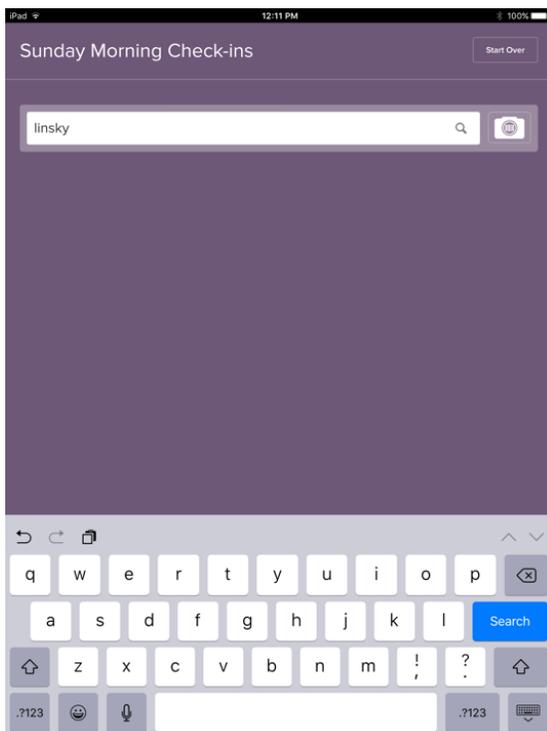


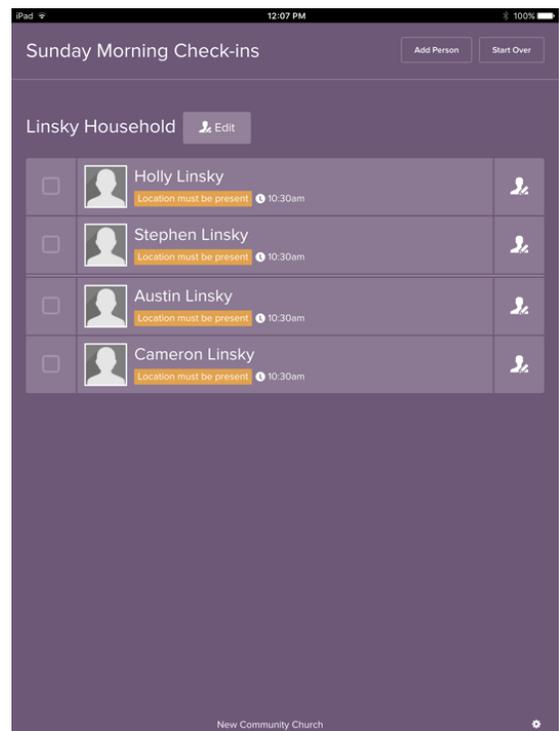
With Planning Center, checking in your children for attendance in the nursery or in Sunday School is quick and easy. Inside the lobby at one of our check-in kiosk, you'll enter your name or phone number to access your family members and sign your children in to the appropriate locations. Check-in is completed when your children's name tags, as well as a "guardian receipt," are printed out next to the kiosk.

Bellow is a screen shot by screen shot walkthrough of what you'll see when you check in for the first time on a Sunday morning. Many of these steps will not be necessary for subsequent weeks.

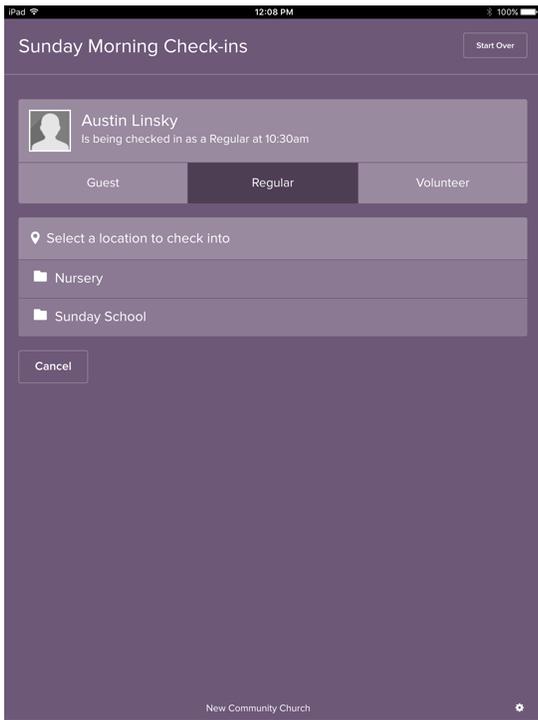
Start Screen:



