



# Quick Start Guide

This Quick Start Guide will walk you through all the steps necessary to get check-in up and running for the first time. More help and information can be found in our KidCheck Tutorials and Frequently Asked Questions areas, found at [www.kidcheck.com/support](http://www.kidcheck.com/support).

If you have any questions, KidCheck Support is ready to help!  
Contact us at [support@kidcheck.com](mailto:support@kidcheck.com) or (855) 543-2432.

**Step 1:** Install the KidCheck Client

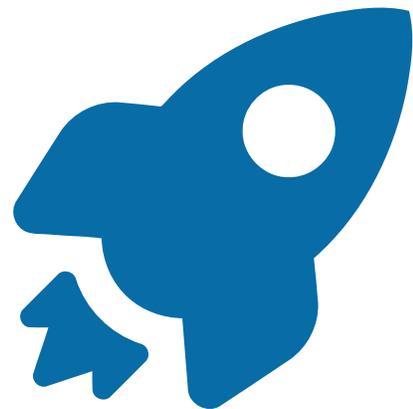
**Step 2:** KidCheck Settings

**Step 3:** Campuses & Locations

**Step 4:** Templates & Programs

**Step 5:** License Your Check-in Stations

**Step 6:** Starting Check-in



**Note:**

The online (and most up-to-date version) of this guide can be found at:  
[www.kidcheck.com/support/quickstartguide](http://www.kidcheck.com/support/quickstartguide)

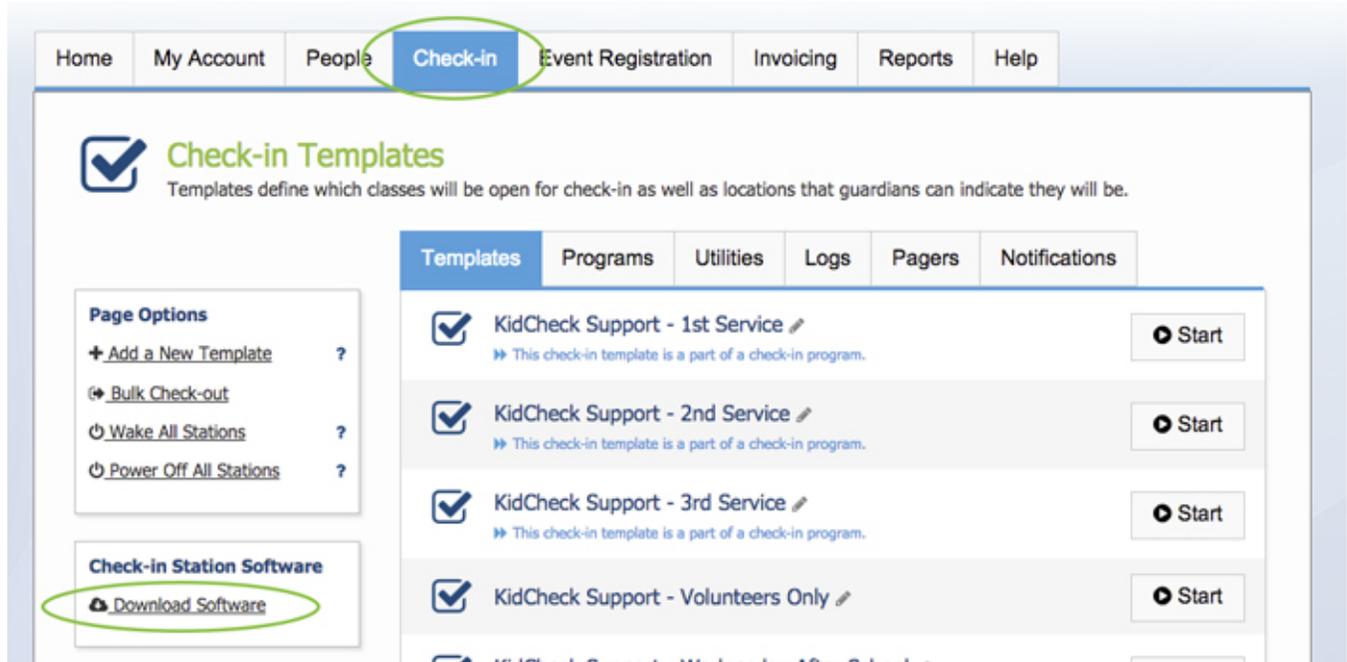
# Step 1: Install the KidCheck Client

KidCheck is a web-based check-in system, which allows you (a KidCheck administrator) to manage your KidCheck account from any computer with internet access. Simple and convenient.

