Checkpoint Implementation Guide

With Checkpoint your organization will know where visiting children are at any time, and especially in case of an emergency. Parents check-in their kids at a workstation (either a manned computer or an unmanned kiosk). Checkpoint handles the rest. This guide is intended to help you understand Checkpoint's check-in system and how its can features fit in with your safety and security plan. It can also help your leadership and staff decide when and how to integrate Checkpoint for the first time.

We recommend that you design a check-in system and then use Checkpoint to adapt to that system. With that in mind, review the sections Check-in Safety and Security and Designing a Check-in System that covers generic check-in information. If you've already created a check-in system, you can skip ahead to Check-in Methods.

Disclosure

Some suggestions and recommendations are for informational purposes only. This guide is not intended to provide legal or risk management advice, nor are any suggested checklists or action plans intended to include or address all possible risk management exposures or solutions.

The Checkpoint Implementation guide covers the following:

- Designing a Check-in System
- Check-in Safety and Security
- Checkpoint Planning and Preparation
- Check-in Tools
- Check-in Methods
- Deciding How Many Check-in Stations You Need
- Arranging Check-in Stations
- Setting Up Badge Printers
- Checking In
- Security Rights for Check-In Stations
- Checkpoint Technical Requirements
- Integrating with ACS Groups
- Checking Out
- Preparing Stations for Check-in
Designing a Check-in System

Checkpoint is a flexible program that can handle the check-in requirements of most organizations. Before you begin using Checkpoint, you should design your check-in system. A check-in system is the complete and comprehensive process that makes it possible for all people to check-in and out of your buildings as they arrive and leave. Designing a check-in system includes analyzing staff requirements, building modifications, budget allowances, volunteers training, and what do to in the case of an emergency.

As you design your check-in system, keep the following in mind:

- **Parent identification** — Will you require an ID from parents to pick up a child? How will you handle a lost security badge? How will you handle custody disputes?
- **Locating parents in an emergency** — Will you have a central location for parents to report when paged, or will individual classrooms handle paging?
- **Emergency evacuation** — In case of an emergency, where will classes go? How will parents be notified? How will you handle parent pick-up?
- **Check-in stations** — Will you use self check-in and assisted check-in? Will check-in stations be dispersed throughout the facility or in a central location?
- **Congregational growth** — How well does your plan scale?
Check-in Safety and Security

The safety and security of your members and guests is your first priority. Make sure you have systems and processes in place that protect your organization from legal incidents. Any check-in system should be part of a larger safety and security plan that includes:

Classroom Safety

Many safety problems in facilities arise because potential hazards go unnoticed. To ensure that you are prepared in the event of an emergency, consider each of the following:

- Make sure first aid kits are available and easily accessible.
- Make sure phones are easily accessible and emergency numbers are clearly posted.
- Inspect classrooms for potential dangers, such as exposed electrical outlets.
- Avoid letting adults into the classrooms. Drop-off and pick-up should occur at the doorway.
- Observe adult-to-child ratios and room capacity limits. Check with your state and local government agencies for recommendations and regulations concerning these areas.

If possible, have a separate children’s wing with limited adult access. It provides better security and centralized check-in.

Fire Safety

There is always the possibility of a fire on your campus. Danger can be minimized by ensuring that:

- Fire extinguishers are readily available and their inspections are current.
- Evacuation plans are posted throughout the campus, especially in children’s classrooms.
- Your staff members, volunteers, and leaders have been trained on the evacuation plan and their roles in case of a fire.
- Emergency exits are clearly marked and pass their battery backup test.
- Your staff knows where the main fire alarm panel is located and understands the alarm codes.
- You have your data backed up and a copy stored at an off-site location.

Screen Employees and Volunteers

Protecting children is a primary concern for parents and churches. Screen your workers and keep organized, up-to-date information on all volunteer and paid workers who serve in your congregation.

Here are some suggestions to consider when screening workers:

- Don't allow any volunteer to be involved in nursery, children, or youth programs until they have been associated with your congregation for at least six months.
- Create a screening application that includes at least two references and verify those references before approving the applicant for volunteer work.
- Investigate applicants' prior volunteer involvement.
- Choose a reliable criminal background check service and screen all volunteers and staff on a regular basis.

Supervise and Train Workers
Make sure to have standard procedures in place to ensure that workers are properly trained and supervised. Workers need to understand what procedures they should follow when they're trained. If possible, it's a good idea to offer refresher courses to go over procedures again. Create policies and procedures for your congregation that cover these areas. Below are some suggestions to think about. By doing this, you'll be helping to protect your workers and the children who attend your organization's activities.

