Instructions for Children and Youth check in – Sunday morning gathering

Overview

It has now been agreed to adopt the following process as it helps to improve our Safeguarding approach and helps the Sunday class team members with their registration process.

Those responsible for the process are: The Safeguarding Officer, Youth Ministry Lead and Children's Ministry Lead, Peter Ferguson has agreed to oversee the equipment and processes and can answer queries about the software.

Introduction

Our Sunday morning gathering has a number of groups where children and youth meet in various age groups. These groups are Creche, Toddler creche, Pebbles, Gems Rocks (pre-school and primary school ages) and Reaction (secondary school ages).

The check-in process only covers groups where children are left in the care of MCC personnel, so creche is not covered.

Each group has the option of having badges printed as part of the check-in process.

Check-in team

Peter Ferguson is the 'go to' person and Andrew Fowler will be on hand to help.

Check-in equipment

Samsung S2 8" Tablet device with durable cover - 1 per group/room, Wi-Fi enabled and automatically connects to MCC Wi-Fi when switched on

Brother Label printer - 1 per group/room, Wi-Fi enabled and automatically connects to MCC Wi-Fi when switched on, two green lights signify connected.

Spare label rolls in the cupboard at the rear of the Information Desk.

Check-in set up

Printers are permanently situated in the Toddler creche, Pebbles, Gems and Reaction rooms, the Rocks printer is stored in the AV cupboard in the side hall.

The Tablets (marked on the front with the group name) are stored in the rear compartment of the Information Desk. Until further notice the tablets will be brought to each of the group rooms ahead of the time the children arrive and will be ready to check-in children. The tablets will be collected and stored in the locked part of the information desk each week.

Labels will be automatically printed if the printer is switched on.

In case of fire or fire drill the class leader should take their device to the assembly point.

The **Check in** process is part of ChurchSuite and is packaged with other functions in a ChurchSuite App called **Connect**. **Connect** is installed on each of the Tablets and can be found on the Home Screen above the search bar and the logo is a green circle and cross, see below.
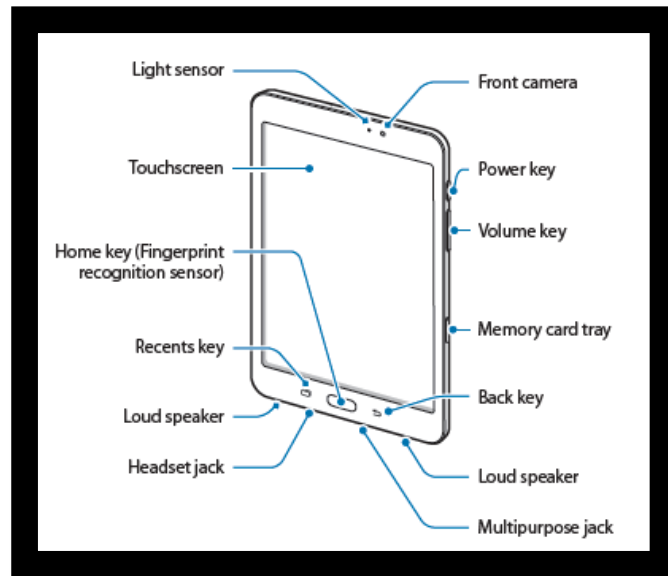
Instructions for Children and Youth check in – Sunday morning gathering

For completeness the following instructions assume you are starting with a Tablet that is turned off, you should not need all these steps.

Step 1.

Turn on the power. Hold down the Power key as shown below until you see white letters appear on the Touchscreen, the device will then start itself up.


When started the Touchscreen will look something like below: Note - The Connect icon will be above the White search bar. If the screen does not look like this, you may have to swipe your finger from the bottom of the Touchscreen in an upwards motion.

Instructions for Children and Youth check in – Sunday morning gathering

Step 2.

