Accounts and passwords for iPads and Android tablets for check-in

Each FSGW check-in device (iPad or Android tablet) has a user (email account) in the fsgw.org Google Workspace. The naming habit is "apple#@fsgw.org" for iPads and "android#fsgw.org" for Android tablets, where "#" is the device number. For example: apple1@fsgw.org, apple2@fsgw.org, android0@fsgw.org, android6@fsgw.org, etc.

This user serves 2 purposes on iPads, and 3 on Android tablets.

1. It is the Wild Apricot login used on that device. It should have Administrative membership with renewal: Never. Set the first name to "apple" or "android" and the last name to the number spelled out ("one", "two", etc). It needs to have Membership manager and Event manager administrative rights.
2. It provides an email address on the device, to received password reset emails, to send things like passwords to it, and to send emails about check-in issues from the device. On Android tablets, this email account is set up automatically. On iPads, it must be set up manually.
3. On Android tablets, it is used as the "owner" account of the device. This is unfortunately not possible on iPads.

Each user has 2 passwords, one for the email account and another for the Wild Apricot login.

1. The email account password does not expire, is usable forever. It normally needs to be entered only when an Android tablet is first being set up, or when the email account is being set up on an iPad.
2. The Wild Apricot password must be changed at least yearly, due to Wild Apricot security policies. It is by far best to make this password change ahead of time, to avoid a device becoming unusable for check-in in the middle of an event. So whoever holds and maintains the check-in equipment should track password change/expiration dates, make password changes, and enter the changed password into the Wild Apricot for admins app on the device. That password normally only needs to be entered when changed.
3. These users must be stored in the FSGW secure password repository (1Password), with both of their passwords and the date that the Wild Apricot password was last changed. By habit the email account password is stored in the normal password field and the Wild Apricot password is stored in another field.