

Volunteer/Employee Training Guide

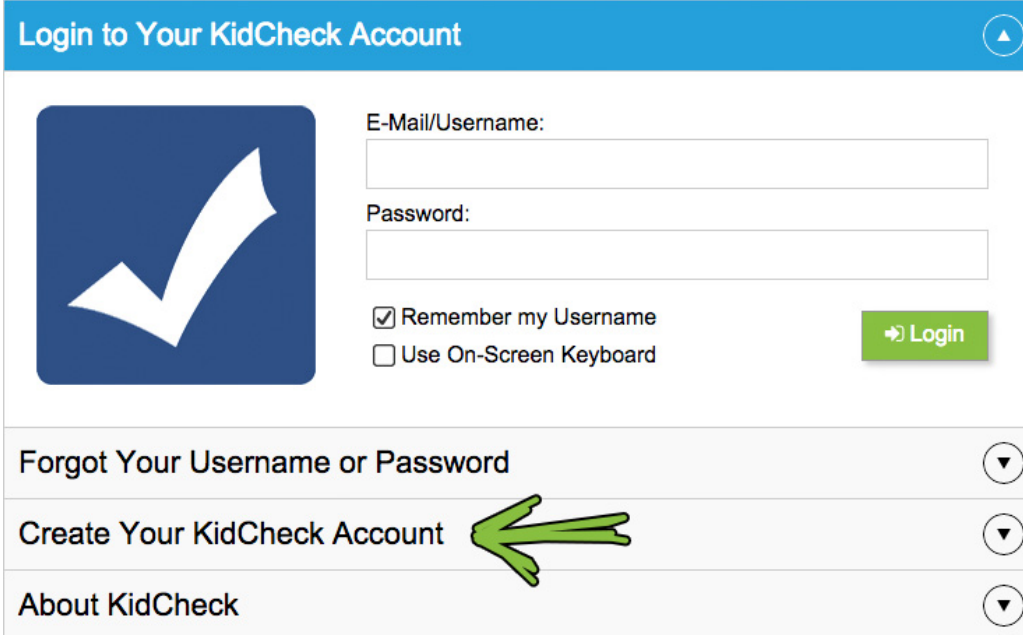
In this guide, we'll outline the process of creating your account, becoming an authorized volunteer, running basic check-in and check-out, and helping create accounts for guests and parents.

Creating Your KidCheck Login Account


Signing up for KidCheck is easy and free for parents, volunteers and employees. KidCheck uses the same account set up process for employees and volunteers as it does for parents. If you are not a parent or have grown kids, don't worry, you can simply skip all the child information. If you've already created a KidCheck login account as a parent, KidCheck will use that same account for you as a volunteer/employee. Do not create a second account.

Sign Up

To create your free personal KidCheck account, go to <https://go.kidcheck.com> and click "Create Your KidCheck Account". Follow the next few screens to complete your contact information, create your password, agree to the license agreement and complete the setting preferences. You'll then be taken to the "My Account" page.



Login to Your KidCheck Account



E-Mail/Username:

Password:

Remember my Username
 Use On-Screen Keyboard

Login

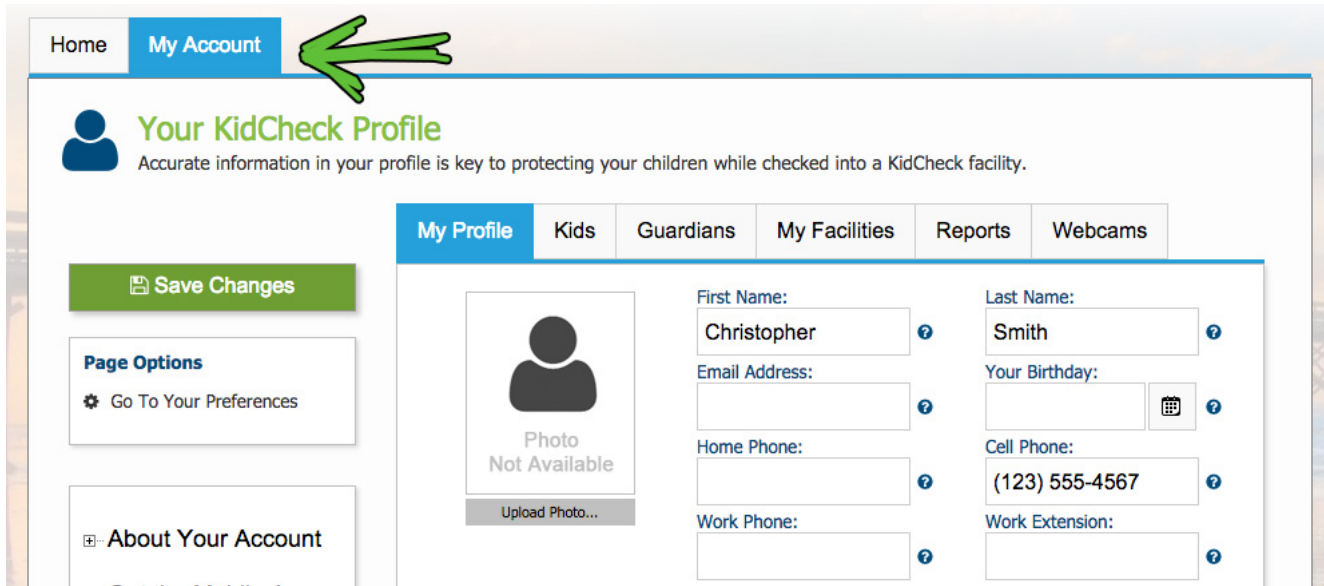
[Forgot Your Username or Password](#)

[Create Your KidCheck Account](#)

[About KidCheck](#)

The "My Account" Tab

The "My Account" section is where you keep your personal profile information, child information, guardian list and upload photos. If you do not have children you will be checking in, you only need to complete the "My Profile" tab, not "Kids" or "Guardians".

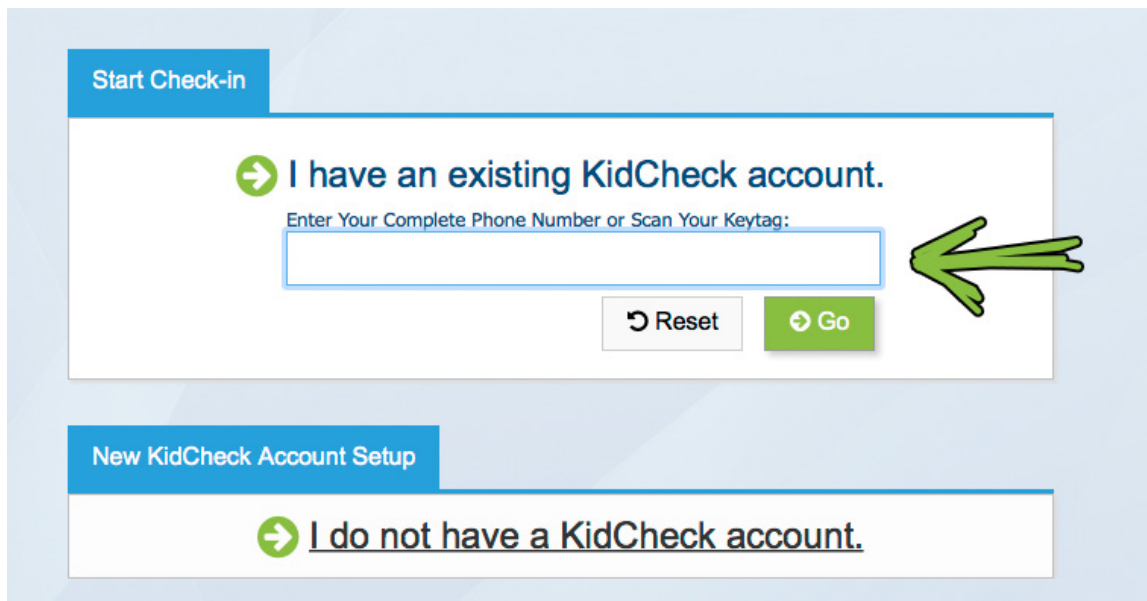


Being Added as a Volunteer, Employee or Administrator

After you have created an account, your organization administrator can add you to their list of approved volunteers/employees. They may ask you to contact them when your account has been created so they know you are set up and ready to be added.

