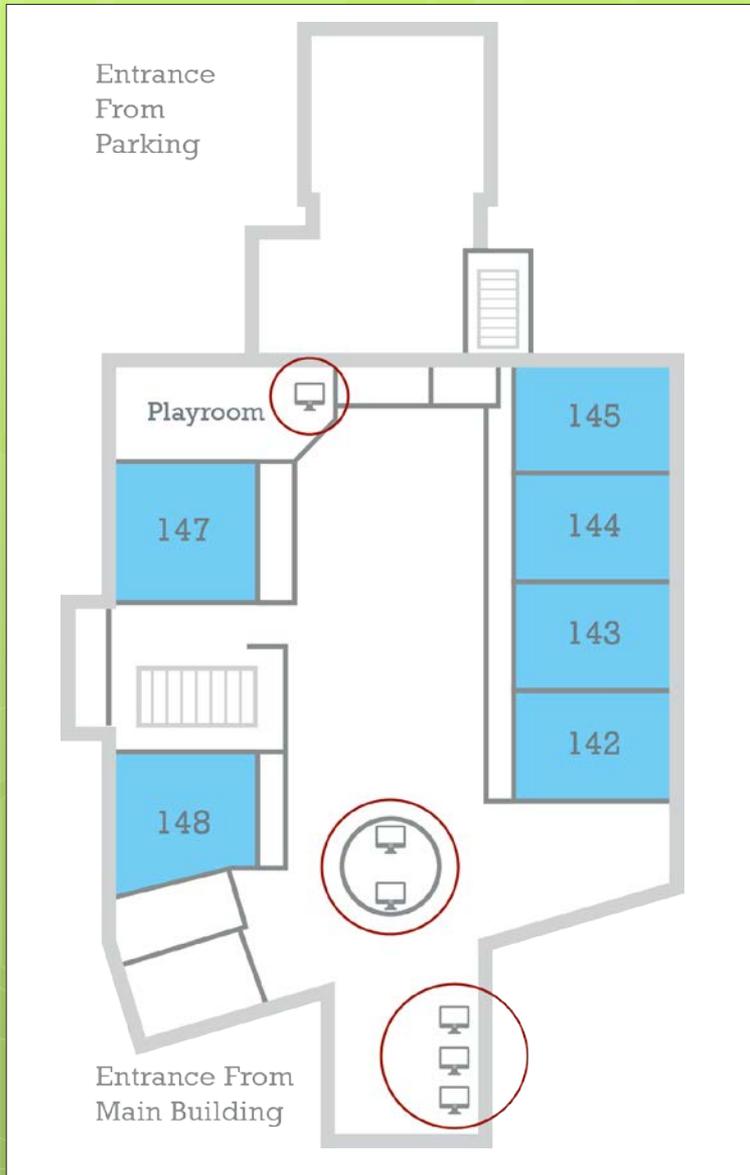


Parkside Church

Children's Ministry
Digital Check-in System

Welcome to the Digital Age!

In our continuing commitment to provide safety and security within our Children's Ministry, Parkside Church is moving to a digital check-in system. The following pages will give you step-by-step instructions on what to expect when you check your children into ministries.



Location of Kiosks:

There will be six kiosks available each Sunday for check-in.

Two kiosks will always be at the Visitors' Reception desk and will always be staffed. For the initial weeks we begin utilizing the system, all six kiosks will be staffed with friendly people to assist parents.

One kiosk will be located near the portico entrance inside the playroom. Three other kiosks will be in the nursery/children's wing corridor.

Screen #1:

Search By: Phone# (Last 4 Digits)

Phone# (Last 4) Name

1212

1	2	3
4	5	6
7	8	9
Back	0	

Clear Search **GO**

This is the Welcome screen you will see at any kiosk when you check in.

Use the touchscreen to enter the LAST FOUR digits of your phone number. Hit the "GO" button to begin the search.

If your number doesn't come up correctly, select the "Name" button and enter your family's last name.

If the system cannot find your family, please go to the Visitor Reception Desk for assistance.

