

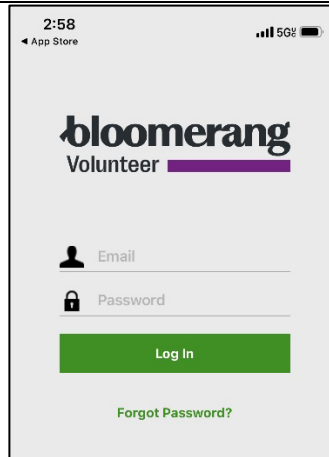
Checking In and Out for Shifts in the Bloomerang App

If you have issues checking in/out, please email Julie Anderson at janderson4@dart.org after your shift.

Download the Bloomerang Volunteer Mobile App for either Android or iOS.

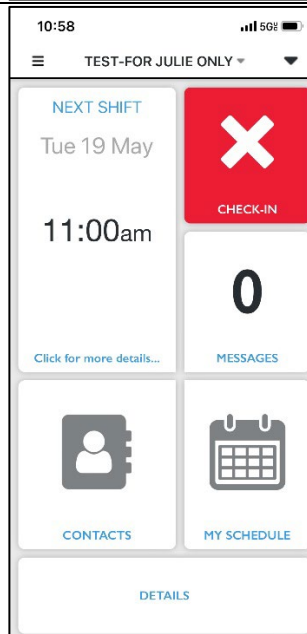


Login with the same email address and password used when you signed up with Bloomerang.



The dashboard will include your list of shifts for the day and any messages sent by your Ambassador Coordinators.

Click the red "CHECK-IN" square.

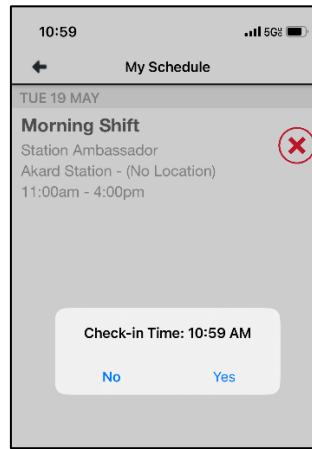
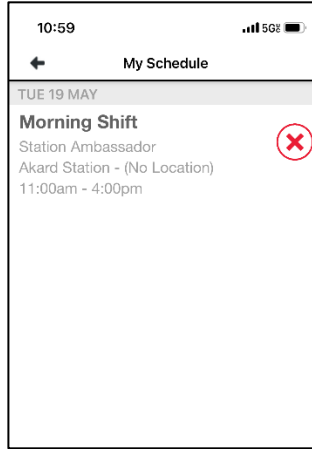


All shift details will appear.

Select/click the shift you are reporting for.

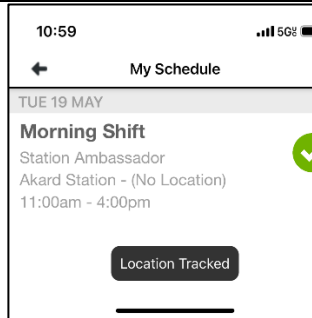
Your check-in time will be noted – click “Yes”

If you have more than one shift in the same day, you cannot check-in until each shift’s start time.

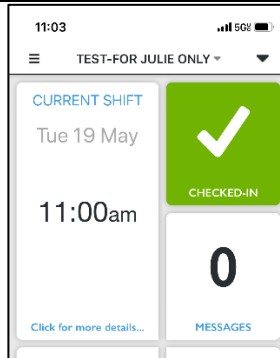


The red “x” will turn into a green “check mark”.

Note that check-in is location-based.

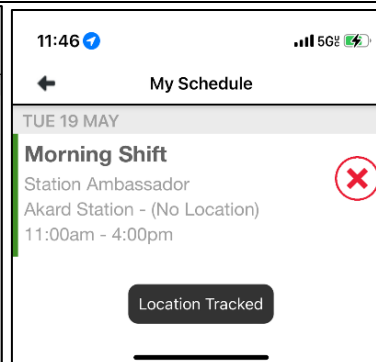
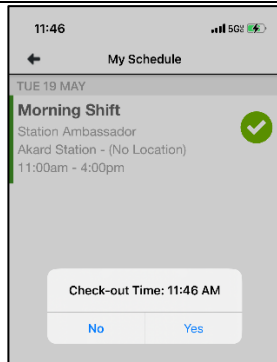


To check-out, return to the dashboard and click on the green “CHECKED-IN” button.

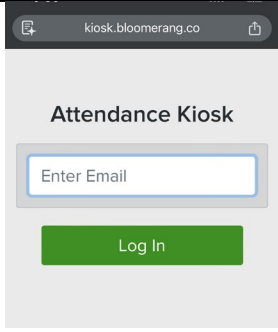
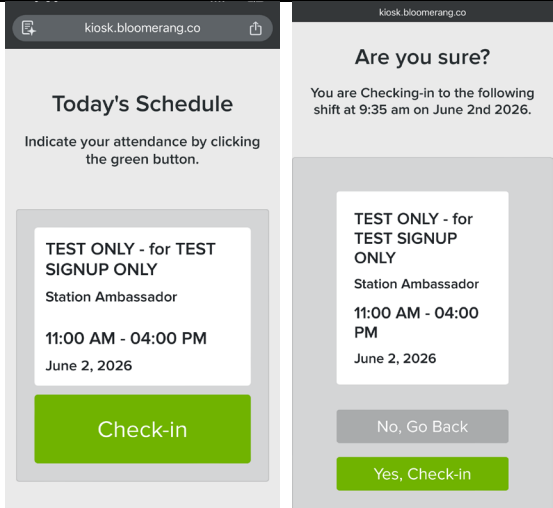
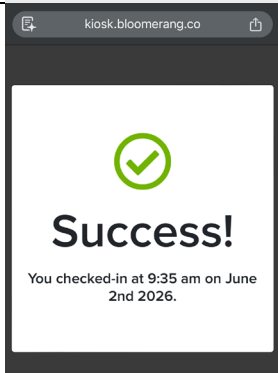


Click the green check mark. It will confirm your checkout time – click “Yes”.

The green check mark turns into a red X.



Checking In and Out for Shifts via Bloomerang “Kiosk” (web browser)

<p>In a web browser, go to: https://kiosk.bloomerang.co/</p> <p>Enter your email that was used to sign up for Bloomerang (for many this will be their DART.org email)</p>	
<p>Your schedule for that day will show.</p> <p>Click the green “Check-in” button.</p> <p>You’ll be asked “Are you sure?”. Confirm it is the correct date, time, and location (especially for those signed up for more than one shift in a day).</p> <p>If correct, click the green “Yes, Check-in” button.</p>	
<p>You’ll then see a green checkmark with “Success” and your check-in time and date.</p> <p>You’ll then be taken back to the kiosk home page with email login. Keep this tab open for Check-out at the end of your shift.</p>	
<p>Log back into Bloomerang via the kiosk URL: https://kiosk.bloomerang.co/</p> <p>You’ll be shown that you are “Currently Check-in”.</p> <p>Click the red “Check-out” button.</p> <p>You will receive an orange checkmark with “Success” noting your check out time and date.</p>	