Tap on the Connect Icon to launch the Connect App. Once done the following screen will appear.
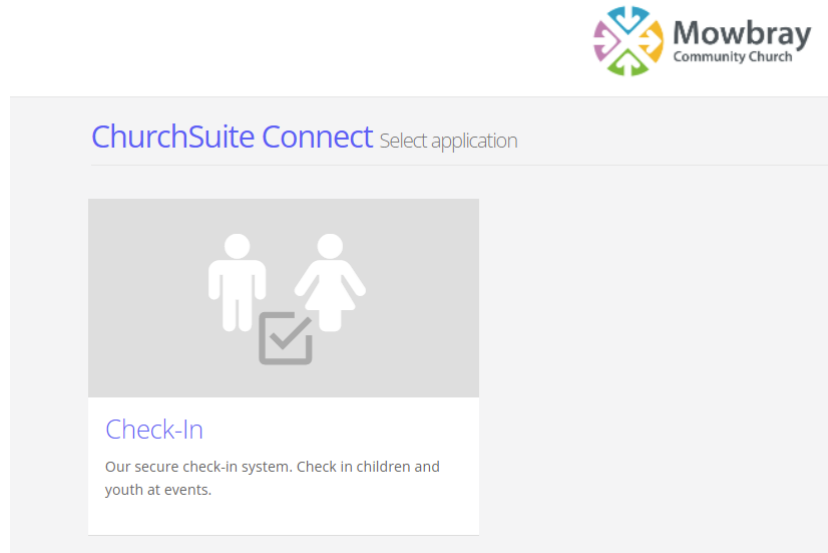
To go into the Check-in system, click on the Check-in graphic or box above.

Next you will be asked to select a session - **Please choose the Sunday AM** session which should be displayed in grey in the upper portion of the screen by default.
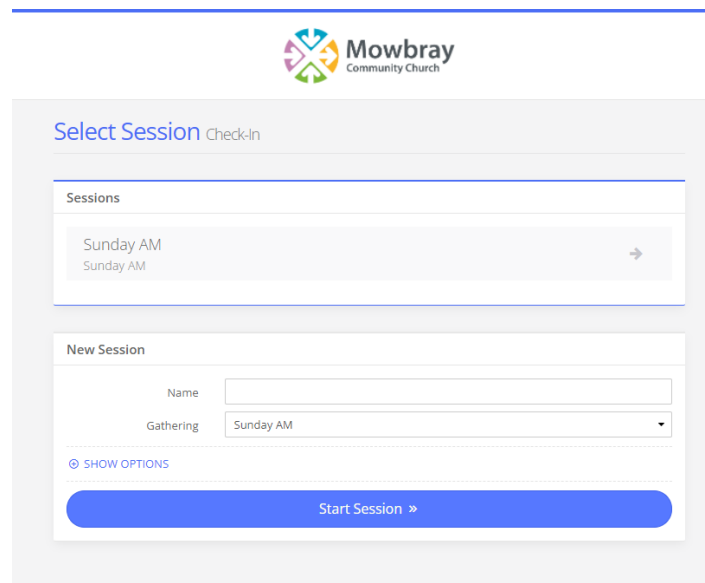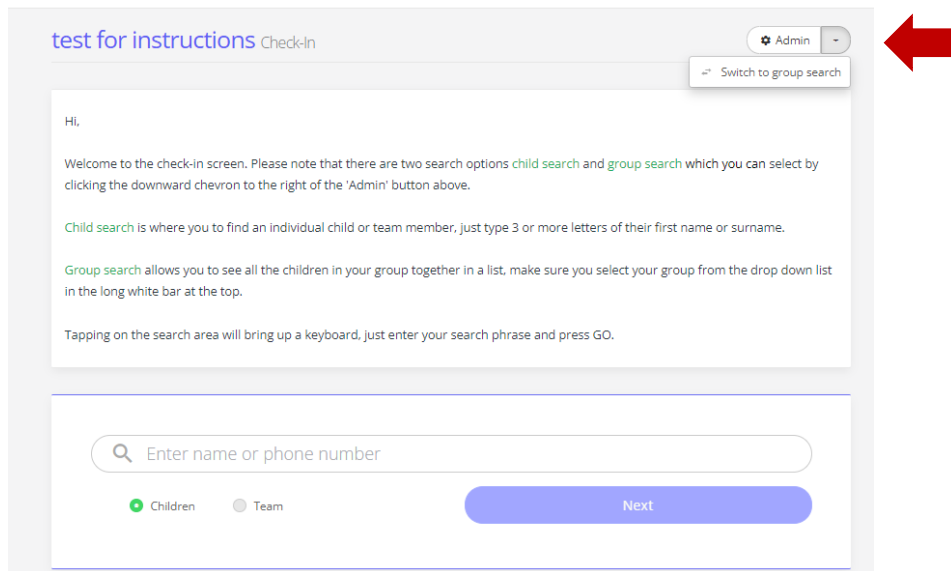
You are now all set to check-in children and team members.

