Club Check-in Procedures and Tips

We have updated our check-in process and system to a self-check-in process leveraging our new cloud based member management platform, Wild Apricot (WA). Following are three methods to check-in:

- At the check-in counter
- Using the WA mobile app
- Using a mobile browser
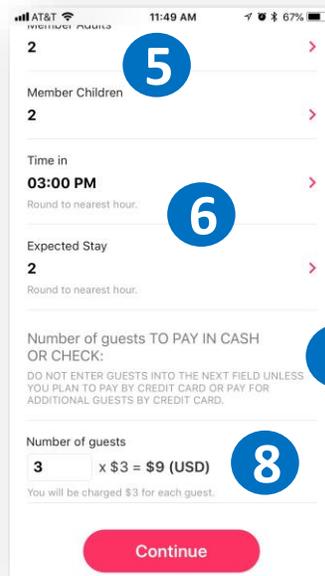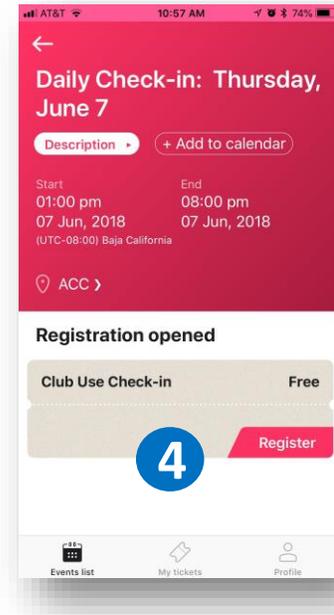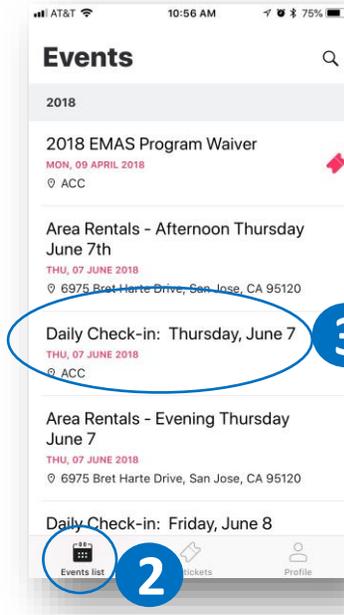
Check-in Counter

The lifeguards will have a monitor and keyboard ready for you at the check-in counter.

1. Enter your account's email address.
2. There should be no need to change your names if your profile is correct.
3. Select the adult and children member quantities entering the club.
4. Select the estimated time of entry and estimated time you plan to be there (please round to the nearest hour).
5. If you have guests you plan to pay for in CASH or CHECK, enter the number of guests in the cash or check field (do not enter number of guests in the subsequent field or you may be double charged – unless you have additional guest you plan to pay with via credit card.
6. If you have guests you plan to pay for with your credit card, enter the number of guests in the "Number of guests" field.
7. Click on "Next" and if you don't have guests or are paying for them in CASH, you will be taken to a confirmation screen only. Click "Confirm" to complete the check-in process.
8. If you have guests and are paying for them using a credit card, an appended confirmation scheen will appear with the guest fee total. Please review for accuracy and click on "Pay online".
   1. This will take you to a credit card payment window. Enter your credit card information to complete the process.
9. <mark>Once processing is complete, please inform the lifeguard managing check-ins so he/she can take your cash payment and/or verify your credit card charge.</mark>


June 11, 2018

Mobile App Check-in

The mobile app is currently only available on Applie iOS devices but the provider does have plans to release an Android app later this year. The app is called Wild Apricot (WA) Member and can be found in the App Store. You can then use your account email and password to login and gain access to nearly all features that are available on the regular PC website as well as additional mobile only features. Before you show up to the cabana (or as you walk from your car to the entrance)…

1. Open the WA app and login using your account email and password.
2. Press on the Events tab/icon on the bottom left of your screen.
3. Select that day's "Daily Check-in:…" event.
4. Verify the date is correct and press on the "Register" tab in the lower right.
5. Select the adult and children member quantities entering the club.
6. Select the estimated time of entry and estimated time you plan to be there.
7. If you have guests you plan to pay for in CASH or CHECK, enter the number of guests in the cash or check field (do not enter number of guests in the subsequent field or you may be double charged – unless you have additional guest you plan to pay with via credit card.
8. If you have guests you plan to pay for with your credit card, enter the number of guests in the "Number of guests" field.
   1. When ready press "Continue" and you will be sent to a payment processing screen.
9. After pressing "Continue" in either scenario, you will go to a verification screen.
10. Give it a once over and if accurate, press on "Complete" to finalize registration.

