Who's Here? Quick guide

See who's on campus, and know when it's safe to arm the alarm.

Open the board at _____

Who's Here notices staff phones on the church Wi-Fi. **There's nothing to install and nothing to tap** when you come or go. Open the board in any web browser, on your phone or a computer.

The banner: is everyone gone?

All clear to arm	No tracked staff on campus. **Safe to arm.**
Not clear — 2 on campus	Someone's still here. Their names and locations are listed under it.
Can't confirm	The board has lost touch with the Wi-Fi. **Walk the building** before arming.

Each person's status

Here phone is on the Wi-Fi now

Here? not seen for a few minutes: probably leaving, or the phone is asleep. Still counts as here for 10 minutes.

Not here gone; shows when they left

Where is the nearest Wi-Fi point, like *Gym* or *Sound Booth*. **Not tracked** lists staff with no phone set up; the board can't see them.

Before you arm the alarm

1. Open the board, or type **/allclear** in Google Chat.
2. **Green:** arm it.
3. **Red:** people marked *Here?* are likely on their way out, so check again in a few minutes. Anyone marked *Here* is still inside.
4. **Orange:** walk the building.
5. Check the **Not tracked** names too.

Set up your phone (once)

1. Connect to the **staff Wi-Fi** and leave Wi-Fi on at church.
2. Turn off **Private Wi-Fi Address** for that network:
   - **iPhone:** Settings → Wi-Fi → ⓘ next to the network → Private Wi-Fi Address → *Off*.
   - **Android:** Settings → Wi-Fi → ⚙ next to the network → Privacy → *Use device MAC* (Samsung: View more → MAC address type → *Phone MAC*).
3. On that phone, open **the board's *Add my phone* page**, type your name, and tap **Add my phone**.

Looking back: History

Click anyone's name on the board to see their arrivals and departures. The **History** tab shows everyone; pick a person and a time range (day, week, month...) from the drop-downs. Departures show the time the phone was last seen.

Something looks wrong?

- **Here but shown as not here:** check Wi-Fi is on, you're on the staff network, and Private Wi-Fi Address is still off. Phone updates can switch it back on.
- **Left but still shown as here:** a laptop or tablet of yours may still be on the Wi-Fi. Tell an administrator.

Put it on your home screen: iPhone: open the board in Safari → **Share** → **Add to Home Screen**. Android: open it in Chrome → ⋮ → **Add to Home screen**. Pull down to refresh.

Google Chat: start a chat with the **Who's Here** app and type **/whoshere** to see who's on campus, or **/allclear** before you arm. See the Google Chat cheat sheet.