Instructions for Children and Youth check in – Sunday morning gathering

There are two ways to find the children, **Child search** and **Group search**, **Child search** allows you to search for individual children across all groups and to search for Team members. **Group search** displays children in their Groups listed in alphabetical order of first name. _Note that team members can only be added via the **Child search** view._

The different search options are selected by touching the grey arrow to the right of the Admin button.

Below is the **Child search** option.

Below is the **Group search** option. Use the arrow to reveal the group you want to appear.
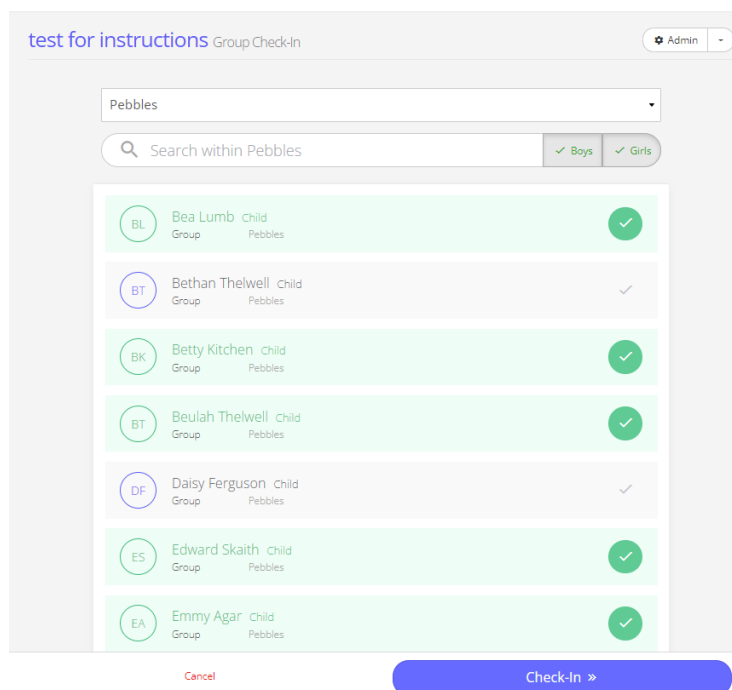
Instructions for Children and Youth check in – Sunday morning gathering

