

STEP FIVE ORGANIZER'S GUIDE

AirBeam Field Deployments

MOBILE SESSIONS

When checking out equipment for mobile monitoring, instruct your volunteers to use the [“AirCasting Actions Equipment Tracker”](#) (from step 4) so you can track what equipment is being used, by whom, and for what use. Depending on how your routes are setup and your volunteers are scheduled, you may elect to have your volunteers come to a central location to check-out and return equipment, you may check-out the equipment and have the volunteers keep it for a set period of time before returning it, or you may have one volunteer hand-off the equipment to a second volunteer. Whatever method you use, make sure your volunteers are using the online Equipment Tracker. Regularly check the Equipment Tracker spreadsheet to identify any problems with the equipment, ensure the equipment is with the right volunteer and will be available to the next volunteer who needs it, and track how closely your mobile monitoring effort is adhering to the schedule you calendared.

FIXED SESSIONS

Once you've decided on a final set of locations for your fixed AirBeam deployments, contact your volunteers and work with them to get the AirBeams up and running. Use the [“AirCasting Actions Fixed Site Tracker”](#) (from step 4) to keep track of the deployments. Check the AirCasting app or AirCasting website every day to make sure all your previously deployed fixed AirBeams are still operating. If one of your fixed AirBeams goes offline, contact the volunteer responsible for maintaining it and work with them to get it up and running again.