

# A Parent's (or Grandparent's) Guide to Our New Check-In System

## ***Helpful Hints:***

- There are **4 stations** (near the Resource Room, near the Youth Room, in the Foyer, and in the Multi-Age Nursery)
- You may use **ANY** station
- You may check in all of your children at the **same** station
- Adults may also check in to **ABFs**
- Each child **must** be checked in before attending class
- Parents still need to **accompany their child to the classroom** at the appropriate time.
- You will receive a sticker with a **security code** that matches the code on your child's nametag. The code is random and will change every week. Every child in the same family will have the same code for that day. This code will be printed twice. The sticker may be ripped in half so that two adults can each have a code for picking up different children.

## ***Steps to Check In:***

1. **Enter the last four digits of your phone #** in the dialogue box at the top of the screen. (Any phone # the church has on record will work.) Then click "Search."

*Continued on other side.*

2. **Click on your family name.** Then **click “Next.”** (Note: your family may be the only family listed)
3. **Click on each person you want to check in** (this may be multiple people). **Click “Next.”**
4. The name of the first person you want to check in will appear at the top of the screen. You may click on **“Allergies/Notes”** if you have information you want printed on your child’s nametag. *Anything entered under “Allergy” will stay in the system. Anything entered under “Notes” will only print for that week. Use this box to indicate things like, “She’s teething,” or “Will be leaving early today.” Please use this box to indicate your location if it will be different than what we have on file.* **Once your note is complete, click “Next.”**
5. You will be back to the screen with one person’s name at the top. If the class you want is listed, click on it. If not, click on **“What’s Meeting?”** and scroll through to find the one you want. **Click “Check In.”**
6. A nametag will print out for children and some classes. A new screen with the next family member’s name will come up. **Repeat steps 4 and 5.**
7. After you check in the last person, a tag will print with a **security code** that matches the one your children have on their name tags. **This is what you will use to pick up your children.**