

Lifeguard Clock In/Out Instructions

1. Put this URL in the browser of your mobile phone, and launch it:

<https://www.pool-support.com/GCI/GLI.a5w>

Your phone's location services will need to be set appropriately for the clock in service to work. Please make sure your location services are turned on and set to their highest setting when clocking in.

You may get a pop-up message when you go to the URL asking to use your current location. You must click **OK** in order to register the clock.

***Helpful tip for iPhone users:** If the person using an iPhone opens the Google Map App first, this forces GPS to be updated and any Alpha App that wants to read GPS gets better results on the first try.

2. On the next screen, put in your **username** (your personal email address) and **password** (same as guard4life website).

If you are a pool manager you'll see two choices: **Clock In/Out** or **Pool Mgr**. Select **Clock In/Out** and proceed to the next step.

If you are not a manager, you'll be directed straight to the Clock In/Out page.

3. The name of the pool will automatically populate the address, and the shift start and end times.

If you have not clocked in yet, the button will say **IN**.
If you have clocked in, the button changes to **OUT**.

Click button to perform clock in/out.

4. You will get a confirmation pop-up. Choosing **Yes** will confirm your clock request.

5. If there are any messages for you to see, they will show on the Messages page.

6. When you're done reading, return to the Clock In/Out screen and click **Finished Reviewing**.

7. Once you have clocked in or out, you may close the web page. If you want to review any messages sent to you, click the review message button at the top of the web page.