Child Check-in – Instructions

The child check-in system can be operated in two modes, **Kiosk or Register. Kiosk mode** is designed to allow parents to check-in their children via a device that is unmanned, and not used by MCC.

Register mode is for use by group leaders or helpers to check-in the children in class and **is the mode we use at MCC**. It is possible to switch between modes for a session, but the standard device settings are as per *Figure 1* below. Please don't change them, or if you do, please change them back for the next user of the device.

To start using the iPad the pass code is **501821,** the MCC 'phone number.

NOTE: On first use the iPad may still have a previous instance of the check-in Application running, if so, Click the Home button (Circle on bottom of iPad) twice to display active Apps, and swipe away the check-in App if it is running. **Then start the Check In app via this Icon.**

The first user to start any check-in will be asked to select the session, the session for the day will automatically be presented, please select it and **do not start a new session**.

The first user on each device will be asked to confirm the Device settings for the session, the settings should appear as **Figure 1** below, the user should enter the **Admin PIN = 1234** and press **Save** to continue.
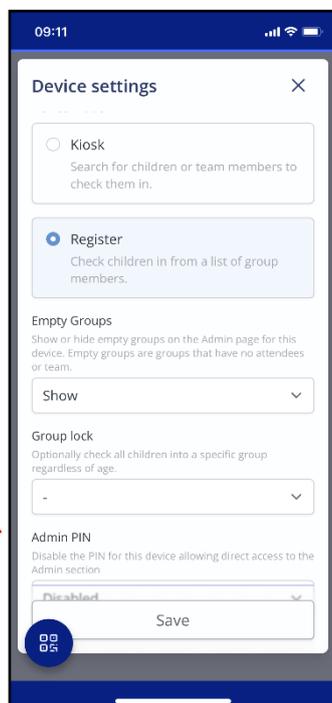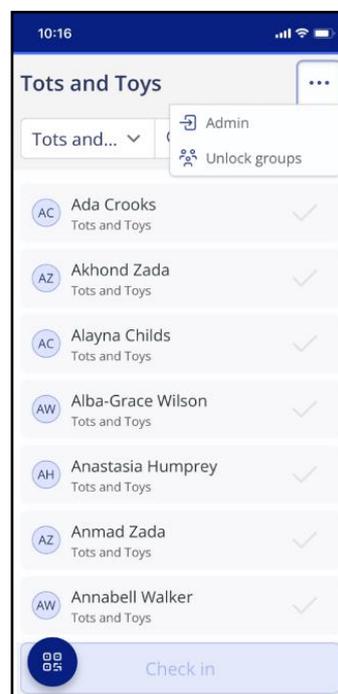

Figure 1

Figure 2

Register mode allows users to see children and team members listed in a Group making it fast and easy to check in multiple children at a time, a function to search this group is also available, helpful when the list is long (like Tots!). See *Figure 2* above.

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When multiple groups (Sunday) are meeting the default group is Toddler Creche, other groups can be selected from the drop-down list.

If a child does not appear in the expected Group, the "**Search all groups**" option will be displayed along with "**Add as a visitor**". It's worth checking they aren't already in another group before adding them as a Visitor. Children previously added as a **Visitor** have a small 'v' next to their initials

When adding a **Visitor** please ensure a parent/carer name is captured with a contact number, an email can also be captured. It may be helpful to let the parent/carer enter their own child data and their own details, especially with challenging names!

In **Kiosk** mode the **Admin** function is made available to all users without the need to re-enter the Admin PIN code. The **Admin** section, see top right corner of Figure 2 above, is used to add team members (see below) and to view a list of the checked in children (your register) and team members. Once checked in additional details (parent/allergy etc.) can be viewed by clicking on their name or photo.

Adding team members (New way of doing this!)

The **Admin** section lists **Children** and **Team** Members for the various Groups, in Group sequence, first choose the **Group** in which you are leading or helping. Once selected you will see any Children that are checked-in and any Team members that are Checked-in. *Take care to scroll down to the Team list to find the correct Add button - See below.*
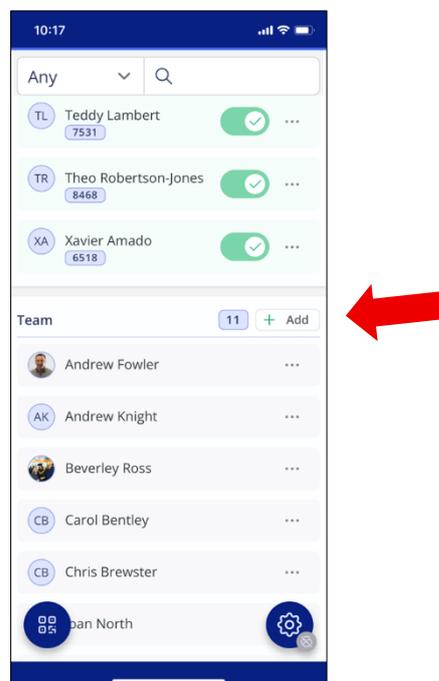
To add a Team member, click on the Add button to see a list of regular Team members, you can select multiple people from this list to check them in at the same time. A search option is available to add ChurchSuite contacts that have not served in this group before.