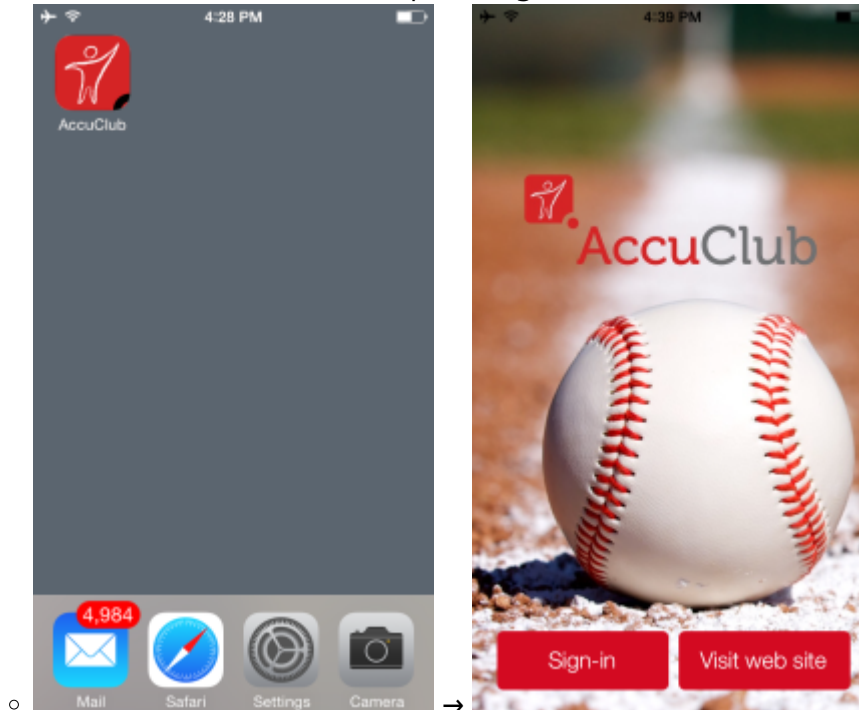




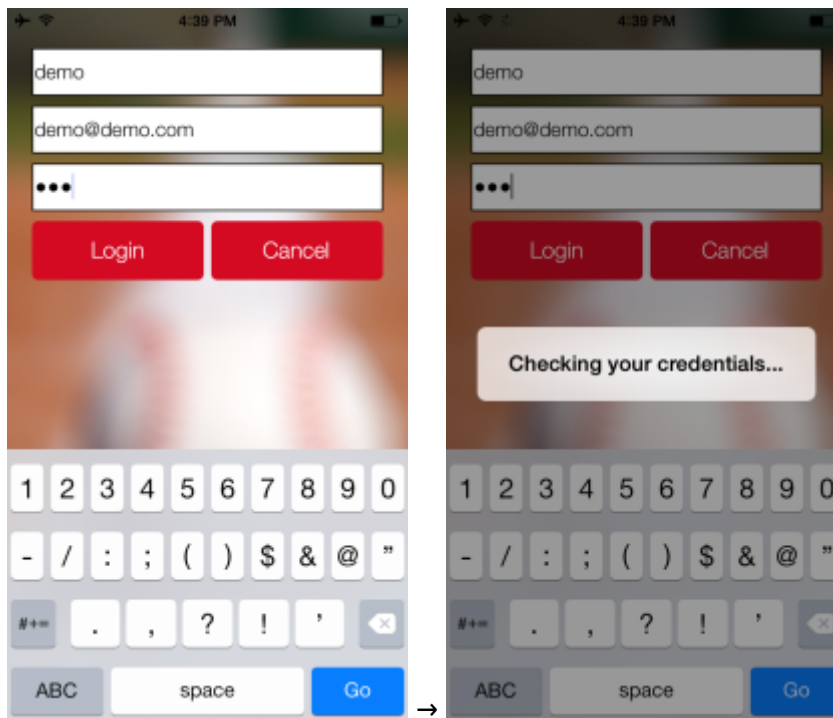
Using an Apple Device with AccuClub

Login to the AccuClub App

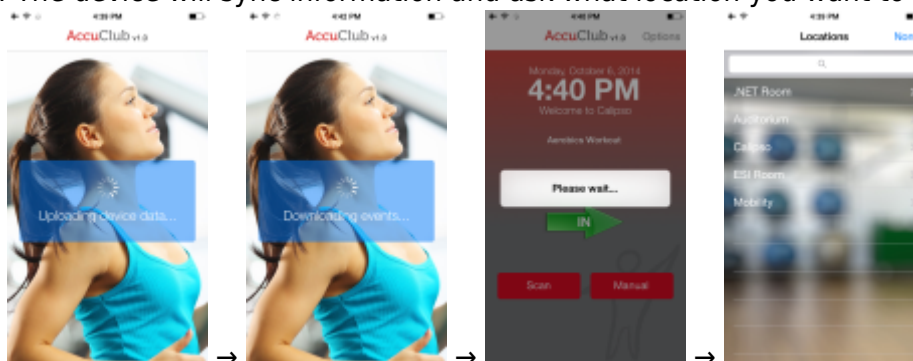
1. Tap the [AccuClub](#) icon and then tap the **Sign-in** Button (left-side)



