Children's Electronic Check-In Instructions

1. **Enter FULL 10-digit phone number.**

2. **Select name of child(ren) you want to check in.**
   - Some kids already have a suggested event (age and class) listed and some you will have to click on the name and choose/change the event.
     - **Choosing the correct event:**
     - If the suggested event given isn't the one you wish to attend, click on that child's name and click it again to open the event options.
       De-select the incorrect event to make sure they are checked out of that event and then click the time and event(s) you want to check them in for.
     - ***IF YOUR CHILD IS STAYING FOR TWO HOURS*** – please swipe left for the correct times (9:00, 10:00, 11:00), then click all of the appropriate classes. ONE STICKER will contain ALL the classes/events for the morning.

3. **Click "next" (at top of screen).**

4. **Choose parent** (or no one) **to receive text messages.** (System requires response; won't allow you to choose a parent who is "missing info".)

5. **Click "check in" (at top of screen).**

6. **Tags will automatically print.**
   - BIRTH-2ND GRADE - 1 nametag for class attendance binder, 1 nametag for child's clothing, 1 security ticket {which tear in half to make 2} for child pick-up. If your 4k-1st grade child is attending Sunday school *and* Children's Church – 1 tag is for the Sunday school binder and 1 tag is for the Children's Church binder-*There is no tag for the child's clothing.*
   - 3RD-5TH GRADE – *For 3rd grade-*1 tag is for Sunday school binder, 1 tag is placed on front of child's clothing. *For 4th/5th grade-* 1 tag will print for Sunday school binder. 3rd-5th grade children do not need a security tag to be checked out.