For the **Child search** option touch in the Search box 'Enter name or phone number' and enter part of their name or phone number to find the child or the Team member. When you see the child or Team member in the results list, touch the name and it will turn green and the green tick will appear in a solid green circle. Now touch the Blue **Check-In** box at the bottom of the screen. If labels are set to print, they will print now.
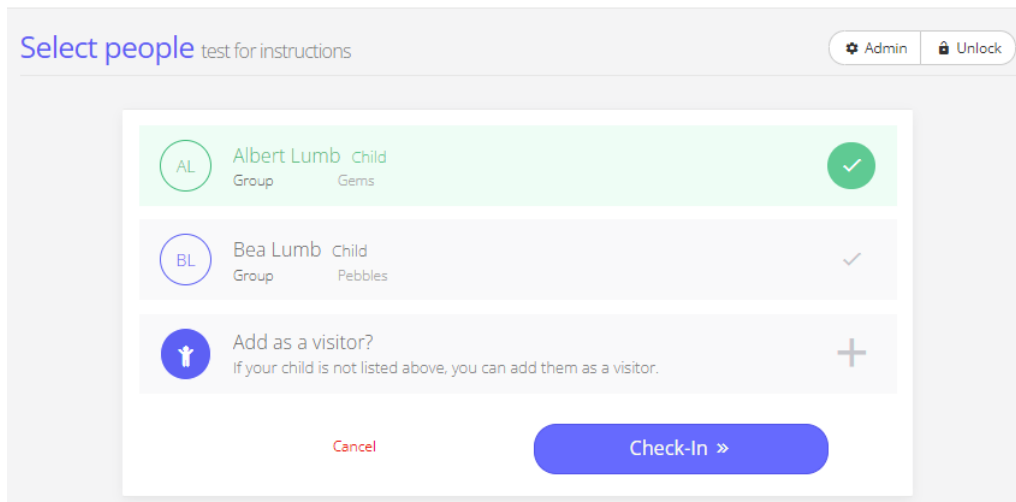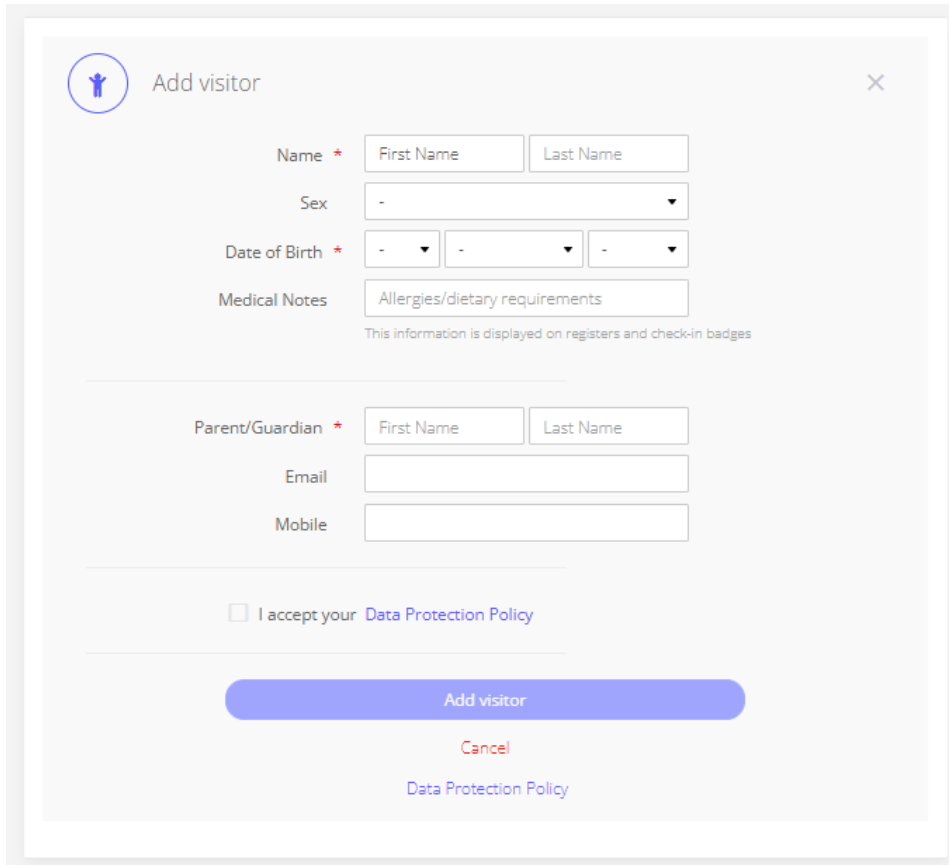

Using the **Group search** option multiple children can be selected before using the Check-In box. (This helps to speed up label printing). <u>**NOTE**</u> - Children that have previously been checked-in as 'Visitors' and not yet added to ChurchSuite will appear at the bottom of the list.

Instructions for Children and Youth check in – Sunday morning gathering

If the child does not appear in the search results you will be provided with the **Add as a visitor** functionality. If this option does not appear it can be found by scrolling to the end of the list of names

You will now need to collect some basic details. Feel free to ask the parent/guardian to enter the details directly, at a minimum they need to agree to the Data Protection Policy which needs to be selected before the child can be checked in.

Whilst the fields marked with a **RED asterisk** are mandatory and the child cannot be checked in unless these fields are completed, the other fields are still important for the well being of the child and to assure the parent. Medical notes are basically anything that the parent thinks we need to know about whilst the child is in our care (food allergies, dietary requirement for example). This information will appear on a label (if selected).

