# Check-In Procedures

Using the touchscreen, log in using the last four digits of phone number.

The screen will display all Shades members associated with that number.

## SEARCH

Search using the last 4 digits of your phone number.

| 9480 | | Search |
|------|--|--------|

| 1 | 2 | 3 |
|---|---|---|
| 4 | 5 | 6 |
| 7 | 8 | 9 |
| 0 | ◀ Delete | |

✔ Close

**ShadesFamily Check-In**

Exit

Select each family member who is present by checking the box.

## SEARCH RESULTS

Please select participant(s) from the list below

◀ Prev Family     **Matthews   2 out of 2**     Next Family ▶
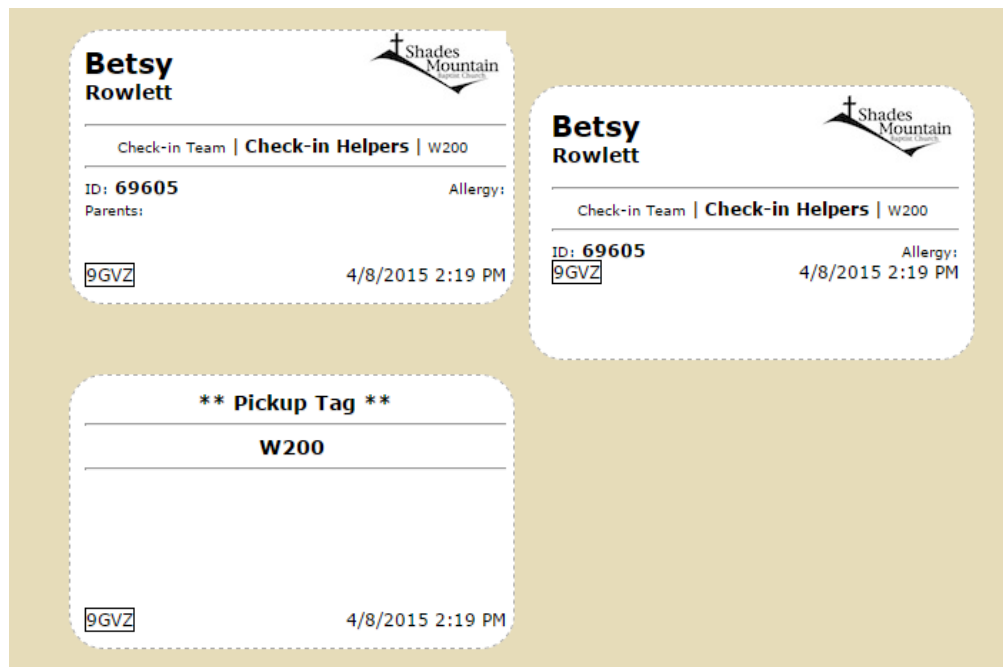
**Family Member 1 of 1: Matthews, Pam**

☐ MP Check-in Transition Team - IT Check-in Helpers - Coach (03 Attended)

Up

**ShadesFamily Check-In**

Down

◀ Back To Search     ⊕ Add Family     ⊕ Edit Family     ⊕ Family Note     ⊕ Add Guest     ✔ Print

The program will automatically print a strip of stickers: Three tickets will print for birth – 4 year olds and only 1 nametag ticket will print for kindergarteners



Give the sticker with "Parents:" listed to the teacher or Worship Care volunteer when the child is dropped off in the classroom.

The "Pickup Tag" is very important. This is your copy to keep in order to pick up your child after church. You MUST have this ticket to pick up your child. The four character id in the box on the bottom left of the sticker is your security number. It is the same on each of the stickers and will be randomly generated each time your child checks in.

The other sticker is your child's name tag. For Birth – 3 year olds: place nametag on child's back. For 4 year olds and up: place nametag on front of child.