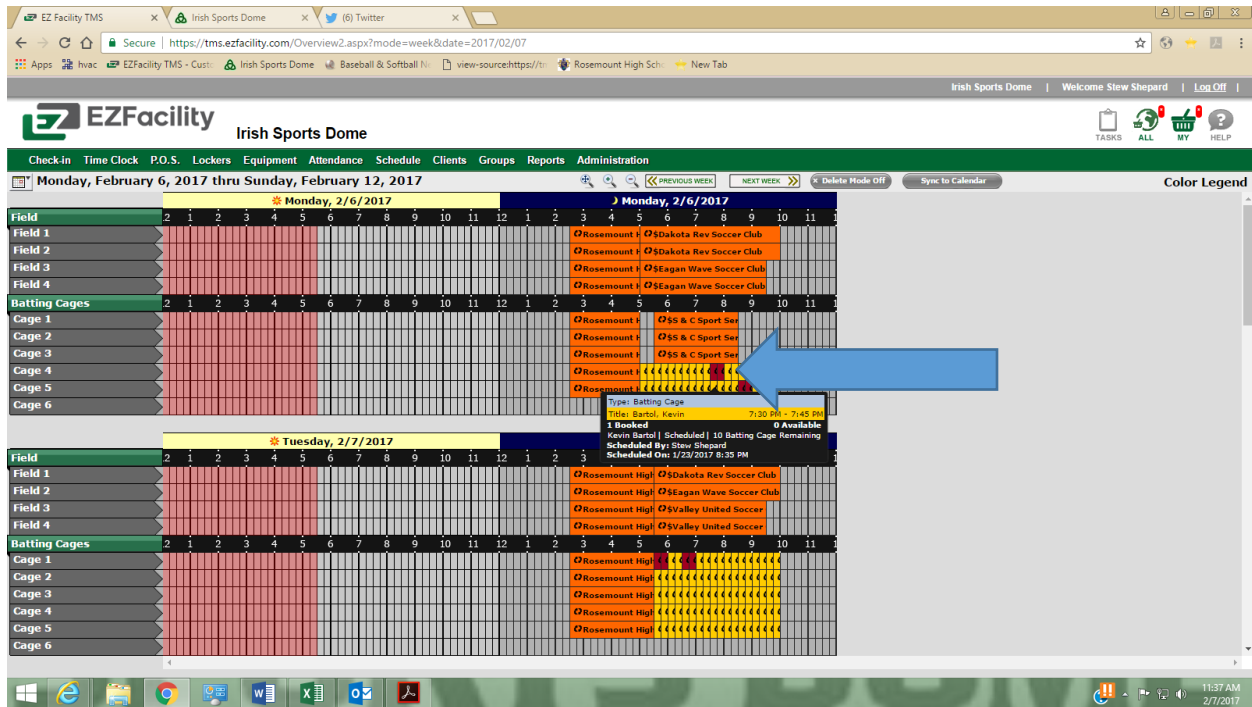
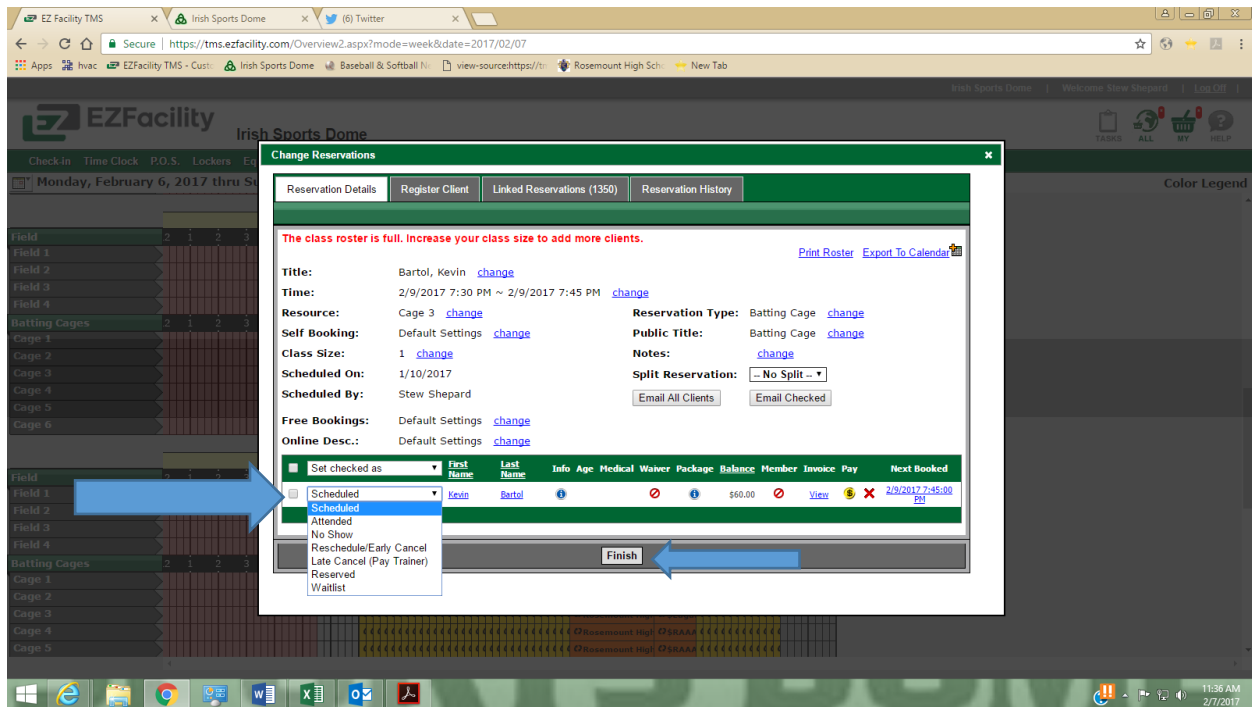