This is one extra step you'll need to complete on **just your check-in station computer(s)**: Installing the KidCheck Client. The KidCheck Client is a small piece of software that allows check-in to run and labels to print.

## To download and install the KidCheck Client:

1. Sign in to your KidCheck account
2. Click on the **Check-In** tab
3. On the left, choose **Download Software**
4. Click **Download the KidCheck Installer**



After downloading the installer, open it, and you'll be directed through the installation steps. Then you're ready to proceed to the next step!

# Step 2: KidCheck Settings

## 1. Navigate to the Settings area

To access the settings area of KidCheck, log into your KidCheck account, and **click on the “System Settings” gear icon at the top right corner of the page.** This is where you can manage your organization’s information, configure check-in and printing settings, set up your campuses and locations, manage licenses and admins, and sign up for KidCheck’s Label Restock Program.

## 2. Your Account area

This is where you’ll find your main account information. **Double-check the information in the Account Information and Subscription tabs** to ensure it is correct and make any necessary updates. Once you’ve added additional administrators to your account (see step 4 below), make sure to choose the correct Primary Contact (this is the person we will contact when we need to communicate with your organization).

We encourage our customers to **join the Label Restock Program (LRP)**, a free service that ensures you never run out of labels. The program will count the labels as they are printed and notifies us when you are ready for your next shipment. You can choose the minimum trigger quantity and order quantity, and you always have 48 hours to decline your next shipment.

To enroll, check the **Enable Label Restock** box and fill out the information including credit card number. Then finish by selecting **Save** at the top right.

## 3. System Settings area

This is where you can change and configure dozens of features, such as the appearance of KidCheck, your facility type, child/staff ratios, text messaging, custom EULA, name badge settings and much, much more.

There are multiple settings categories on the left side. In each option area choose the best setting for your organization for each of the items listed. Remember to **click “Save Changes”** after changing your settings! If you have any questions or need advice about any of your options, you can always contact us.

## 4. User Manager area

This is where additional individuals can be given administrative access to your organization’s KidCheck account. To be given administrative rights, the individual(s) you plan to add must have already created a KidCheck account complete with

username and password.

To add an administrator, choose **Add a New Administrator** and begin typing their complete phone number in the search box. If they have a KidCheck account, you'll be able to select them, and then choose the type of access you want them to have.

# Step 3: Campuses and Locations

## Campuses and Locations

A campus is a single campus or facility that your members may bring their children to. For example, if you have 3 different facilities spread across a region, you will have 3 different campuses. Examples of a Campus name may be “Main Campus”, “West Campus”, “Downtown Campus”, etc.

