**Ride-Out Team Check-Out Process**

**Step 1:** When your Ride Out Team is deactivated, or a member is no longer working on the team, you will need to check them out in Veoci.

**Step 2:** From the Dashboard, click on the corresponding name in the Ride-Out Team Check-Ins Tile.

**Step 3:** Click “Edit” in the bottom right of your screen

**Step 4:** Select “Check-Out” at the bottom, choose the correct date/time (or just click the clock for the current date/time)

***Repeat these steps for every other member on your team***