How to Check someone in for the Batting Cage:

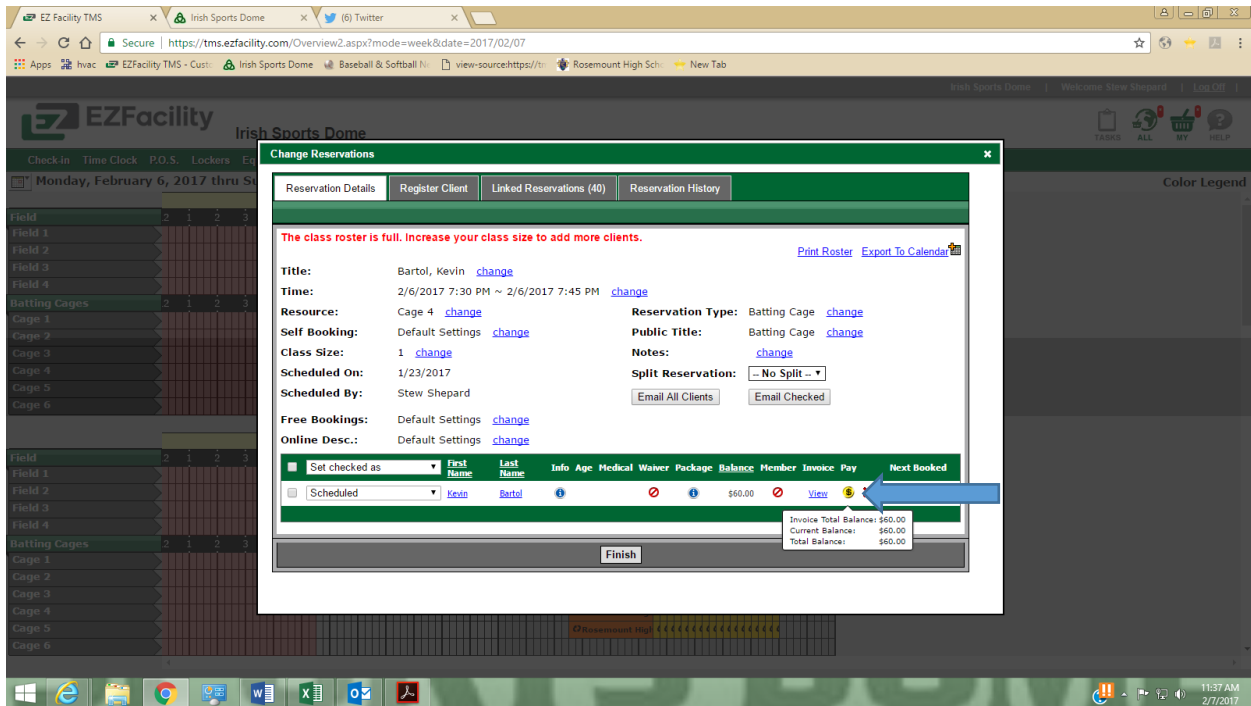
Click on the **RED** Square for the person checking in (if you hover over the square you will see the name of the reserving party)



