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**KidCheck Dictionary**

Getting Started:

* **Campus** **–** Physical facility/organization name where your members check-in. Examples of a Campus name may be “First Baptist Church” or “Downtown YMCA”, etc.
* **Locations** **–** A place within a campus that guardians can check their kids in and out of. This can be a classroom, or age group, etc. (e.g. “Nursery (0-24 months)” or “First Grade Boys”, etc.).
* **Check-In Template –** An event or time block for check-in
* Church Ex: 1st Service, 2nd Service, AWANA
* Fitness/Daycare Ex: Daily Check-In, Youth Zone, Before/After School
* Summer Camp Ex: VBS, Summer Camp Daily Check-In
* **Check-In Program –** (Available for Standard Edition and above.) A check-in program allows you to set up a sequential order for multiple templates to automatically run. This allows parents to check their children into multiple templates with just one visit to the check-in station.
* **KidCheck Client –** A small piece of software that is downloaded onto a computer that needs to be running in order for it to run as a check-in station.
* “KidCheck Client Not Detected” Error Message -If the client is not detected then follow link for Windows/Mac:
* [*Windows*](https://www.kidcheck.com/support-video/starting-the-kidcheck-client-windows-8/)
* [*Mac*](https://www.kidcheck.com/support-video/starting-the-kidcheck-client-mac/)
* If you’re on a personal computer, you can disregard the error message and proceed with any administrative tasks (will not be able to run check-in).
* **Mobile Check-In Stations –** Simply install the KidCheck app (from app store) to allow check-in on iPad’s/Tablets.
* **License –** Required on devices (computers, iPad/Tablet, Express) you would like to run as a check-in station.

Account Management:

* **Login Account –** Guardian account that has a username/password, guardian is able to edit family profile.
* **Check-In Account –** An account that allows an individual to check in/out but does not have a username/password.
* **My Account Tab –** Where an individual can update their personal preferences and edit family information within KidCheck.
* **Primary Guardian –** Main person who wants to be in charge of setting up the family account (i.e. adds children and authorized guardians).
	+ - *Note: Primary should be the only one to add the kids into their account and add their spouse as a guardian.*
* **Authorized Guardians –** An individual that has been given permission by the primary guardian to check in and out child (ren). Added in My Account Tab.
* **Unauthorized Guardians –** A person that is NOT allowed to check child (ren) in and out. Added in My Account tab.

Administrative:

* **KidCheck User Manager (KidCheck Admins) –** 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 login account complete with a username and password.
* Most Common Admin Roles:
	+ - * Administrator: Full access and privileges.
			* Check-In Worker: Able to start/stop a check-in and can access the Admin Console App during check-in. (\*\**Refer to* [*Support Documents*](https://www.kidcheck.com/tutorial/addingremoving-an-administrator/) *for additional security roles\*\*)*
* **Workers –** After a guardian account has been created, administrators can assign an individual as a Volunteer/Employee, which allows them to check-in and receive a name tag.
* **People Tab –** A search engine that allows an administrator to view profiles of families that have checked-in to their organization (within 6 months) and edit their account information.
* **Admin Console App –** It shows a live class roster of children currently checked-in, ability to text guardians in case of an emergency, check-out children and more. Only available for “KidCheck Admins”.
* *Refer to* [*Admin Console video*](https://www.kidcheck.com/support-video/kidcheck-admin-console-app-walkthrough/)
* **Express Check-In –** Parents can download KidCheck App to start check-in using their mobile device prior to arrival, then finalize upon arrival and name badges print automatically via KidCheck PrintHub.
* [*Express Check-In: Things to Consider*](https://www.kidcheck.com/best-practice/express-considerations/)