

CHECK-IN SYSTEM EVALUATION

On paper, a check-in marks who showed up. A good system takes that same record and puts it to work: belt tests, billing, and reminders to the members who've gone quiet. Tick a box only after you've watched the feature work.

School: _____

Option A: _____

Option B: _____

THE CHECKLIST one tick per feature you've seen working; column one is what you do today

FEATURE	CURRENT METHOD	OPTION A	OPTION B
1 · SELF CHECK-IN THE STUDENT RUNS You keep coaching. The roster fills itself.			
Students check themselves in on a tablet at the door	☐	☐	☐
They can use a short code, or search their name when they blank on it	☐	☐	☐
A front-desk mode locks the tablet to check-in only	☐	☐	☐
The record is finished before class starts, with no clipboard and no line at the desk	☐	☐	☐
2 · A RECORD THAT ATTACHES TO THE STUDENT AND THEIR RANK A belt test becomes a lookup.			
Every check-in lands on that member's profile	☐	☐	☐
You can pull one student's classes since their last promotion in one lookup	☐	☐	☐
Attendance counts toward promotion requirements for each rank	☐	☐	☐
3 · RUNS ON THE GEAR YOU ALREADY HAVE You shouldn't have to buy hardware to take attendance.			
Works on a phone or an old tablet	☐	☐	☐
No proprietary kiosk, scanner, or card reader required	☐	☐	☐
4 · CONNECTS TO THE REST OF YOUR OPERATION Weigh this section heaviest. It's where paper schools fall behind.			
Attendance feeds belt promotions	☐	☐	☐
Attendance sits in the same system as billing	☐	☐	☐
Flags anyone who hasn't shown up in two weeks	☐	☐	☐
Sends a "we miss you" reminder automatically from a rule you set once	☐	☐	☐
Mass check-in after class, filtered to the members who should be in that class	☐	☐	☐
Total ticks (out of 14)	—	—	—

FOUR LIVE TESTS run each one during a trial, on a real class night

TEST	WHAT YOU'RE CHECKING	OPTION A	OPTION B
A student forgets their code	Can they search their name and be checked in without you stepping off the mat?	☐	☐
Someone walks in late	Does the late arrival still land in the record, or is there a hole?	☐	☐
Pull a belt-test count	Pick one student. How long to get their classes since last promotion?	☐	☐
Find who's gone quiet	Can you list everyone who hasn't checked in for two weeks?	☐	☐

Why the two-week list matters. In a peer-reviewed study of 5,000 gym members, non-attendance days were the strongest predictor of who would cancel. Members taper off before they quit. A system that shows you the drift gives you time for a text while they're still reachable.

The question no checklist answers. Will your staff still be using it in six months? A paper card you actually mark beats a slick app nobody opens. Picture a busy Tuesday and ask who keeps it running.

Pick: _____