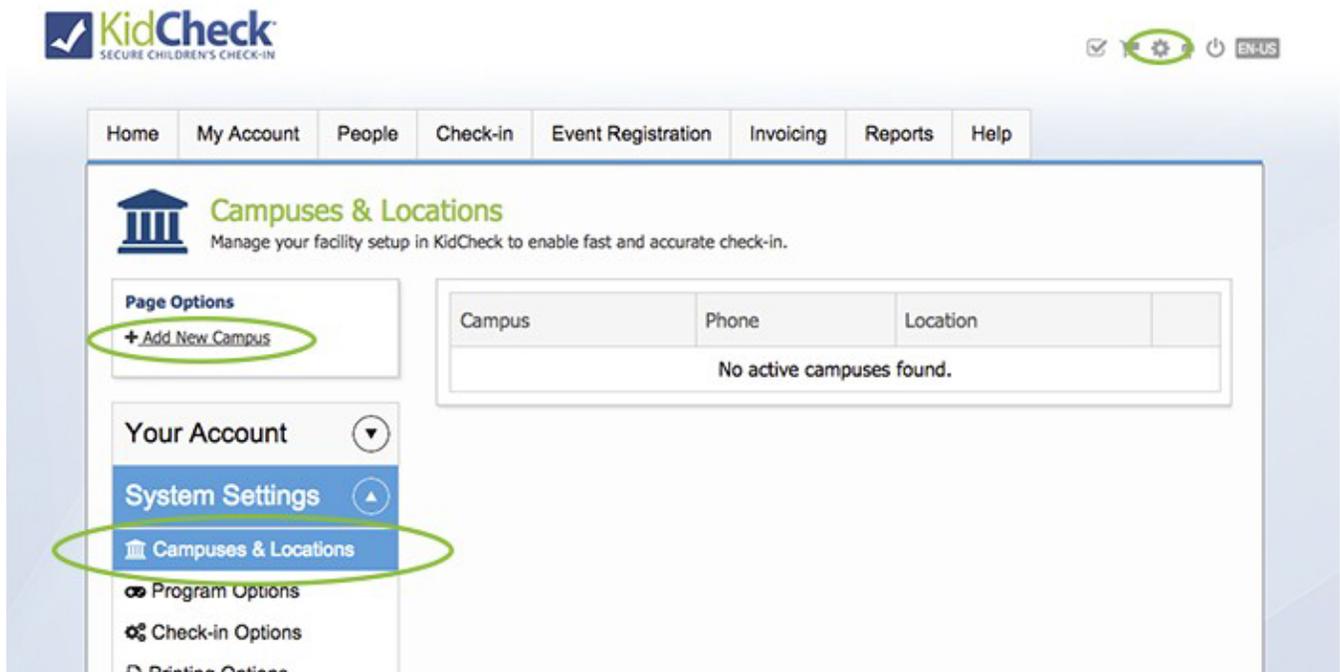
## What is a Location?

A location is a place within a campus that guardians can check their kids in and out of. This can be a classroom, a class name, etc. Example of a location may be “Nursery (Room 102)” or “First Grade Boys”, etc.

## 1. Creating a Campus

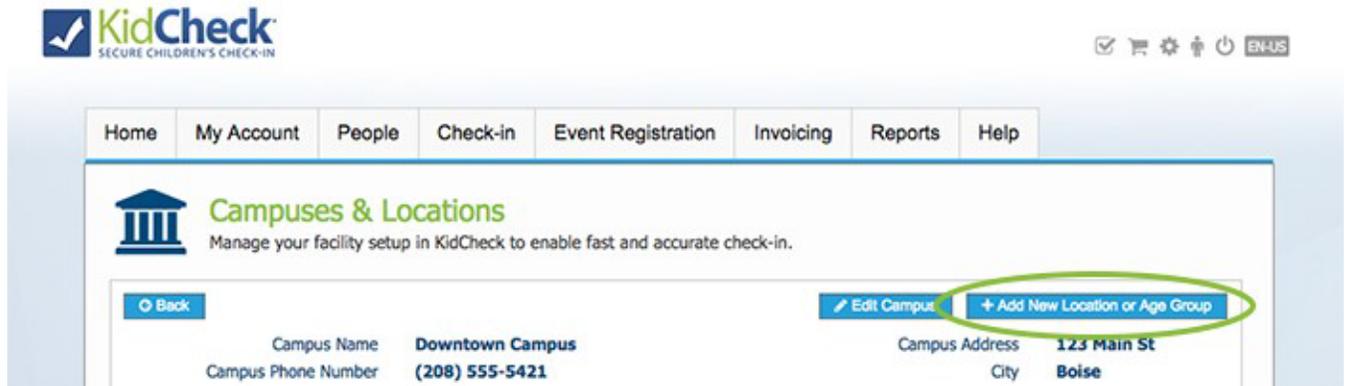
Select the Settings gear icon in the upper right corner, and then click on the **System Settings** item in the left sidebar. In the **Campuses & Locations** area, click on **Add New Campus** to create a new campus. Enter in all the information about this campus, including main phone number, address and primary contact person for this campus.

**Note:** Creating multiple campuses is only available on Standard Edition and above, and is dependent on the number of licenses you pay for.



## 2. Creating Locations

To create a location within a campus, click on the name of the appropriate campus, and then click on the **Add New Location or Age Group** button.



Within each campus, you'll want to create a master library of all locations to be used at this campus. Even if the locations are used at different times throughout the week, add them all in here (they will be divided into templates/programs later).

The amount of detail you include in choosing your location names is very important, both in terms of making check-in seamless for parents, and for the accuracy of your attendance reports. **Be sure to read through our tutorial** "Template and Location Set-up Tips".

