

USING OUR APP

We use a webapp to help us perform some required tasks:

- Observe required seating limits
- Record contact information for contact tracing
- Ask health screening questions efficiently

You can access the app at [**gather.antioch.org.za**](https://gather.antioch.org.za)

Here is the general process:

- A. CREATE ACCOUNT** - If you don't already have a login for our app, you need to register first.
- B. BOOK SEATS** - Once booking opens each week, everyone needs to book seats for everyone coming with them.
- C. CHECK-IN** - Everyone who has booked seats needs to check-in for the service up to 90 minutes before it begins.

The steps for each of those are detailed below.

CREATE ACCOUNT

If you don't already have a login, you need to register first.

1. Go to **gather.antioch.org.za**
2. Click the **“Register”** button.
3. Enter your personal information. The password you create during this step will be used when you login in the future. When complete, click **“Register.”**
4. If you have family members who may be joining you, add them individually and supply their contact information.
5. Once complete, you will be able to login with the email address and password you provided.

Common Questions:

- Q) What if I forgot my password? A) Several of our leaders have administrator rights and can change a password for you.
- Q) How do I update contact info for my family? A) After logging in, this can be done via the **“My Household”** button.

Other questions? Speak to Matt, Robin, or any of our greeters.

BOOK SEATS

Once booking opens during the week, everyone needs to book seats for everyone coming with them.

1. Login at gather.antioch.org.za with your username and password (see Create Account for more info)
2. Click on the **“Book Meeting”** button
3. Select the service you wish to attend. If the services are not open for booking yet, it will indicate when they will open.
4. Click **“Book”** for each person who will attend that service. A green tick-mark will indicate who has a seat booked.
5. Important: If your plans change, please update your booking to make those seats available for other people.

Common Questions:

- Q) Why can't I book seats now? A) If there are no services in the meeting list (step 3 above), please try later. If they are listed but not open, the app should indicate what time they open. If a service is marked as full, please try another service.

Other questions? Speak to Matt, Robin, or any of our greeters.

CHECK IN

Everyone who has booked seats needs to check-in for the service before entering the building. This minimizes congestion at the door. Check-in begins 90 minutes before the service starts.

1. Login at gather.antioch.org.za with your username and password (see Create Account for more info)
2. Click on the “**Check-In**” button and select your service time.
3. For each person in your group, answer the health screening questions. A green “+” will indicate who is complete.
4. Once everyone has completed the screening, you may need to click the large green “submit” button at the bottom.
5. The “Admit” screen shows green circles for everyone. At the door, you can show this screen to the greeters, or they can look you up quickly.

Common Questions:

- Q) What if I booked for someone who isn't coming? A) You need to un-book them before checking in. (See “Book Seats.”)

Other questions? Speak to Matt, Robin, or any of our greeters.