

# CAUCUS CHECK IN WITH VOTERCLICK

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Once **VoterClick** is downloaded (all one word in either android or apple app store)

Click *Manage Precinct Check in*

Click *Download for Offline Check in*

Fill in all fields

County

Precinct

Username (Full name first and last)

Email \*required

Phone number \*required

Click *Continue* once all fields are accurately filled out

(This will take you to load screen that will download all registered voters living in your precinct)

Click *Download complete-return to main menu* button

Once back to the main menu you will click *Offline precinct check in*

From this screen (Meeting precinct check in) is where all check ins will take place

Type in the first three letters of the attendees last name

Enter their house number

Click *Find* to search attendee

It will bring up all persons that live in that household

Select appropriate person

This will pull up current information as well as a place to input contact information

***VERIFY PARTY AFFILIATION*** and update contact information

Once all information is correct and verified click *Register*

That person is now registered for caucus