

Sunday Kids Kingdom Check-In/Out Procedures

9:15am - 10:15am - Kids Kingdom Sunday School (check-in starts at 9am)

Existing Families:

You will pull your family up on the Check-In Kiosk by typing in your last name and click Enter

You can tap on any family member, you may need to Scroll > to find your child's name and tap on their name.

You will see an event option listed directly under their name, tap on it:

Sunday School ONLY – this option is for children 3rd thru 5th grade.

Sunday School/Children's Church – this option is for children PreK thru 2nd grade.

Wait for the printer to print their name tag and they are now checked in.

New Families:

You will click the "Add Guest" button at the bottom of the Check-In Kiosk screen.

A box will pop up for you to start entering your family's information. (You can start with anyone)

Follow each prompt by entering the required information.

To enter the whole family, you will choose "Add Family Member" after each entry and enter the required information for each member you add.

Once your family is entered, you will follow these steps:

Type in your family's last name and click Enter.

Tap on any family member to get started, you may need to Scroll > to find your child's name and tap on their name.

You will need to click "Add to Event" under your child's name.

There will be two event options:

Sunday School ONLY – choose this option if your child is a 3rd thru 5th grader.

Sunday School/Children's Church – choose this option if your child is a PreK thru 2nd grader.

Wait for the printer to print their name tag and they are now checked in.

***There will be a member of our Children's Ministry Team present to help guide you through this process.**