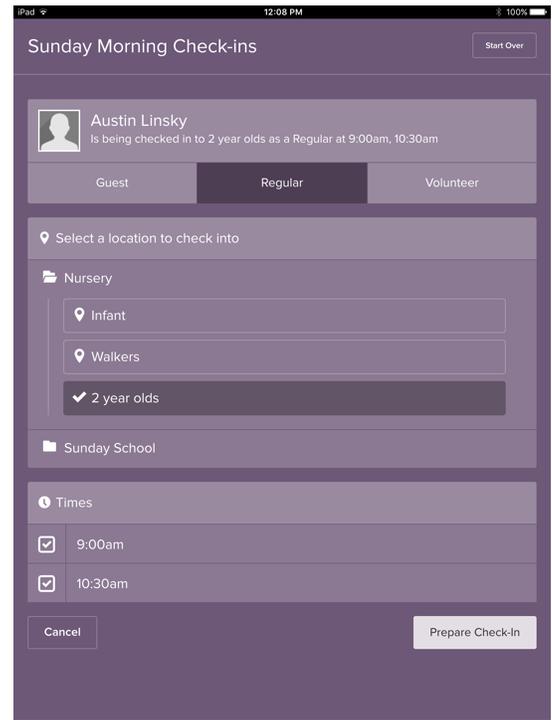
- Type in your name or phone number and touch "Search" or the magnifying glass in the text bar



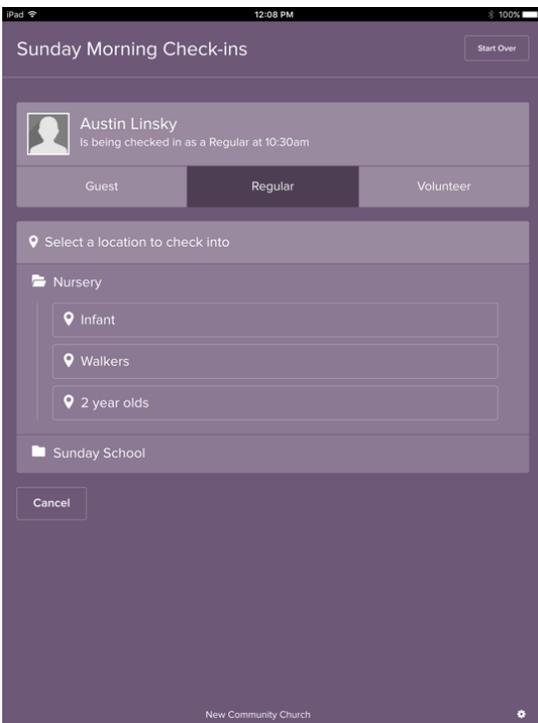
- You will see your household (*children not part of your family can be included in your household for the day if you are acting as their guardian. You can add a child as a one-time guest by following the "Add Person" button at top of this screen*)
- The orange stripe indicates that a check in location must be selected (*needed only once for recurring events, like Sunday morning*)
- I touch the box by Austin's name and see the next screen



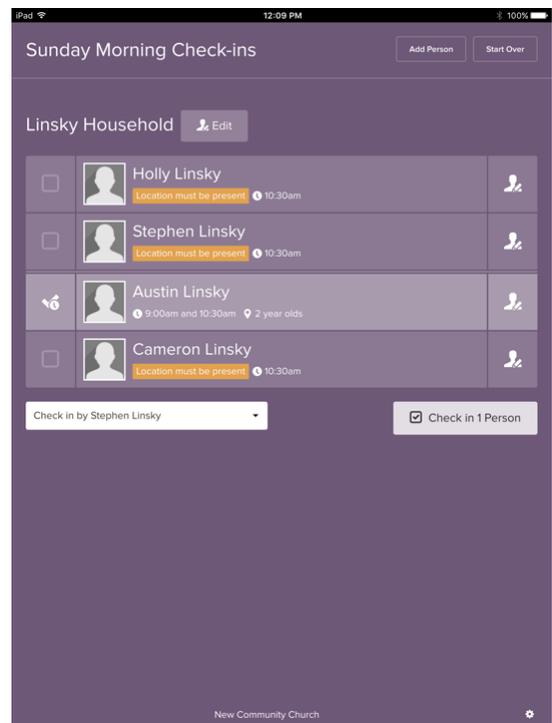
- Austin is a regular at NCC so the “Regular” tab is highlighted
- Austin is in the nursery so I touch the nursery folder



