CHECKPOINT · ADVENTURE RACING

VOLUNTEER FIELD GUIDE

How to get into Checkpoint, run your TA, and keep everyone on the same page — from signing in to checking the last team through.

1 GET IN

HAVE A CHECKPOINT ACCOUNT

Sign in with email/password, Google, or Apple. Open the race from **Races**, then on its page tap **My check-in assignments** to accept your invite as Admin or Volunteer.

Once accepted, tap **Operate a TA** on that race's page.

NO ACCOUNT — JUST A CODE

On the sign-in screen tap **"Volunteering with a code instead?"** and enter the code your race director emailed you — e.g. `AB12CD34`. No password needed.

Staffing more than one TA? Pick which one you're supporting first.

2 RUN YOUR TA

- **Check yourself in/out.** The colored banner at the top is *you*, not the teams — tap it to flip between checked in and not checked in at this TA.
- **Search a bib or team name** the moment they arrive — the keypad toggle switches between numbers and letters.
- **Tap a section to expand it:** Checked in · Teams coming · Checked out · DNS/DNF.
- **Tap any team** (chip or row) to open its actions: Check In / Check Out, any custom steps your RD set up, Add Note, and Record CPs — see **#3** for how CPs and undoing a mis-tap work.

Checked in, not out · Teams coming · Checked out · DNS / DNF

Short-course teams keep moving through these same sections like any active team — they just carry a small "Short course" tag.

Serving more than one course here? Filter the roster with the course chips above the search box. Tap **TA info** to see rules of travel, notes, and checkpoints expected at this stop.

3 CHECKPOINTS & FIXING MISTAKES

VALIDATING CPS AT A TA

Record CPs only shows up on a team's action sheet when your RD has checkpoints configured for that team's *course* at *this* TA — some TAs have none to check.

Tapping it opens a checklist of every checkpoint expected here. Tick off what the team actually has — control-card punches, photos, a word, whatever your RD is using — then **Save**.

Revisiting the same team re-opens the checklist with whatever was already confirmed pre-checked, so you're correcting the record, not double-logging it.

Nothing to tick? The sheet says so plainly — that course has no checkpoints assigned at this TA.

UNDOING AN ACTION

Open the team, scroll to **History at this TA** — every check-in, check-out, note, and CP record shows up there, newest first.

Tap the ↩ **Undo** icon next to an entry to remove it and recalculate the team's status. You'll be asked to confirm first — once you do, it's gone for good.

You can undo anything *you* recorded. Race Admins can undo *anyone's* entry — useful when another volunteer logged something by mistake and isn't around to fix it.

A note has its own pencil icon too, for editing the text instead of deleting the whole entry.

4 MESSAGE THE TEAM

Race Messages is one shared feed for everyone staffing the race — tap the speech-bubble icon up top. Messages from the RD carry an "RD" tag.

- A red dot on that icon means there's something new — it keeps checking in the background, so you'll see it even if you haven't opened the app in a while.

5 GET HELP FAST

Contact race director
Phone icon — names, roles, tap to call or email.

Race documents
Document icon — course overview PDFs, if your RD uploaded one.

Open TA in Maps
Pin icon — only shows when your RD set a location for this TA.

GET CHECKPOINT

App Store — IPHONE / IPAD

Google Play — ANDROID

Web — CHECKPOINT.MOOSEPLANETADVENTURERACING.COM

Lost? **Refresh** (top right) always pulls the latest roster.

Still stuck — message the group or tap **Contact race director**.