

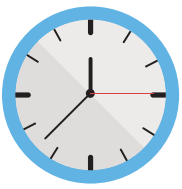
# CLOCKING IN AND OUT ON YOUR SMART PHONE



## THE PROCESS\*

1. Visit [guardclockin.com](http://guardclockin.com) on your smart device
2. Enter your username and password (these are the same as your scheduling credentials and were emailed during application process or by recruiter)
3. You will see that day's shift listed on the screen
4. Clock IN (must be at your pool's location & no earlier than your scheduled shift start)
5. Hooray, you are now clocked in! (Clock out using the same procedure as above)





## CLOCKING IN AND OUT ON YOUR SMART PHONE



Every lifeguard will receive a PIN number, you need to memorize this number or carry your PIN number card with you at all times. When you first get to work, you will use the designated pool phone and call the clock-in number. This number will be posted above the pool phone.

### THE PROCESS\*

1. Dial Clock-in number on the pool phone.
2. A voice will say "Enter PIN Number"
3. Enter your PIN number and press #
4. A voice will say "Got it!"
5. Hang up. You are now clocked in.

\*Clock out using the same procedure as above

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### HOW DOES THE CLOCK-IN/OUT SYSTEM WORK?

The time system is computerized with caller I.D. attached to the pool phone. If any number other than the pool phone comes up, it will not allow you to clock in. The system tells us:

- Who clocked-in
- The exact time you clock-in (We will know if you came late and/or left early)
- What pool you are clocked in at

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### SPECIAL NOTES FOR CLOCKING IN AND OUT

- **NEVER** clock in using your cell phone.
- If you do not hear the "Got It!", immediately call the office so that we can ensure that you are properly clocked in. Do not try again until you are told by the office! **You may be clocking yourself out.**
- If you begin the day at one pool and are requested to go to a second pool, clock out at the first and clock back in at the second facility. If you do not clock-in and out at each facility we will be unable to verify where you are working. Therefore, there could be a mistake in your paycheck.
- If you forget to clock in, immediately clock in and call the office to let us know.
- Only you can clock yourself in and out. No one else should have your PIN number. Remember we call the pools often and our Supervisors can stop by the pool at any time. We will know when someone else clocked you in and you are not there.

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### IF YOUR POOL DOESN'T HAVE A PHONE

- If your pool has a 911-only phone or doesn't have a phone, you must call your office and speak with someone to clock in and out. Do not use your cell phone to clock in and out with the clock-in number.
- If the pool phone has no dial tone, contact the office immediately to notify them.





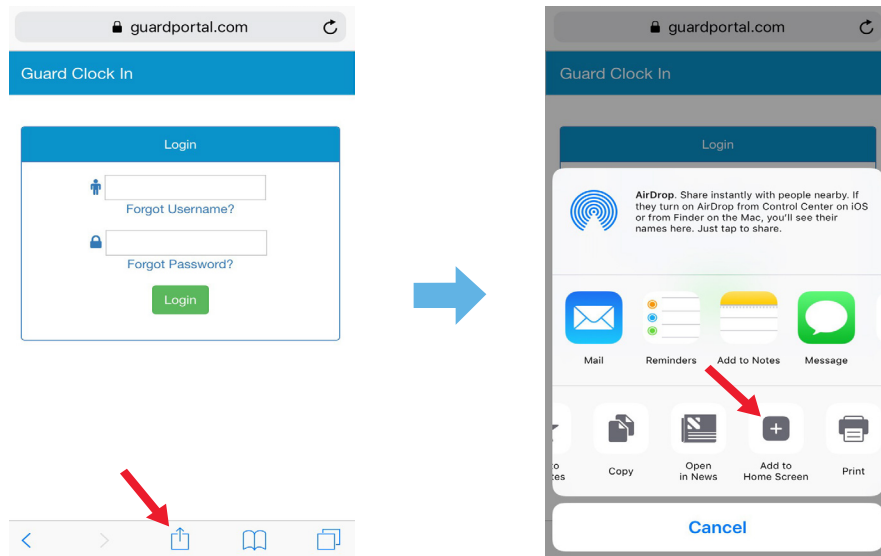
# ADDING THE GUARD PORTAL TO YOUR PHONE'S HOME SCREEN



Access your guard portal by adding a button to your phone's home screen. This will make clocking in and out easier.

## THE PROCESS FOR IPHONE

1. Open Safari and go to guardportal.com.
2. Click the share button at the bottom of the browser.
3. Scroll until you find the add to home screen button.
4. Add to home screen.



## THE PROCESS FOR ANDROID

1. Open your web browser and go to guardportal.com.
2. Click the more options button at the top right corner of the browser.
3. Click the add to home screen option.
4. Add to home screen.