June 11, 2018
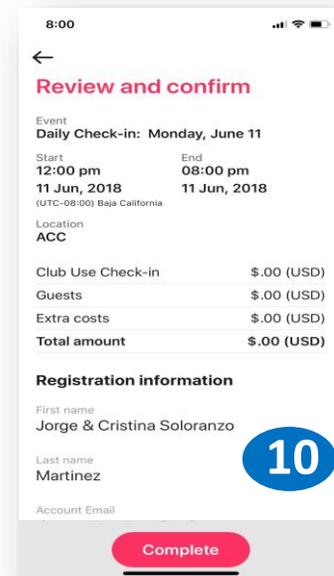
11. As you walk up to the check-in counter, press on the "My tickets" tab on the bottom center of your screen.
12. Select that day's "Daily Check-in:…" event ticket (notice the ticket color is green).
13. Show your mobile device's screen to the guard on duty to verify your check-in for the day.
14. If you have guests, scroll down to show the number of guests you need to pay for by cash/check or guests that you have pre-paid by credit card.
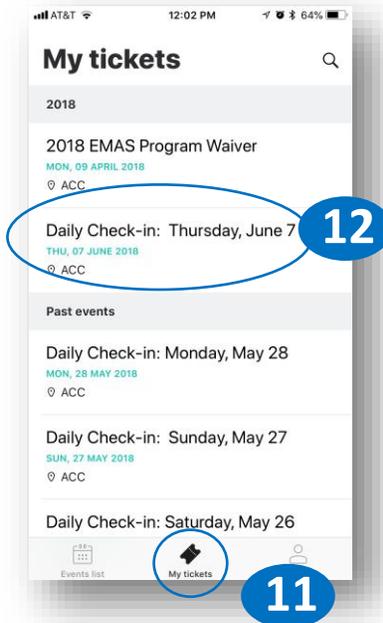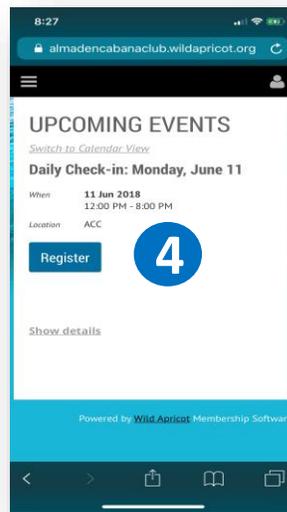

Mobile Browser Check-in

You can add a shortcut to the regular URL almadencabana.com on your laptop or any mobile device's browser and if you have a mobile device, the site will automatically display the mobile format. You can then use your account email and password to login (upper right hand corner of sight) and gain access to all features that are available on the regular PC website. Before you show up to the ca bana (or as you walk from your car to the entrance)…

1. Open your laptop or mobile device web browser of preference and login.
2. Click/press on the Menu icon in the upper left corner of your browser.
3. After the menu bards drop, click/press on the "MEMBER CHECK-IN" menu item.
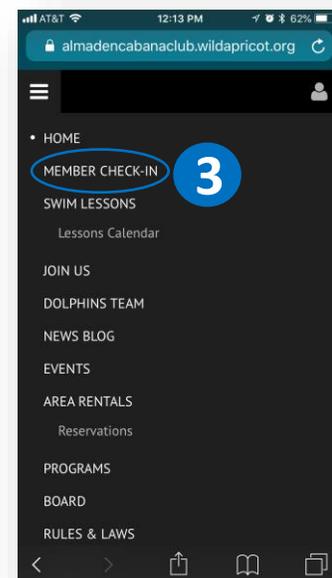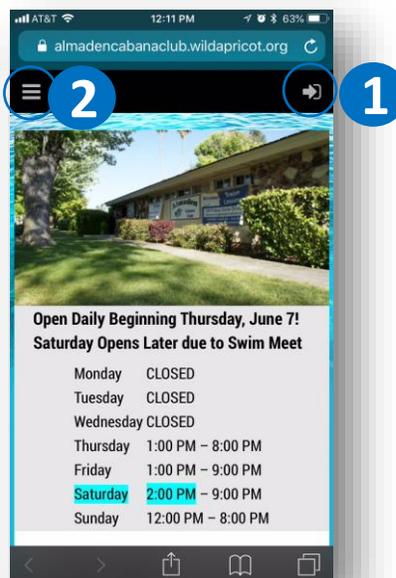
4. Select and click/press on that day's "Daily Check-in:…" event "Register" button.
5. Enter your account email if not already auto populated.
6. Select the adult and children member quantities entering the club.
7. Select the estimated time of entry and estimated time you plan to be there.
8. If you have guests you plan to pay for in CASH or CHECK, enter the number of guests in the cash or check field (do not enter number of guests in the subsequent field or you may be double charged – unless you have additional guest you plan to pay with via credit card.
9. If you have guests you plan to pay for with your credit card, enter the number of guests in the "Number of guests" field.
   1. When ready click/press "Next" and you will be sent to a payment processing screen.
10. After pressing "Next" in either scenario, you will go to a verification screen.
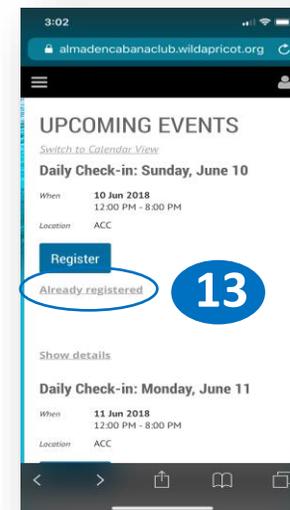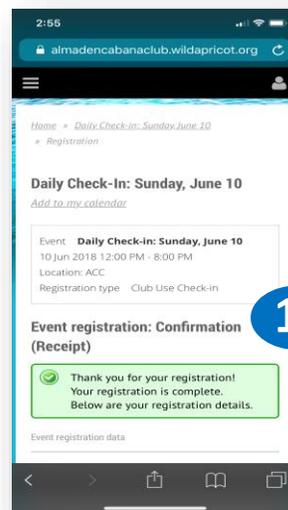
11. Give it a once over and if accurate, click/press on "Confirm" to finalize registration.
12. As you walk up to the check-in counter, show your "Event registration: Confirmation (Receipt)" screen.
13. [You can always go back to the "Daily Check-in:…" event and click on the "Already registered" link to display the confirmation screen"]
14. [Show your laptop/mobile device's screen to the guard on duty to verify your check-in for the day.]
15. If you have guests, scroll down to show the number of guests you need to pay for by cash/check or guests that you have pre-paid by credit card.

June 11, 2018

June 11, 2018