Screen #2:

The screenshot shows a list of five entries on a green background. Each entry consists of a checkbox, a name with an ID number in parentheses, a title, and a phone number. The entries are: 1. Doe, Mr. James (#33223) Adult ***-***-1212 (checkbox unchecked); 2. Doe, Mrs. Donna (#33224) Adult ***-***-1212 (checkbox unchecked); 3. Doe, Janie (#33226) Child ***-***-1212 (checkbox checked with a red checkmark); 4. Doe, Jimmy (#33225) Child ***-***-1212 (checkbox checked with a red checkmark); 5. Doe, Joey (#33227) Child ***-***-1212 (checkbox unchecked). To the right of the list is a vertical grey bar with an upward arrow above a downward arrow. At the bottom are two buttons: 'Cancel' and 'Check In'.

<input type="checkbox"/>	Doe, Mr. James (#33223)	Adult	***-***-1212
<input type="checkbox"/>	Doe, Mrs. Donna (#33224)	Adult	***-***-1212
<input checked="" type="checkbox"/>	Doe, Janie (#33226)	Child	***-***-1212
<input checked="" type="checkbox"/>	Doe, Jimmy (#33225)	Child	***-***-1212
<input type="checkbox"/>	Doe, Joey (#33227)	Child	***-***-1212

Cancel **Check In**

On this screen, you will see names for those who match the four digits you entered or who match the last name.

Use the touchscreen to select the children you are checking in. Select the "Check In" Button to continue.

If you accidentally select the wrong name(s), just re-touch the box next to the incorrect name, and it will be removed from that current check-in list.

Screen #3:

Select Group(s) for Janie Doe

<input checked="" type="checkbox"/>	BAINBRIDGE: Kids QUEST, 9:45-Third Grade 3RD
<input checked="" type="checkbox"/>	BAINBRIDGE: Kids QUEST, 11:15-Third Grade 3RD
<input checked="" type="checkbox"/>	BAINBRIDGE: Children's Music Ministry-All Kids CMM

Cancel Continue Check In

For each child you are checking in, the class options for that child will be listed on this screen. Touch the box(es) next to the class(es) in which you are checking the child. Select the "Continue Check In" button.

If you are checking in more than one child, this screen will appear again for each additional child after the check-in process is completed for the first child.

Screen #4:

Janie Doe

Please take child nametag(s) & parent receipt(s). Proceed to classroom.
Have a good morning!

Assigned to:
BAINBRIDGE: Children's Music Ministry-All Kids-CMM

You are already checked into:
BAINBRIDGE: Kids QUEST, 9:45-Third Grade-3RD / Room No. 245, 246
BAINBRIDGE: Kids QUEST, 11:15-Third Grade-3RD Room No. 245

MUSIC/CMM

This screen will provide verification for the current child you are checking in. The child's name and class selection(s) will appear at the top.

For EACH child, a nametag and parent receipt will print on the printer on the cart's 2nd shelf. The parent receipt has a paging/pick-up number that matches the paging/pick-up number on the child's nametag.

Receipt/Tag

Parent Receipt

Receipt Date: 9/24/2014
Child's Name: Janie Doe
Room Number: 245, 246
Room Number #2: 245
Room Number #3: 043

Parent or Authorized Adult: You must have this receipt in order to pick up your child from his/her class. If receipt is lost, an elder or pastor must be brought to room to authorize child's release.

Paging/Pick-up #: T4E1129

Janie Doe

Allergies:

Today's Date: 9/24/2014
Room #: 245, 246
BAINBRIDGE: Kids QUEST, 9:45-Third Grade
BAINBRIDGE: Kids QUEST, 11:15-Third Grade
BAINBRIDGE: Children's Music Ministry-All Kids
Parent #1: Mr. James Doe
Parent #2: Mrs. Donna Doe

Parent Location--

Paging/Pick-up #: T4E1129 **Bin #:**

Affix the child's nametag to the back of his/her shirt if under 3 years of age; older children nametags should be affixed to the front.

The parent receipt must be presented to a children's ministry worker in order for the child to be released. The paging # on the parent receipt & child's nametag must match.