Email address and Mobile number are ideal but one of these is sufficient.

Instructions for Children and Youth check in – Sunday morning gathering

Additional functions - Admin

The admin' section is accessed from the option in the top right of the search screen and needs a password which is **1234.**
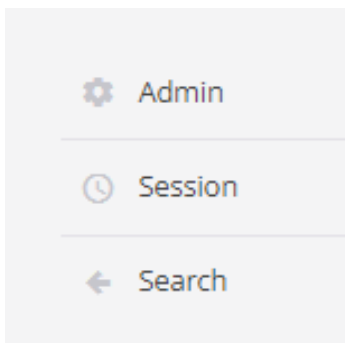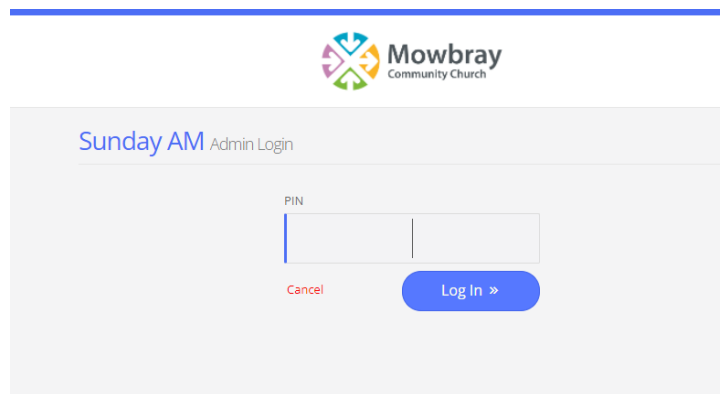

Choosing the **Admin** option displays live information about the session as a whole (across all groups) see description below.

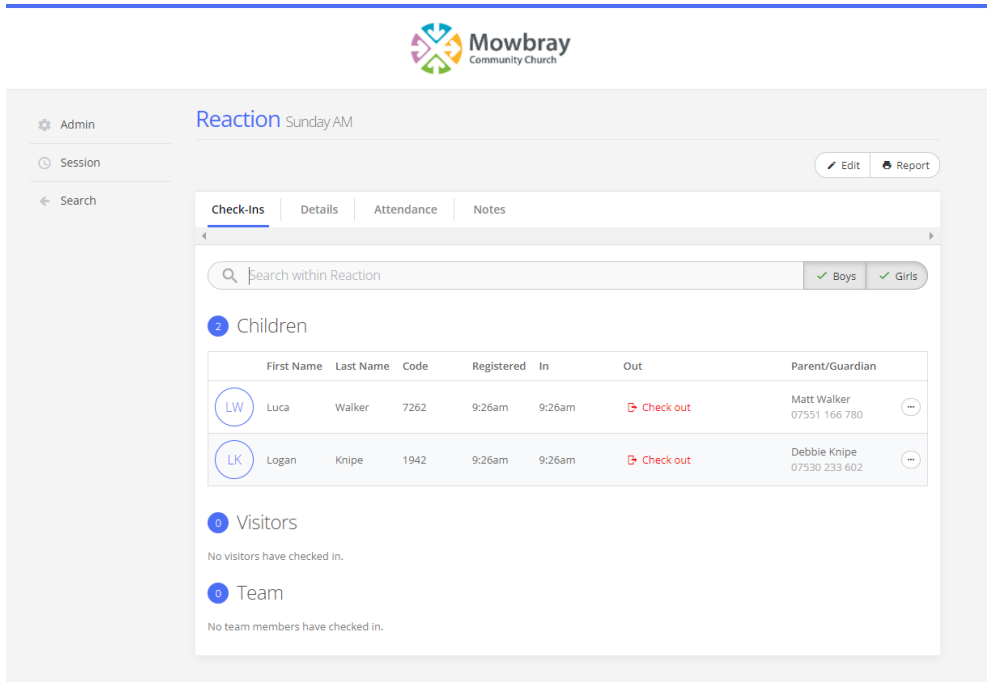Choosing the **Session** option provides the user with a number of options that can be applied to the session.

Choosing **Search** returns the user to the search screen and exits Admin.

