

# 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: 1<sup>st</sup> Service, 2<sup>nd</sup> 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 Plus 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 Client Install:
    - *Windows* <https://www.kidcheck.com/support-video/how-to-install-kidcheck-client-on-windows-10-11/>
    - *Mac* - <https://www.kidcheck.com/support-video/how-to-install-kidcheck-client-on-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.
- **Guardian 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:

---

- **“User Manager” organization account settings** – 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 Security 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](#) 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 to staff that you have assigned security roles to (Administrator, Check-In Worker, Coordinator, etc.) from your organization account.
  - Refer to [Admin Console video](#)
  - **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](#)