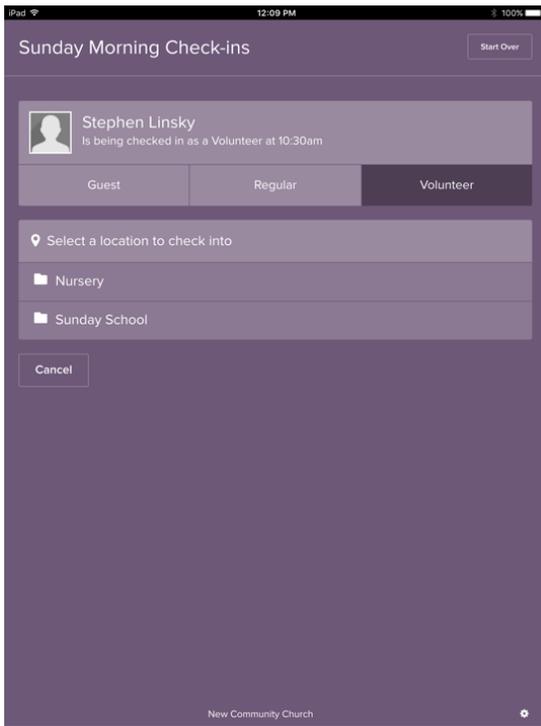
- A check mark next to 2 year olds and optional times will appear
- Because Austin is in both equip hour and worship hour nursery, both are selected
- I then touch “Prepare Check-In”



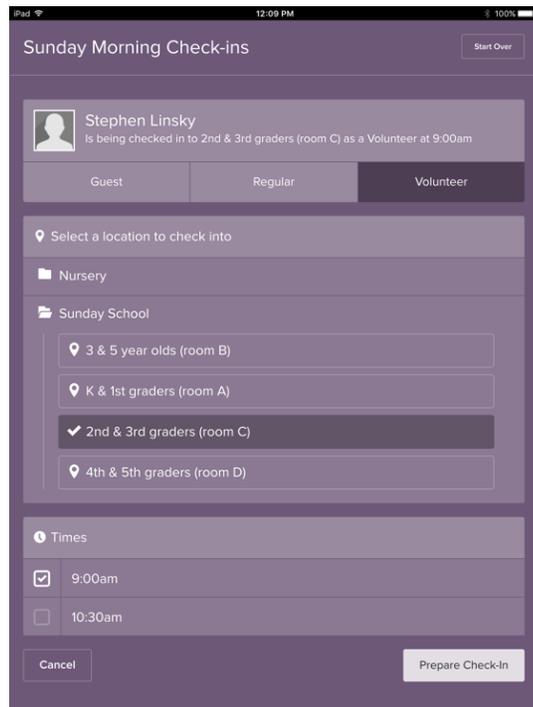
- Austin is 2 years old so I touch “2 year olds”



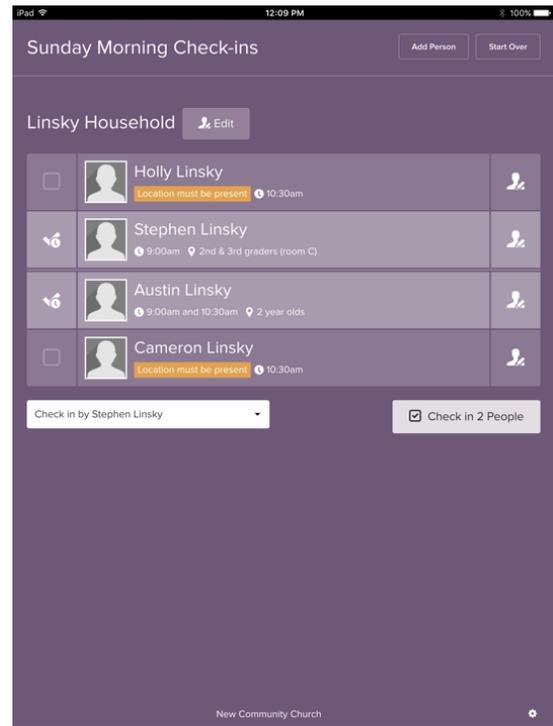
- Now the gray check next to Austin means he’s ready to be checked in
- But I still need to check myself if as a volunteer



