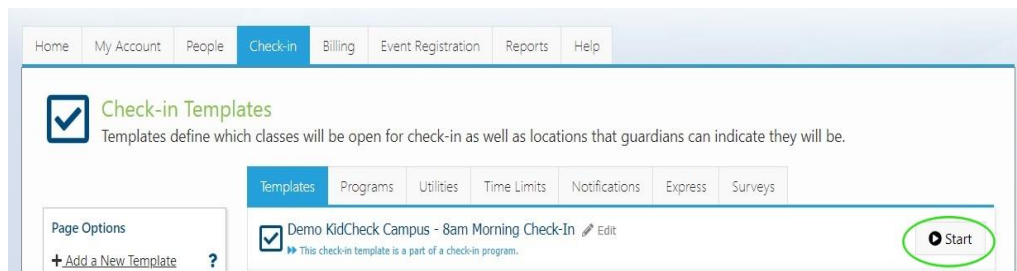


# How to Start/Stop Check-In

Note: Only individuals who have been granted administrative access in KidCheck (as an Administrator, Campus Manager, Coordinator, or Check-In Worker) can start or stop check-in.

## To Start Check-In:

- 1) Power on the check-in station computer(s)
- 2) If necessary, sign into the computer(s) as the appropriate user
- 3) Double click the KidCheck desktop icon to launch the KidCheck Client software
- 4) Sign into KidCheck with your username and password
- 5) Click on the **Check-In** tab
- 6) Click the **Start** button next to the appropriate program or template



## To Stop Check-in:

- 1) Click the "X" (**Close Check-In**) icon in the upper right of your check-in station(s)
- 2) Enter your username and password and click **Close Check-In**
- 3) Shut down the computer(s)

## Using the Admin Console:

During check-in, the admin console allows admins to see information on who is checked in, reprint name badges, send text messages to guardians, and more.

- 1) Click the **Admin Console** icon in the upper right
- 2) Enter your admin username and password
- 3) Click on a child's name to see more information or send a text message