2. Enter in your [AccuClub](#) account login (provided) and then tap **Login** button (left-side)
 - **Domain:** This is the domain given for the [AccuClub](#) account.
 - **E-mail:** This is your e-mail address.
 - **Password:** This is the password either provided or you created.



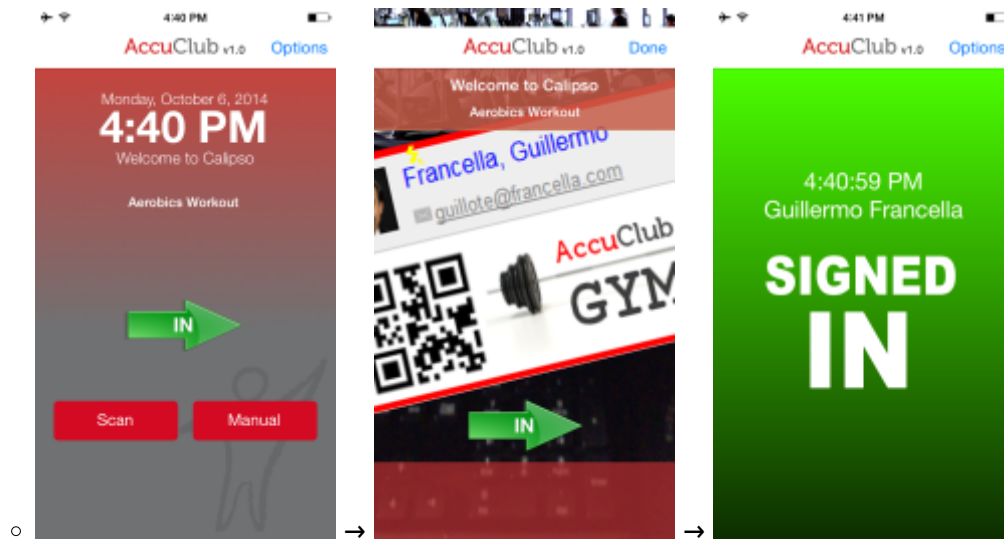
3. Done! The device will sync information and ask what location you want to start tracking.



Track Members with the AccuClub App

Scan Barcode or QR code

1. After logging into [AccuClub](#) you will see the Sign-in/Sign-out screen. If you want to sign-in someone the arrow will be green simply tap the arrow to turn it red to sign-out someone. Next click the **Scan** button if you want to scan their QR codes or barcodes.

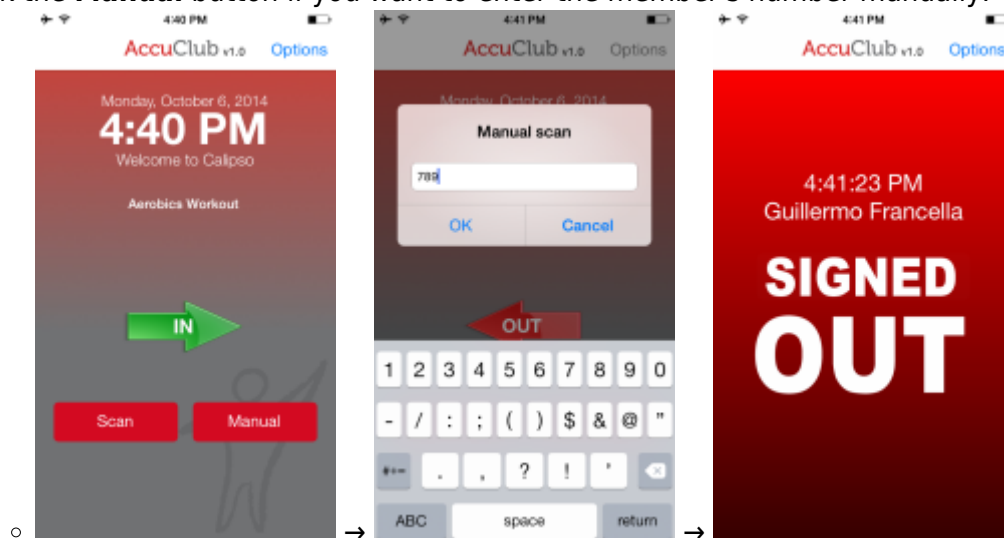


2. Once you scan the barcode or QR code your Apple device will emit a short high pitched “Beep-beep!” and you will see this green “Signed In” screen briefly.