Admin allows users to review the session attendees and numbers and to edit checked in children (e.g., delete anyone checked-in by mistake, reprint la label, move a child to another group and view information about a specific child if needed). It's worth getting familiar with the functions during a quiet period. Screenshots are shown below for info'.
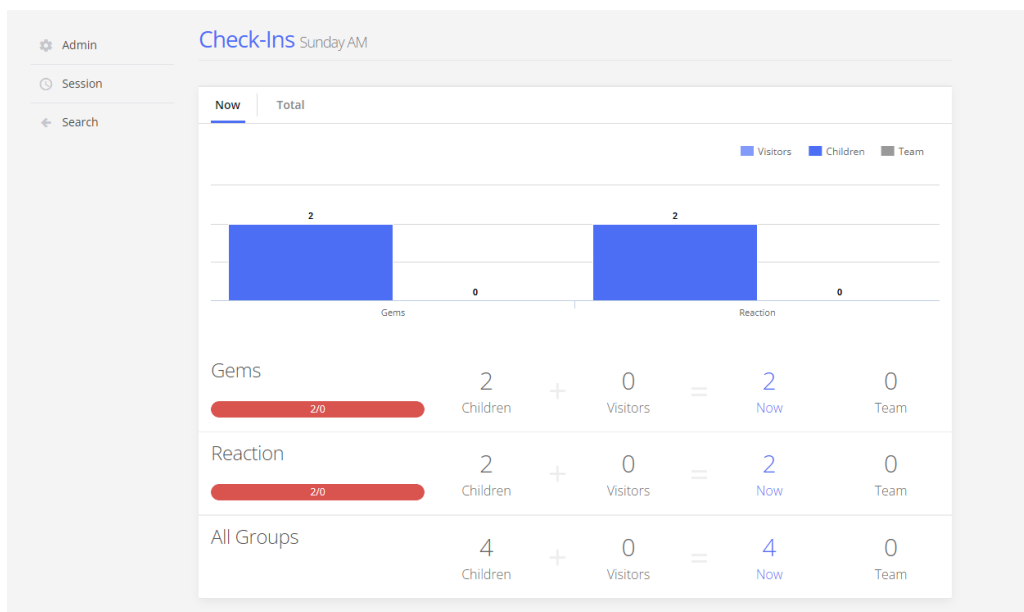
Instructions for Children and Youth check in – Sunday morning gathering

Selecting a particular group displays the children, Visitors and team that are checked in at that point in time and selecting the child provides further detail about them.
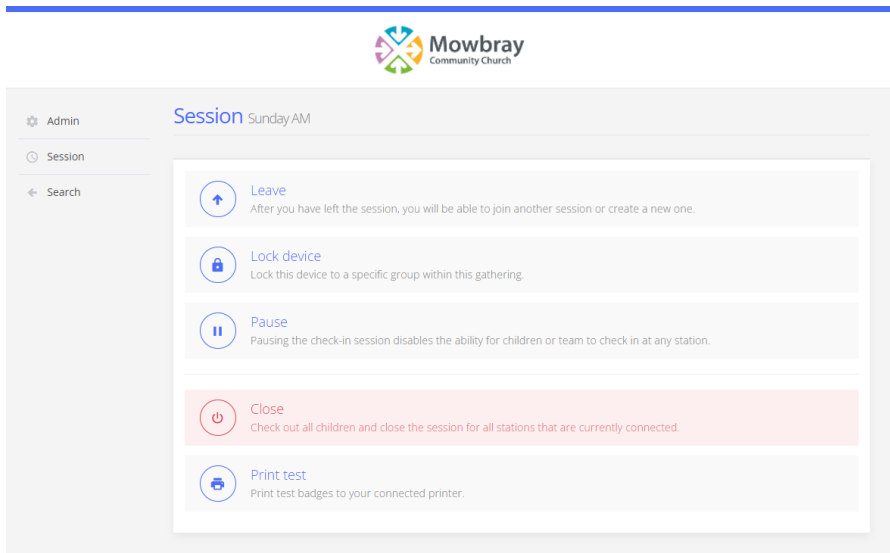

Screenshot for **Session** option (for information only).