Silver Spring Contra Dance Check-in Administration tasks

For the Silver Spring contra, the things Will has been doing are:

1. Before the event, make sure the iPads and their paired Square credit card readers are charged up, and that the iPad apps are up to date, using the App store. Also install any iPadOS updates, using Settings → General → Software Update. Note that iPadOS updates are infrequent.
2. Before the event, make sure any Android tablets to be used and their paired Square credit card readers are charged up, and that the apps are up to date, using "Manage apps & device" in the Play Store app. Also install any Android system updates, using Settings → System → System updates. Note that Android system updates are very infrequent.
3. Arrive early for the event, preferably 6:30 PM, or 6:40 PM at the latest.
4. Bring the check-in equipment: 3 iPads, and Android tablets, and their paired Square credit card readers.
5. Bring a laptop to use to fill out the door sheet.
6. Bring chargers for laptop and iPad and Square credit card reader, also an extension cord.
   A charger is needed in part because iPad 3 lasts less than 45 minutes on battery before needing charging.
7. Bring a $100 cash kitty, I suggest $80 in $5 bills and $20 in $1 bills.
8. Set up the equipment at the check-in table.
   During the peak check-in period, it's good to have 2 people working at the table and 1 roving ahead of the table when a line develops.
9. The iPads, Android tablets, and probably the laptop must manually be set to use the "MCGUEST" wifi at every event, they mostly will not use it automatically.
10. Run eventcount (Event Counts and Income helper) on the laptop, for the event: https://fsgw2.org/eventcount.php\\ Refresh eventcount output as needed during the event, with the "Re-get counts for event" button.
11. Register the Performers and Volunteers, if not already registered.
12. Create the door sheet by copying an earlier one and updating the file name. The door sheets are in the "FSGW Silver Spring Contra Dance" folder on the "Door Sheets" Shared drive.
13. Fill in the door sheet, from the event information and from numbers in eventcount output and the check numbers.
14. Track cash donations made at the event, recording the total in the door sheet.
15. Make sure the equipment and especially the cash are kept safe the entire evening. Will has been doing this by staying at or near the table almost the whole time. and by taking the cash with him whenever he gets up and no one else is working at the table.
16. Near the end, write the performer and sound person checks, with amounts from the door sheet.\\ Make sure the checks are given to the performers after dancing ends, by you or someone else.
17. Pack up the check-in equipment at the end.Separate the ending cash (and checks if any) into the $100 kitty and the income/donations.
18. Email the completed door sheet per the instructions at the bottom of the Google Sheet.
19. Once back home, restore the cash kitty to its normal starting contents. I suggest $80 in $5 bills and $20 in $1 bills.
20. Make sure the income and donation cash (and checks if any) get deposited within a few days, a week at the very most.

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