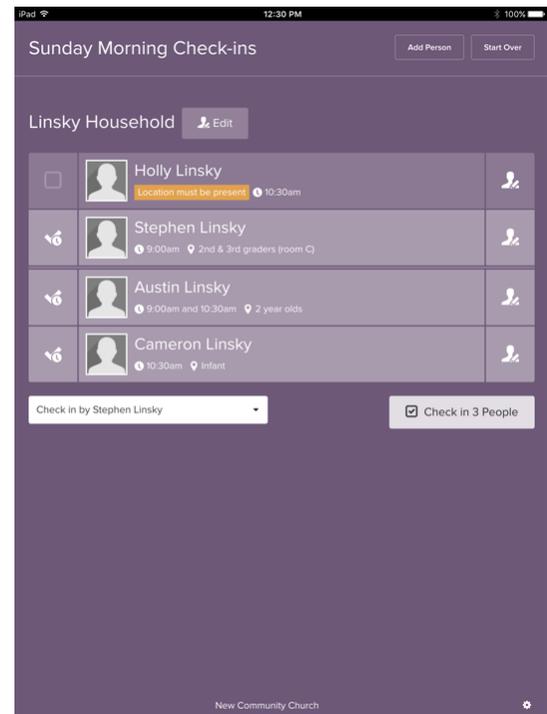
- Since I'm not signing in as a regular, I highlight the "Volunteer" tab
- I'm serving in Sunday School, so I'll touch that folder



- I'm currently serving in the 2nd and 3rd grade class so I select it
- When the times appear, I select only 9:30 because I'm teaching in the equip hour class
- I'm all set so I hit "Prepare Check-In"



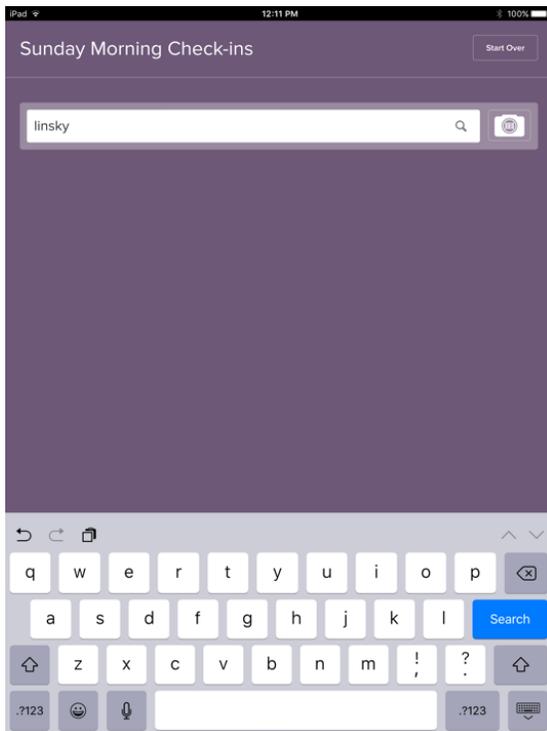
- Austin and I are ready to be checked in
- Just need to set up Cameron now



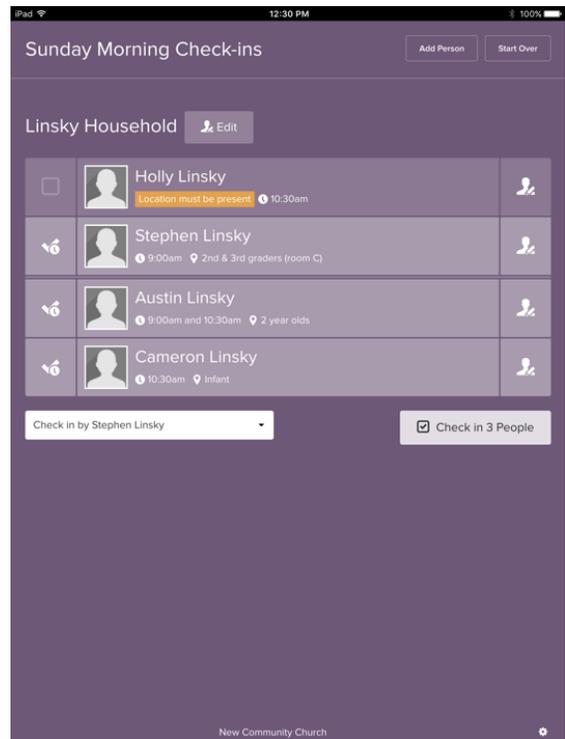
- Steps are repeated for Cameron, but Cameron will not be in the nursery for equip hour so he's checked in to the Infant room only for 10:30 (noted under his name)
- Holly does not need to check in because she is not serving in the nursery this week
- We're ready to touch "Check in 3 People" and have our tags print out next to our kiosk.

Note: Next time you sign in at the kiosk, your location settings from last week will be remembered and the gray check marks will already be next to the names. If no changes for your household need to be made for this week, just touch “Check in # People” and your done. After the first time, it’ll be super fast.

In other words, this is what I would see the next time:



- **Input my name or number and hit “Search”**



- **If nothing has changed from last week, I just hit “Check in 3 People”**
- **If Cameron is out sick this week, I would just uncheck his box and hit “Check in 2 People” for me and Austin**