



Checklist for organizers

1 Before receiving the trackers

Send the document "Quick Start Guide before Departure" and information about MadCap to all your participants. If a digital deposit is required: Also communicate the link for the deposit to all your registered participants.

2 Upon receiving the trackers

Keep the packaging, storage materials, and the return slip for the trackers

3 The day before distributing the trackers

It's not absolutely necessary, but to make your life easier and save you from stress at the start, it's a good idea to let the trackers find a local signal the day before distribution. To do this, simply turn them on and let them do their job. We will verify remotely that all trackers have connected properly (please notify us in advance). Once confirmed, you can turn them off—they are ready to go :)

4 The distribution of trackers

Display the document "Quick Start Guide before Departure" near the tracker distribution point.
During distribution, direct participants to the guide.
Remind them verbally of three things:

- Properly position the tracker (as indicated)
- Battery life of 4 days (or 2 days depending on configuration)
- Keep it in the plastic pouch throughout the event

5 During your event

Report any withdrawals to us via message, and we will gradually update the application accordingly.

6 At the finish

Collect the trackers as soon as participants arrive.
Turn off the trackers upon receipt.

7 Return the trackers to us

Attention: Please make sure to turn off the trackers before returning them (there is a risk of overheating in the package). Pack everything securely, ensuring that the entire surface of the cardboard box is properly taped—some carriers can be less delicate.

Please use the prepaid return label provided. This label includes necessary insurance and requires a signature upon delivery. Using any other shipping method could result in the loss of the tracker set :(