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Signing In Volunteers & Visitors  
At Your School



D11ENGAGE  
Volunteer & Visitor Management

# What We Are Covering Today?

- ❑ Why track volunteers & visitors?
- ❑ Steps To Signing In...
- ❑ Volunteers w. a Kiosk station
- ❑ Volunteers w/o a Kiosk station
- ❑ First time visitors
- ❑ Returning visitors
- ❑ Triggering an alert
- ❑ Tracking Onsite Visitors & Volunteers

# Why Track Volunteers & Visitors?

## ❑ Volunteers

- ❑ Safety – Who's in the building?
- ❑ What are volunteer here for?
- ❑ How much time did they spend?



## ❑ Visitors

- ❑ Who's here & have they been screened?
- ❑ What's their purpose (who they met)?
- ❑ When did they leave?

# Steps To Sign In?

## ❑ Volunteers

- ❑ Scan badge/ID or Type details
- ❑ Choose an activity (opportunity)
- ❑ Print nametag (if no badge scanned)

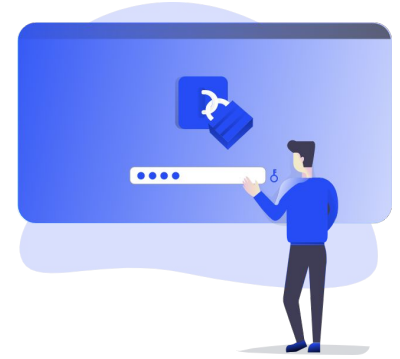


## ❑ Visitors

- ❑ Scan ID or Type details
- ❑ Check against National SOR database
- ❑ Choose purpose > Print nametag

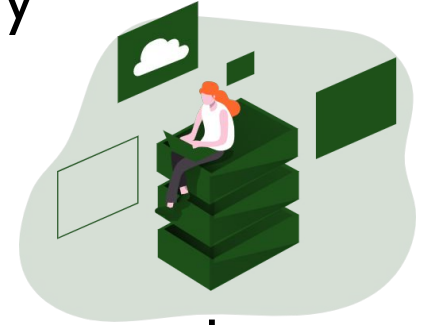
# Volunteers With A Kiosk

- ❑ If you print permanent badges
  - ❑ Scan badge
  - ❑ Choose an activity or Just Visiting
  - ❑ Click FINISH and proceed
- ❑ If you don't have permanent badges
  - ❑ Scan ID or type details > Take photo, if enabled
  - ❑ Choose an activity or Just Visiting
  - ❑ Click FINISH and proceed



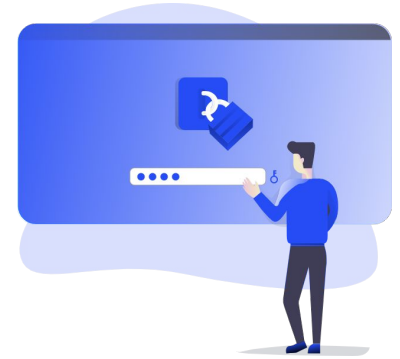
# Volunteers Without A Kiosk

- ❑ Search For Volunteer using ID to verify
- ❑ Select Volunteer by Name
- ❑ Choose SignIn
- ❑ Pick the Activity and whether to print nametag
- ❑ Hand back the ID and nametag



# Visitors With A Kiosk

- ❑ Scan ID or type details
  - ❑ Verify ID details (if scanned)
  - ❑ Capture photo, if enabled
  - ❑ Choose Purpose of Visit
  - ❑ Check if 'First Time Visitor'
  - ❑ Run SOR Check
  - ❑ Print nametag and proceed



# Visitors Without A Kiosk

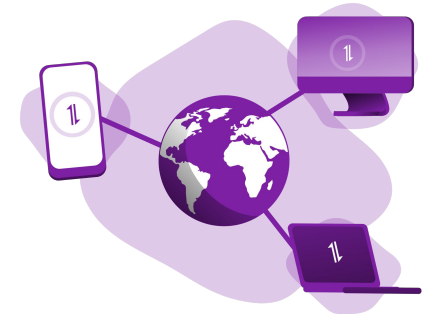
- ❑ Scan ID or type details
  - ❑ Capture photo, if enabled
  - ❑ Choose Purpose of Visit
  - ❑ Run SOR Check
  - ❑ Print nametag and proceed





# Triggering An Alert

- ❑ Triggering a Visitor/Volunteer Alert
  - ❑ SOR check = HIT
  - ❑ Name Block List
  - ❑ Comments on record
  - ❑ Unable to complete search
  - ❑ Volunteer 'In Review' on Nat'l Crim Search
  - ❑ Volunteer w/o a Badge



# Tracking Onsite Volunteers & Visitors

- ❑ Onsite Report From
  - ❑ Volunteer List (inc visiting staff)
  - ❑ Visitor Log
- ❑ Export Onsite Report
- ❑ Sign out Volunteers
- ❑ Sign out Visitors





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