples, Example 1 below. Check-in time is noted with check out option available, Example 2.*





*Always refresh App **before** checking out or checking in*

How?

1. *Tap **Dashboard***
2. *Tap Event check in/ out list*
3. *Tap Check out or Check in button in your event*

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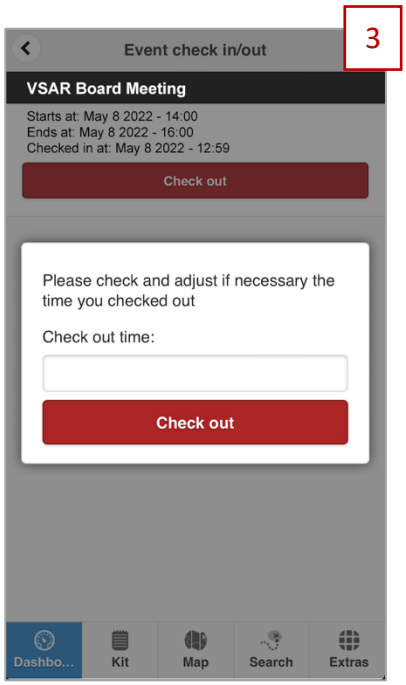
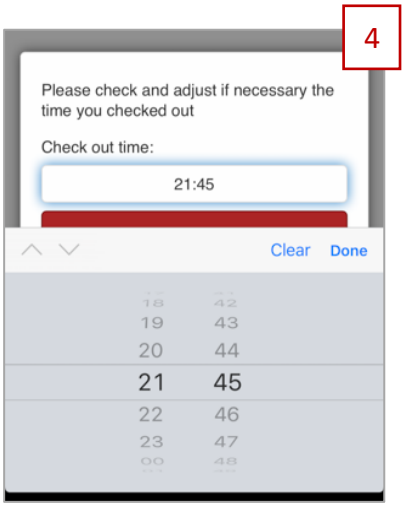
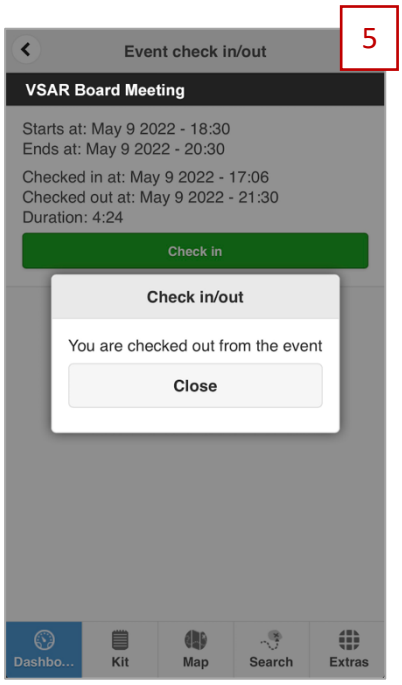
*For **multi-day events**, check in and out each day you attend*

- **Check out when arrive home:** *Locate appropriate event. Tapping Check out opens a pop-up window, Example 3. Tap blank field and adjust time, Example 4. Final screen displays check in/out times and duration, Example 5.*