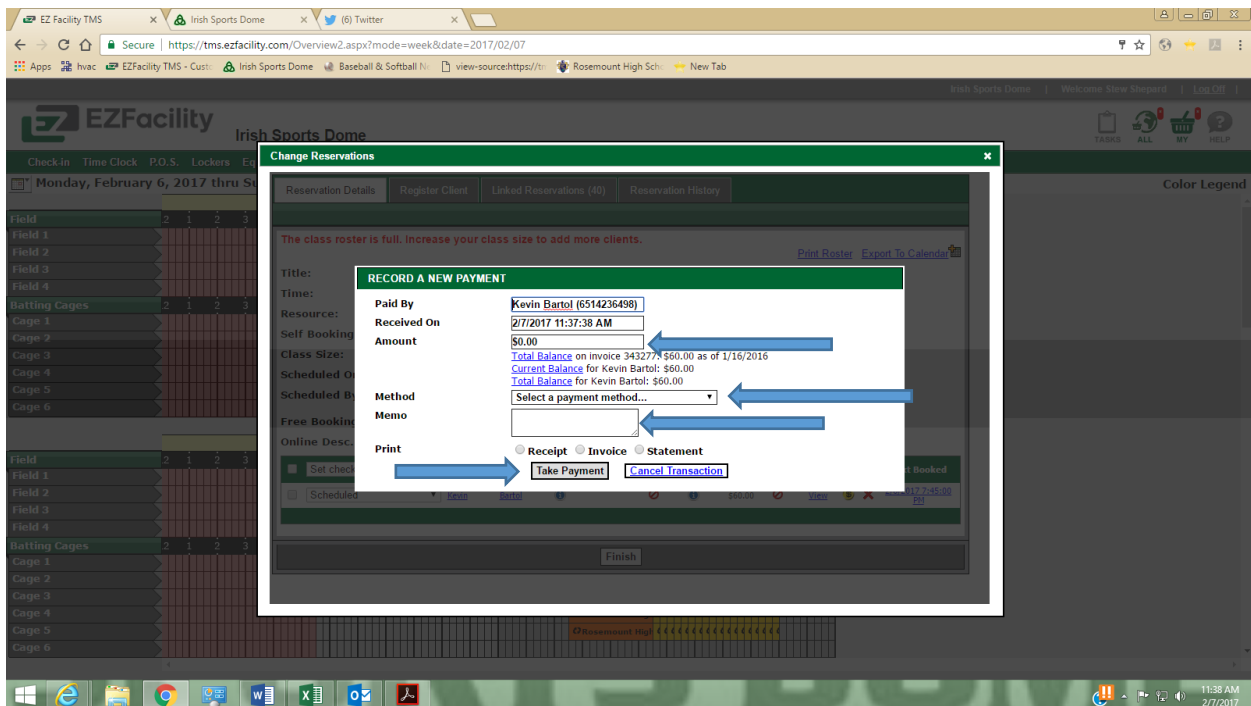
Click Box next to 'Scheduled' – then go to arrow drop down and select 'Attended' the click <Finish>



Taking a **Payment** – Click on yellow \$ (if you hover over \$ you will see amount owed)



Enter amount Paid – Select Payment method (if check enter check # in comment) – click <Take Payment>



Fill out our 'Payment Form' – Place Check/Cash with Payment Form in envelope. Write date, customer name and amount on front of envelope. Seal envelope and place in safe box under desk.