If you want guardians to select where they will be while their child is checked in, you can create your master list of guardian check-in locations as well. Click the **Add New Location or Age Group** button, and be sure to change the location type to "Guardian Check-in Location".

## Step 4: Templates & Programs

### What is a check-in template?

A template is used to set which check-in locations to make available during a certain activity or service. If you are a church, you'll want to create a separate check-in template for each service and youth program you offer. If you are a school, activity center, fitness center or daycare, you may have just a single check-in template, or a different template for each of the youth programs you offer. Best practices and suggestions for setting up templates and locations to improve tracking and reporting can be found in the tutorials section on our website.

### What is a check-in program?

(Available on Standard Edition and above.) A check-in program allows you to set up a sequential order for your templates to automatically follow. For instance, if you are a church with two Sunday morning services, you would create a template for each service, and then create a "Sunday Morning Program" that would automatically switch between the two templates at the time you specify. This also allows parents to check their children into multiple services with just one visit to the check-in station.

## 1. Creating a Check-in Template

Under the **Check-in** tab, click on **Add a New Template** (on the left). Give your new template a name, description and choose the campus this template will be used for. Once you are done, click on **Save** at the top right corner.

The screenshot shows the 'Check-in Templates' page in the KidCheck software. The top navigation bar includes 'Home', 'My Account', 'People', 'Check-in', 'Event Registration', 'Invoicing', 'Reports', and 'Help'. The 'Check-in' tab is highlighted. Below the navigation bar, there is a 'Check-in Templates' section with a checkmark icon and a description: 'Templates define which classes will be open for check-in as well as locations that guardians can indicate they will be.' Below this, there are tabs for 'Templates', 'Programs', 'Utilities', 'Logs', 'Pagers', and 'Notifications'. The 'Templates' tab is active. On the left side, there is a 'Page Options' menu with a green 'Save Changes' button above it. The 'Page Options' menu includes 'Add a New Template' (circled in green), 'Bulk Check-out', 'Wake All Stations', and 'Power Off All Stations'. The main form area has a 'Back' button, a 'Save Changes' button, and a 'Delete Template' button. The form fields are: 'Template name' (empty), 'Description' (empty), and 'Campus where this template is used' (set to 'KidCheck Support').

Next, we'll assign which locations should be used for this template. To add a location to a template, click the arrow next to a location to move it into the **Locations To Open At Check-in** column. If you've set up your system to track guardian locations, you can also add those locations those to the template via the "Guardian Check-in Locations" tab in this area. Once you are finished adding locations, click the **Save Changes** button at the top of the page.

Available Locations:		Locations To Open For Check-In:	
Location Name		Location Name	
1st Grade	→	No Check-in Locations Added	
2nd Grade	→		
3rd Grade	→		
4th Grade	→		

## 2. Creating a Check-in Program

*Note: Programs are available on Standard Edition and above.*

Programs are a helpful tool when you need to use a sequence of templates on the same day. Refer to the "What is a check-in Program?" box above for an understanding of how programs are used in KidCheck.

Under your **Check-in** tab, click on the **Programs** tab. Then, on the left, select the **Add a New Program** link. Choose a name for your program (such as "Sunday Morning Services", "Weekday Preschool & After School Activities", etc), choose the campus where this program will be used, and then click **Save Changes**.

Next, you'll select the templates you'd like your program to include. To add templates to your program, click the arrow next to the appropriate templates to add them to the "Template Sequence to Run" column. Then, assign each of the templates a start time (the time of day you'd like check-in for that template to begin). Keep in mind each template must have a different start time. Finally, add any "Check-in Closed" times (if necessary). Click **Save Changes** when you are done creating your check-in program.

Template Sequence to Run			
Selected Templates	Start Time		
1st Service	9:00 AM	⊙	✕
2nd Service	10:00 AM	⊙	✕
3rd Service	11:00 AM	⊙	✕

Starting at 9 am, parents can check-in to any of the day's templates.

When a new start time is reached, previous templates are no longer available for check-in.

# Step 5: License Your Check-in Stations

**Note: A computer must be licensed in order to run check-in. A license is not needed on administrative computers that aren't used for processing check-ins. Before a check-in computer can be licensed, the KidCheck Client needs to have been installed. Installation directions can be found back in Step 1: Install the KidCheck Client.**

On each of your check-in stations, **log in** to your KidCheck account, click on the **Settings Gear** icon in the upper right, and then on the **Licensing** item in the left sidebar. Finally, click on the **Edit This Computer's License** link.

