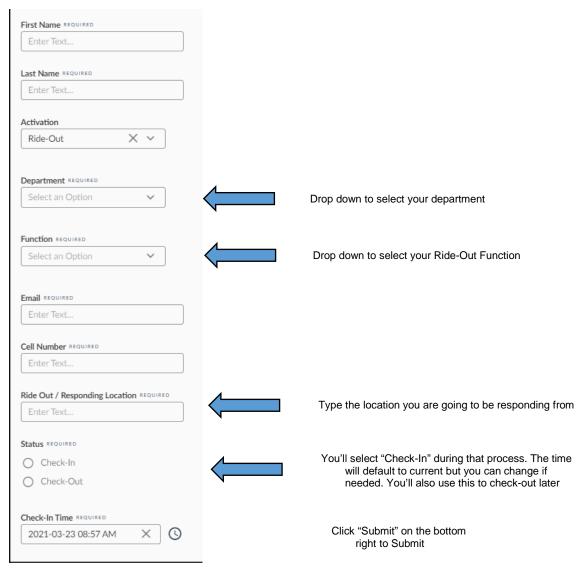# Ride-Out Team Check-in Process

Step 1: The Emergency Operations Center (EOC) will provide a link for you to distribute to all the members of your Ride-Out Teams. Members will simply click on the link and complete the form.

Step 2: Once the email has been distributed, all Ride-Out Team Leads, Deputy Leads and members will check-in by filling out the form.

Drop down to select your department

Drop down to select your Ride-Out Function

Type the location you are going to be responding from

You'll select "Check-In" during that process. The time will default to current but you can change if needed. You'll also use this to check-out later

Click "Submit" on the bottom right to Submit

Step 3: All Responses can be viewed on the Dashboard on the Ride-Out Team Check-Ins box.

First Name	Last Name	Department	Function	
⊟ Office of Emergency Management (2 items)				
Ginger	Walker	Office of Emergency Mana…	Supervisor	
Brian	Hall	Office of Emergency Mana…	Deputy Team Lead	