**HOW TO CHECK IN CLIENTS**

* Greet clients
* Show them where restrooms are if it’s their first time in
* Offer cold water (have bottled water set up on front desk for check-ins)
* Let client know their artist will come and get them as soon as their station is set up
* Make sure waiver is done (see steps below)
* Collect payment from client if needed (see Artist payment chart). \*Amount due is listed on check-in form.

**VCITA CLIENT/WAIVER LIST**

* VCITA should be open in the browser with client list open.
* If the client list is not open, click “Calendar” > “Appointment List” > and set Appointment date to today’s date

Graphical user interface, application

Description automatically generated

REVISED 09/15/22

**CHECKING CLIENT WAIVER FOR COMPLETION**

* Booking manager will leave client list on front desk. If the “w” next to client’s name is highlighted (w), then their waiver is done. If the “w” is not highlighted, then client needs to complete their waiver.
* If client needs to complete waiver, they can either use the link that was sent to them via text/email the day before or the QR code at the Front Desk.
* To see if client’s waiver is complete, click on their name on client list:

Graphical user interface, application

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Text

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* Then, click the “conversation” tab   
  in the client’s profile or a grey waiver   
  with today’s date. \*See screen shot

NOTE: Waivers must always be completed within   
24hrs of the client’s appointment date and   
BEFORE they start their session with their Artist)