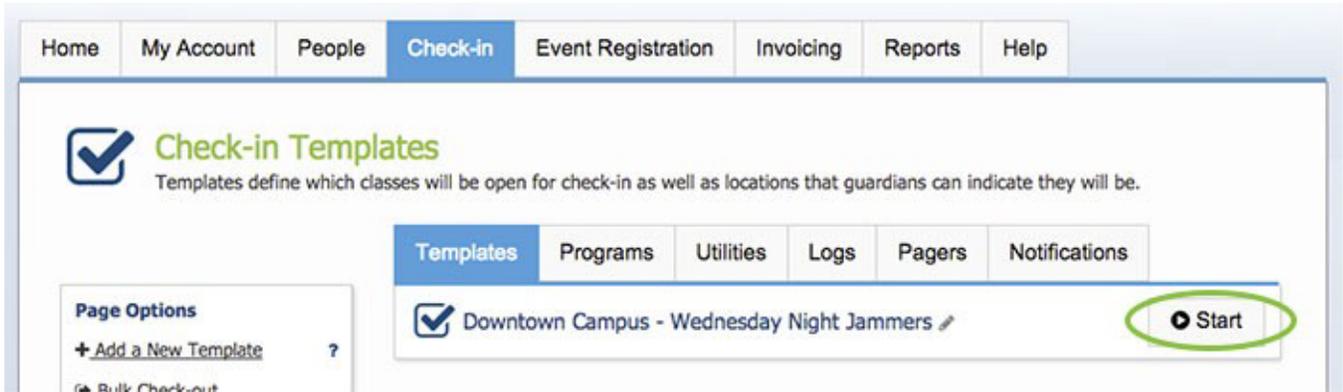
Enter the appropriate settings for your check-in station:

- **Name:** a name to designate the computer being licensed.
- **Description:** (optional) additional details of the computer being licensed.
- **Campus Where Station is Located:** Select your campus from the menu.
- **Check-in Station Type:** Staff attended or self-service. If you plan on having a volunteer/staff member in the vicinity of the station, choose Staff Attended.
- **Label Printer Setup:** Select your label printer (if applicable).
- **Default Language:** Select the language you'd like to use.
- **Activate This Station:** Select "Yes, license this station to run check-in".
- Click the green **Save Changes** button.

Edit This Computer's Check-in Station License	
Check-in Station Name: *	Check-in Station ID: 6D4D-05C4-B6E7-BC9C-D320-DBC2-333F-AE66
Check-in Station Description:	Campus Where Station is Located: KidCheck Support
<b>Check-in Station Type</b> Will your check-in station be attended or self-service?	<b>How will this check-in station be used?</b> <input checked="" type="checkbox"/> Staff Attended <input type="checkbox"/> Self-Service
<b>Label Printer Setup</b> Select your printer settings.	<b>Print labels for each child checked in at this station?</b> <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes - This Check-in Station Has a Printer System Printer: DYMO LabelWriter 450 (Left) Printer Mode: High Quality
<b>Default Language</b> Select the default language for this check-in station.	Default Kiosk Language: English (English)
<b>Activate This Check-in Station</b> Do you want to use one of your licenses for this check-in station?	<b>Use a license and activate this station?</b> <input type="checkbox"/> No, do not license this station for check-in. <input checked="" type="checkbox"/> Yes, license this station to run check-in.
<a href="#">Save Changes</a>	

## Step 6: Start Check-in

After creating your locations and templates, starting check-in is quick and easy. Under the **Check-in** tab, click **Start** next to the template you wish to start. Alternatively, if you've created a check-in program, click on the **Programs** tab and start the appropriate program.



By default, check-in will open in Kiosk Mode, where the check-in window is fullscreen, and access to the rest of the computer is limited. If you'd prefer to run check-in in non-kiosk mode, please consult our Administrative FAQ's section of our website.

Finally, if the icons next to your templates and programs read "Waiting for KidCheck Client" rather than "Start", please consult our Administrative FAQ's section.

**Next, be sure to read KidCheck's Roll Out Guide for helpful hints and tips related to getting KidCheck rolled out at your organization!**