

NEWTEC PISTOL CLUB - BASIC MEMBER GUIDE



PISTOL CLUB

MEMBER SIGN IN

Basic user guide

1. Sign in with your card

1. Hold your membership card near the connected scanner, or scan its barcode as directed by the club.
2. Wait for the screen to respond.
3. A valid card plays a rising chime and displays **Successful sign in**, your name, member number, and photo when one is available.
4. A red result screen plays a loud looping emergency siren. It stops when the screen leaves red. If sign-in failed, ask an official for help.

Successful sign-in - green screen

The screen says Welcome Back beside your name. Check that the name and member number are yours. The sign-in is automatically recorded with the date and time.

Please make sure you have your firearms licence on your person.

Red screen

Red means the sign-in failed or the member record shows an expired firearms licence. Read the message and see a club official. Do not repeatedly scan the card.

2. Manual entry if the scanner is unavailable

1. Tap **Manual Entry** on the main screen.
2. Use the on-screen keyboard to enter your member number exactly as shown on your membership card.
3. Tap **Submit member number**.
4. Wait for the normal successful or failed sign-in message.

A successful manual entry is recorded in the same attendance log and marked Manual.

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3. Firearms licence reminders

If the club record shows that your firearms licence is expired or will expire within 90 days, a renewal reminder appears after you sign in.

An expired licence makes the screen red. A licence approaching expiry keeps the successful green screen and displays the renewal reminder.

What to do: arrange renewal as required and provide the club with your updated licence details. If you believe the expiry information is incorrect, see the secretary or a club official.

The reminder is based on information held in the club member file. It remains on screen for 10 seconds so it can be read.

4. Messages from the secretary

A message headed **MESSAGE FROM THE SECRETARY** may appear beneath your successful sign-in details.

Please read the message before leaving the screen. If it asks you to contact the secretary or another official, do so during your visit.

Long messages wrap inside the gold panel. If necessary, swipe vertically inside that panel to read the remainder.

Need help?

If any displayed details are incorrect, or the app does not accept your card or member number, see a club official.

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Control note: This record supersedes any earlier draft, pending, approval, effective-date, ownership, review, superseded or withdrawal label in this file. The document remains current and is scheduled for review and updating, not withdrawal.

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