If you hear a low pitched “Deerrrp!” sound emitted from the device you have encountered a misread and simply scan the barcode or QR code again.

Manually Enter Member ID

1. After logging into [AccuClub](#) you will see the Sign-in/Sign-out screen. If you want to sign-in someone the arrow will be green simply tap the arrow to turn it red to sign-out someone. Next click the **Manual** button if you want to enter the member's number manually.



2. Once you tap the Members ID in your Apple device and tap **OK** it will emit a short high pitched “Beep-beep!” and you will see this green “Signed Out” screen briefly.

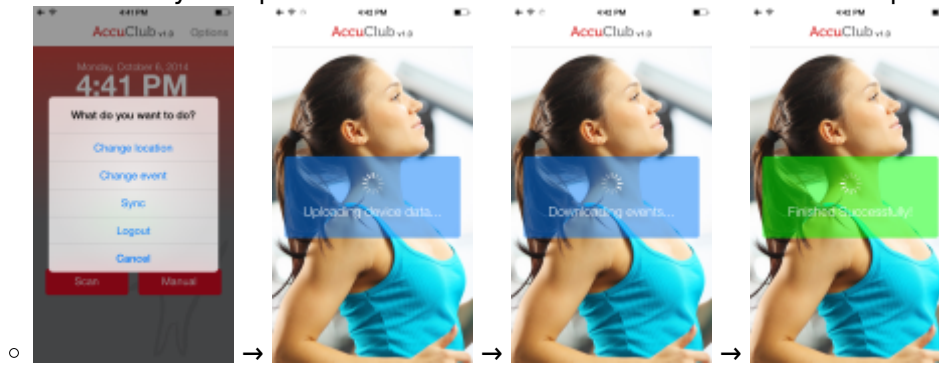
If you hear a low pitched “Deerrrp!” sound emitted from the device you have encountered a misread and simply scan the barcode or QR code again.

Syncing the Apple device

Once you have collected all the Member's swipes for that session you can upload/sync the data to [AccuClub](#) out on the cloud so admins can see the attendance through the website.

1. First click the “Options” in the top right corner of the [AccuClub](#) app.

2. Next click the “Sync” option and it should take a minute or two to complete with a confirmation.

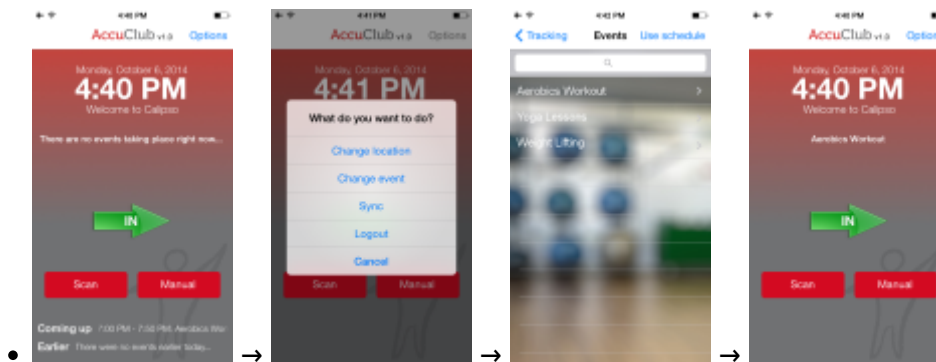


Troubleshooting the AccuClub App

If you login to the [AccuClub](#) app and select a location but it displays “there is no event taking place right now” or it is the wrong event showing up at that location you can manually set the Apple device to record sign-ins/sign-outs for a specific event. In this example we will set it to a specific event:

1. First click the “Options” in the top right corner of the [AccuClub](#) app.
2. Next click the “Change Event” option and it will change to the specific event.
3. Select the Event you want to scan people in/out for and it will appear on the Sign-in/Sign-out screen.

Remember that from this point you will either have to set it back to the location to have it follow the schedule for that location or change the event again to scan people for a different event.



Typically if the event is not showing up in that location the event's schedule has probably not been set correctly on the [AccuClub](#) website.

[Click here](#) to choose another method for tracking attendance with [AccuClub](#).

From:
<http://www.attendance-tracking.com/docs/> - **Engineerica Documentation**

Permanent link:
<http://www.attendance-tracking.com/docs/doku.php/accuclub/options/appledevice/operator-recording-attendance>

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