

## **Greeting Kids and Parents**

1. Arrive at Check-In Station 20 minutes before service starts
2. Welcome kids and parents as they come to check in with a smile and warm welcome :)
3. Pre-K kids (ages 3-4) are checked in on the Pre-K iPad
4. All other kids are checked on the Splash Speed Check-In station iPad station or the Splash Check-In laptop. Suggest that parents use the check in feature on our Integrity Church Center App for quick Check-In using our Speed Check-In Station.
5. Kids (ages 5-8) should be directed to Splash room across from Check-In stations
6. Kids (ages 9-11) should be directed to the Cafe area for worship; ensure that a teacher is waiting for them in the Cafe.
7. If a visitor/1st timer approaches, please have them fill out a Splash Enrollment form. The completed form can be put on Pastor Tom's desk.
8. Ensure that there are 2 pens and at least one Sharpie available in the cup.
9. Ensure that there are stick-on name tags available for first timers to write their names.
10. Ensure that there are Integrity invite cards available as well.

## **Initial Check-In equipment setup**

1. iPads
  - a. Press home key on iPad
  - b. Enter passcode
  - c. If Check-In program does not load, select the Check-Ins icon to start the program
  - d. Ensure that the printer icon is present in the bottom, right hand corner of the iPad
  - e. Press the home button on the iPad 3 times quickly (triple-click) to start "guided access" mode.
  - f. To disable Guided Access:
    - i. Triple click the home button
    - ii. Enter the passcode
    - iii. Select "End" at top left of screen

## 2. Laptop

- a. Enter Password if laptop is locked
- b. Launch the Check-Ins program if not already running
- c. If there is an Internet connection problem, press, the Internet icon on the bottom right of the screen and select Integrity\_5G
- d. Press CTRL-ALT-Enter to place laptop into kiosk mode (Press ALT-F4 to exit kiosk mode)