Dear Parent,

In order to make Bethel Church a secure place for children and peace of mind for parents, we use a check-in system called "KidCheck".

KidCheck is a completely secure system, and no one will be able to see you or your child's information. In the effort to keep people from congregating unnecessarily, and to keep the check-in touchless, we have moved our Kids Check-In system to a Hub system that uses your own personal mobile device (i.e. smart phone or tablet).

Instructions:
1. On your device search "KidCheck" in the App Store on your mobile device.
2. Download the KidCheck App.
3. Select the link to create a free KidCheck account. (Or log into your existing account if you already have one).
4. Fill in the requested fields and agree to the terms of use.
5. You must remember your username and password, as that is a secure feature that we will not be able to assist you with.

Adding Children and Guardians:
1. Locate the "Kids" tab.
Select the link to add a new child and input your child's information and upload photos.
Select the save button when you are done.
Do this for each child that you have.

2. Locate the "Guardians" tab.
This is where you will input additional guardians whom you would like to be able to pick up the children you've listed.
Add their information and remember to click save when you are done.

3. Once you have added all the information, you should be done setting up your profile.

When you come to the Bethel building.

1. You will need to have your cellphone/device.

2. You will have to open the KidCheck App.

3. You **MUST** have Bluetooth enabled on your device. (Your connection to the Hub is through blue-tooth).
- If you use an iPhone, you may have to go into the KidCheck App settings to allow Bluetooth to function with that App.

4. When you are in proximity to the Hub (in the church lobby), you can start your check-in.

5. Click the "Express Check-In" option on your app.

6. Click "Start a New Check-In".

7. Make sure you see "Bethel Church" and click it.

8. Proceed to do your check-in.

9. Click the final submit button to complete your check-in a print your labels.

10. Place the label on your child and they are officially signed in.