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**How to use the Check-In Tracker**

**Night before the Spin4Kids Event**

1. Download your Team and Participant Report from GoodLife Pulse
2. Use the information to fill in the Check-In Tracker on page 2. Use one tracker for each team
3. For Participants who are not on a team, use a single tracker to record their information
4. Sort your tracker sheets into the order which teams are expected to arrive

 **As Participants arrive**

1. Welcome them to Spin4Kids! Congratulate them on their fundraising and thank them for participating
2. Get their name and team name. Pull the appropriate tracking sheet
3. Record and collect the following:
	1. Are they handing in a pledge form?
	2. Total cash and cheques they hand in (if they give you cash/cheques they must have a pledge form to accompany the money)
	3. Record any changes to their online funds collected
4. Remind them that Fundraising Reward items will be sent out after the event to Participants who’ve earned them

**If Participants arrive who are not registered online or are not on your list**

1. Add them to the appropriate team tracker sheet
2. Have the Participant complete and sign a waiver (must be legible)
3. Have them fill out a pledge form IN FULL for any donations collected
4. Add their amount raised to their team’s total

**CHECK-IN TRACKER
Saturday, November 16, 2019**

 **ACTIVITY: \_\_\_\_\_\_\_\_\_\_­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SCHEDULED TIME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TEAM NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CLUB: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TEAM CAPTAIN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| PARTICIPANT’S FIRST NAME | PARTICIPANT’S LAST NAME | PLEDGE FORM COLLECTED (Y/N) | CASH/CHEQUESTURNED IN (offline unconfirmed) | AMOUNT RAISED ONLINE(offline confirmed) | TOTALFUNDS RAISED |
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 **TOTAL FUNDS RAISED BY TEAM: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_**