



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 Example: Daily Check-In, Youth Zone, Before/After School
 - Summer Camp Example: 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.
- **YouthCheck** – The only check-in solution designed specifically for [youth](#). [YouthCheck Admin Tutorial](#)
- **Volunteer Scheduling** – intuitive, powerful, fast [volunteer scheduling](#) available in both a mobile app and desktop version. [Volunteer Scheduling Tutorial](#)

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.
- **YouthCheck Account** – Each youth creates their own [YouthCheck](#) account with key contact information and a designated emergency contact. See support document for more information. [YouthCheck Account Creation Tutorial](#)

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 Volunteer/Employee, which allows them to check-in and receive name tag.
- **People Tab** – A search engine allowing 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** – [Mobile check-in](#) where parents 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 [ExpressHub](#). [Express Check-In Tutorial](#)
 - **Volunteer Scheduling** – [Volunteer scheduling](#) available in both a mobile app and desktop version. [Volunteer Scheduling Tutorial](#)