Checking In as a Volunteer/Employee

After your organization has added you to their volunteer/employee list, you'll be able to check-in as such. If you are checking in children, you can also check them in at the same time. To check-in at a check-in kiosk, use the 10 digit phone number associated with your account, or scan your keytag (if you have been assigned one).



Under the “Volunteer/Employee” tab you will select yourself and choose the specific location where you will be working. Then, click the “Finish” button.

The screenshot shows the KidCheck interface. At the top left, under 'Your Account', is a profile for Christopher Smith with contact information. To the right is a 'Register a Keytag' section with a barcode scanner prompt. Below these are three tabs: 'Child Check-in (2)', 'Volunteer Check-in (1)', and 'Checkin Options'. The 'Volunteer Check-in (1)' tab is active and shows a 'Volunteer Check-in' section with a table of options. A green arrow points to this tab. At the bottom are 'Cancel' and 'Finish' buttons.

Volunteer Check-in			
<input checked="" type="checkbox"/>	Volunteer/Employee	Campus	Location
<input checked="" type="checkbox"/>	Christopher Smith	Downtown Campus	1st Grade

Checking-Out as a Volunteer/Employee

If your organization wishes to track check-out times, you will need to either scan your keytag or enter in your 10 digit phone number and select yourself to check out, just as you did for check-in. If you have children checked in, make sure they are unselected if you do not also wish to check them out at this time.

Child Check-In

With KidCheck, checking in children is quick and easy. KidCheck check-in stations can be used either in a self-service mode, where guardians complete the check-in themselves, or in a staff attended mode, where a volunteer/employee assists the process. Either way, the check-in process is the same:

For guardians who already have a KidCheck Account:

- Step 1) Instruct them to enter their 10-digit phone number, or scan their keytag
- Step 2) Select each child they will be checking in, and choose their location(s)
- Step 3) Click the “Finish” button

Check-in is now complete, and labels will print from the attached DYMO LabelWriter printer.

Your Account

Christopher Smith [\(edit\)](#)
 187 E 50th St
 Anytown, ID 98540
 (525) 555-4875
 (123) 555-4567 (cell)

Register a Keytag

Click in the box below & scan the barcode.

Child Check-in (2) Volunteer Check-in (1) Checkin Options

Child Check-in
 Select the children you wish to check-in and the location they will be checking into.

My Children Children I'm Authorized to Check-in Add a New Child

<input checked="" type="checkbox"/>	Child	Guardian	Check-in Location	Labels	
<input checked="" type="checkbox"/>	Daniel Smith	Christopher Smith	1st Grade	1	
<input checked="" type="checkbox"/>	Mary Smith	Christopher Smith	3rd Grade	1	

Cancel **Finish**

For guardians who do not yet have a KidCheck Account:

Have them click the “I do not have a KidCheck account” link. They will then enter their contact information as well as the information for their children. They can also add other authorized guardians if needed. After creating their account, they can select their children and check them into the appropriate location(s).

Start Check-in

[I have an existing KidCheck account.](#)
 Enter Your Complete Phone Number or Scan Your Keytag:

Reset **Go**

New KidCheck Account Setup

[I do not have a KidCheck account.](#)

KidCheck will also send this guardian an email, containing a link they can later use to make further changes to their account and to add a username and password.

Other Check-In Options

Registering a Keytag

To register a keytag to a guardian, have them type in their full 10 digit phone number on the main check-in screen. On the following page, click in the "Register a Keytag" box, and scan a new, unused keytag. The parent can now use this keytag for check-in rather than typing in their phone number.

Check-In by Authorized Guardians

If an authorized guardian is checking in a child they are authorized for, select "Children I'm Authorized to Check-in." KidCheck will provide a list of other children who that person is an authorized guardian for. Simply check them in as well following the earlier check-in process discussed.

Adding a Child

If a parent or guardian wishes to check a child in who is not on their list (e.g. a child's visiting friend) they can quickly add that child by using the "Add a New Child" tab.

The Admin Console

The Admin Console allows you to quickly and easily access detailed information about the children in your care. You can use it to reprint child name badges, move children between rooms, verify authorized and unauthorized guardians, view parent and guardian contact information, allergies, find guardian locations (if enabled), send SMS text messages, and use for check out.

To access the Admin Console, click the bar graph icon in the upper right of the check-in station screen. An administrator will then need to enter their username and password.

Main Screen

Here you can see a list of all children currently checked in, including their location and security code. To reprint a child's name badge, use the printer icon to the far right. You can move a child to a new room by selecting them, and using the "Admin Console Options" area.



Current Check-ins							
Arrival Confirmation:	Filter By Campus:	Filter By Template:	Filter By Location:				
<input checked="" type="checkbox"/> Confirm Children	All Campuses	All Templates	All Locations				
<input type="checkbox"/>	Arrived	Child	Location	Guardian	Check-in	Code	
<input checked="" type="checkbox"/>		Children : Summer Camp					(4)
<input type="checkbox"/>		Jacky KidCheck	1st Grade	Jake Kidcheck	11:00 AM	uypw	
<input type="checkbox"/>		Jake JR Kidcheck	3rd Grade	Jake Kidcheck	11:00 AM	uypw	
<input type="checkbox"/>		Till Kidcheck	2nd Grade	Jake Kidcheck	11:00 AM	uypw	

Child Detail Look Up

To view more information about a child, click on their name on the main screen of the admin console. This will bring up a child's detailed profile screen. Here you can view info, check them out, view their guardian list, and send a text message to a guardian (as long as they have enabled text messaging on their account).

Child Detail Info

Guardian List


Name	Daniel Smith	Checked-In Child:	Daniel Smith	Expected Pickup By:	Christopher Smith
Gender	Male				
Birthday	3/3/2010				
Age	5				
Medical/allergies					
Check-in Notes					
Current Check-in Status	Currently Checked In				
Checked-in By	Christopher Smith				
Time Checked-in	5/20/2015 11:44:33 AM				
Total Time In					
Expected Check-out By	Christopher Smith				


Child Check-Out

Select the Check-out Guardian Below:

Select the Check-out Guardian ▼ Or

Scan in the Guardian's Receipt Below





Child Check-Out

Check with your organization's administrator about the preferred check-out process, whether it's visual check-out or full electronic check-out.

Visual Check-out

The name badge and guardian receipt are designed to be the "lock and key" for check-out with their unique matching security codes. Simply have the guardian request their child by name, and then look at both the child label and guardian receipt to ensure the codes match. Upon verification you can release the child to the guardian. Everyone will be cleared out of the system automatically at midnight.



Electronic Check-out

Electronic check-out takes visual check-out to the next level. First, scan the barcode on the child's name badge to pull up the "Detail Lookup" screen. As noted earlier, this screen houses all the detailed child information including child/guardian contact information and listing of authorized and unauthorized guardians. In the "Detail Lookup" screen, scan the guardian receipt barcode in the field "Scan in the Guardian's Receipt". If they match, KidCheck processes the check-out and you'll see the message "Successful Check-out".

Check-out with Keytag or Phone Number

If your organization prefers, guardians can also either scan their key tag or enter their 10 digit phone number and select the children to check out, just as they did for check-in. You will still need to complete the visual or electronic check-out checkout procedures to ensure the authorized guardian/child match.

Bulk Check-out

KidCheck offers a bulk check-out feature so you can check-out all the children at once when needed (for example, between a morning and evening service on the same day, in order to start with a clean slate for the later service). Bulk check-out is available on the Standard, Premium and Campus Editions.

Check-out Text Messages

For parents that have enabled text messaging, when someone other than the primary guardian checks a child in or out, the primary guardian will receive a text notification letting them know the child has been checked-in or picked up.

Missing Guardian Receipt

If a guardian attempts to pick up a child without a receipt (e.g. lost or didn't give to spouse), check to ensure they are an authorized guardian. Use the Admin Console to check the list of authorized and unauthorized guardians. Leave the child safely in the room while you check. View the authorized and unauthorized guardian names and photos to determine if you can release the child. If needed, you can ask for a driver's license as proof of identification as well. Once verified on the guardian list, select their name from the "Child Check Out" field and choose "Finish". Check-out is now complete.

More Information

Additional articles, videos, tutorials, and training resources can be found at www.kidcheck.com/support