- Consider assigning a roaming adult who can drop-in on child classes and activities. They can also keep an eye on any unsupervised children in the hallways.
- Employ the two-adult rule for all classes or events where children are involved. There must be two adults over the age of 18, present in the room at all times. Never leave one adult alone in a room with a child(ren).
- A restroom policy is important. This policy states how workers will supervise children when they have to use the restroom.
- Provide doorways with glass windows so that outsiders can see into all classrooms.
- Make sure volunteers clearly understand the check-out process. If you print security badges, make sure workers always compare the child's badge with the parent's badge.
- Staff should be familiar with state and federal laws, as well as your own policies, regarding registered sex offenders and what to do if one comes on campus.
- Make sure all staff (not just the children's ministry staff) are familiar with your procedures so that everyone can respond quickly and effectively should a crisis arise.

If you already have policies in place, review them on a regular basis and update them as necessary.

Security with Checkpoint

Using a registration method that ensures the security of every child helps keep kids safe, parents content, and your congregation protected. An ideal system provides an organized approach to checking children in and out and a way to identify parents with confidence when they pick up their children.
Checkpoint Planning and Preparation

We’ve worked with organizations during their initial set up of Checkpoint, and gathered feedback from others who have used Checkpoint for many years. Through these experiences, we’ve compiled a series of suggestions to help make your implementation of Checkpoint a success.

1) Plan
Keep the following in mind as you develop your plan:

- Review insurance and legal requirements that could affect your implementation.
- Ask for input and suggestions from staff members and lay leaders in the children's ministry area.
- Survey your existing facilities and determine if you need to make any changes.
- Consider hiring an ACS Implementation consultant. They'll visit your campus, help develop and implement your Checkpoint plan.

As you develop your plan, make sure it fits your budget and you can implement it in the expected time frame.

2) Train
The key to implementing a successful security check-in is by training your ministry leaders, teachers, coordinators, and volunteers. Remember, security requires more effort and planning beyond what technology can supply. As you implement Checkpoint, make sure:

- Greeters are well-trained on children's ministry, including registration and check-in of equipment, classroom locations, centralized visitor location, volunteer and staff names, and your organization's emergency policy.
- Ministry leaders are trained how to use software tools to identify, qualify, and screen volunteers to match the right people with the right positions.
- Teachers and classroom volunteers understand drop-off and pick-up procedures, the use of security badges, and emergency procedures.
- Hall monitors, ushers, and parking lot attendants know what their specific roles are in case of an emergency.
- Volunteers understand and follow the established security protocols.

3) Communicate
Once your child and youth ministries' security check-ins are in place, make sure to tell your congregation about it. Share how it works in the weekly bulletin, post it on your website, and encourage group leaders to share it with their small groups. You can even announce it from the pulpit. Continue to remind the congregation that child safety is at stake and worth any perceived inconveniences.

4) Conduct Test Runs
It's better to discover any problems with the check-in process before the crowd arrives on Sunday morning. Invite parents participate in some test runs during other times of the week.

You may find that some children have never been entered into your People database or they weren't added to the correct family. You might also discover duplicate records. It's best if these kinds of errors
are corrected in ACS People before proceeding with Checkpoint setup. Then, meet with leaders and volunteers to get their feedback to resolve any issues. You may also want to meet with this same group after the first or second live runs. Your goal is to get everyone comfortable before Checkpoint is fully launched.

5) Implement in Stages

Another way to minimize problems and overcome obstacles is to implement Checkpoint in stages.

In phase 1, implement the check-in system for your infants, toddlers, and preschoolers. It’s a good idea to start with this age group because they’re the most vulnerable and their parents are the usually the most receptive to the need for a check-in system. Once you’ve implemented check-in for the youngest children in phase 1, move to the grade school kids in phase 2, and the youth in phase 3.

6) Plan for Future Growth

Once Checkpoint is in place, you must maintain it. This includes planning for printer and replacing other hardware items, and budgeting for labels and new check-in stations as your congregation grows.

As your congregation grows, plan for changes that will affect your people and processes. You’ll likely need to adjust how you use Checkpoint based on how things change in your organization. This includes changes that may occur with systems and processes you have in place and how you train new volunteers. You’ll also need to monitor your staff members, leaders, and volunteers to make sure the policies and procedures are followed.
Check-in Tools
Several software options and check-in tools are available to help you customize Checkpoint. When you're setting up Checkpoint, think about how your members, volunteers, and staff will identify people as they check-in. If you choose to use badges and pagers, it may influence how you set up and use the program.

Locate Records at Check-in
In Checkpoint, members must enter some initial identifying information to locate their records before checking in. The most common methods to access records include:

- Entering all or part of a name
- Entering the last four digits of a phone number
- Scanning a bar code
- Entering an assigned pager number
- Scanning a fingerprint

As an administrator, you choose which methods your congregation uses. The most common access methods include:

**Access Method and Description**

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Check in a family or individual by entering all or part of a family's last name or family member's first name. Using this option, Checkpoint displays a list of families to choose from.</td>
</tr>
<tr>
<td>Phone Number</td>
<td>Enter the last four digits of a phone number to check in a family or individual. Using this option, Checkpoint displays the list of families and individuals who have a matching phone number.</td>
</tr>
<tr>
<td>Pager Number</td>
<td>If your congregation assigns pager numbers, you can check in a family or individual by entering the family's assigned pager number. Using this option, Checkpoint displays the family who matches the pager number. For more information, see About Pagers and Setting Pager Numbers.</td>
</tr>
<tr>
<td>Bar Code</td>
<td>Some organizations assign a bar code to each individual. Bar codes are printed and placed on an ID card or key fob. Each check-in station has a bar code scanner where members can scan their cards to locate their personal records. You can also configure Checkpoint so that the attendee is checked in automatically when the bar code is scanned.</td>
</tr>
</tbody>
</table>
**Pagers**

It's important to know how to reach parents or guardians if a problem occurs while a child is in a class or daycare. So, when we refer to using pagers, we're referring to the different ways to contact parents. Many organizations may not have the money or the desire to buy a set of pagers for the congregation to use, while others may find that electronic pagers are the best solution.

There are several ways you can implement paging methods with your congregation: Vibrating Pagers, Flash Cards, Cell Phones, or using a combination of those methods.

**Vibrating Pagers**

You can buy electronic pagers and distribute them when parents check in. When parents return to pick up their children, they return the pagers.

At manned check-in stations, the check-in attendant can hand out pagers. At unmanned check-in stations, you can leave a basket of pagers that are labeled with the pager numbers next to the station. When a member checks in, they can grab a pager from the basket and enter the pager number into Checkpoint. If you use electronic pagers, you can set them to vibrate to reduce noise disturbance during the service.

**Flash Cards**

A less expensive way to communicate with members is to write a number on an index card, give the card to the parent, and record it to use if needed. This method is best used in conjunction with screen projectors. If the child care provider needs to page a parent, they can notify the projectionist to flash the index card number on the screen. Without disrupting the service, the parent knows to go to the predetermined location to check on their child.

**Cell Phones**

Parents or guardians can provide their cell phone number, so the care giver can call or send a text message to them. Be sure that the parent is given the phone number that the care giver will use to call so that the parent will know how to respond. Your congregation can also buy prepaid cell phones to hand out to parents if they don't have cell phones. If parents forget to turn in the cell phone when they pick up their children, you can call the cell phone and ask them to return it.

Make sure that parents and guardians set their cell phones to vibrate to reduce noise disturbance during the service.

**Using Pagers with Checkpoint**

You can assign and store family pager numbers in Checkpoint. When assigning pager numbers, keep in mind the following:

- You can set Checkpoint to require pager numbers.
• Pager numbers are assigned by family, not individual.
• Checkpoint can assign pager numbers to families automatically, or your staff can enter custom numbers manually.
• Pager numbers are stored in people's profiles. Thus, Checkpoint users can look up a family's assigned number when necessary.
• Pager numbers are saved until an authorized Checkpoint user clears the numbers from the database.
• You can quickly return and reuse pager numbers.
• You can locate missing pager devices by viewing a report of all current pager assignments.

If you use pagers as part of your check-in system, this might require your check-in stations to be manned by staff or volunteers who can assign numbers and pagers. If you would rather provide self check-in stations, consider asking your attendees to enter their cell phone numbers as their pager numbers so that staff members and volunteers can still get in touch with parents if necessary.

Tip

If you designate a central location for parents to go when paged, it will help the children's director know that the parents were notified and have responded. It lets a children’s lay leader escort the parent to the child's room, which helps maintain security within a children's wing. It also allows the notification system to be reset or cleared for visual displays. Plus, it’s easy to train parents and inform guests to come to one main location.

Combining Methods

If you like the idea of giving pagers to members but don't have the budget to buy pagers for all families, consider combining these methods. You can use cell phones or provide flash cards to families with older children and reserve the pagers for families with infants or toddlers.
Badges

Badges are a popular security feature available with Checkpoint. You can print badges during check-in for parents, children, members, staff, or visitors. You can design badges for specific situations, such as for Sunday School children. You can even print badges ahead of time for an event. There are three main types of badges: security, visitor, and name badges.

Security Badges

Security Badges

Security Badges are typically used to securely match parents to their children at check-out. They include matching, unique identifying ID numbers. The security ID is a randomly-generated, unique identifying number that consists of both numbers and letters and is unique to each session. This ensures that someone can't use an old parent badge. You can also scan Security IDs with a bar code scanner.

![Sample child security badge](image1)

![Sample matching parent security badge](image2)


Visitor Badges

Visitor Badges

Your organization may choose to make visitor badges look the same as security badges so that visitors
fit in, or you can design them so that members can easily identify newcomers.

Use one-time visitor badges to ensure that everyone attending classes or activities at your organization is identifiable. Requiring visitor badges also means that people without badges cannot roam your campus unchallenged. This increases the security of your check-in system and helps put people at ease.

![Sample visitor badge]

As you can see, you can design a nice background graphic to indicate visitors. Visitor badges display security IDs and pager numbers like regular security badges. The fields you select for visitor badges also determine what information is collected from one-time visitors when they check-in, so if you want to use visitor badges for children, we recommend selecting Parent Name as one of the badge fields.

**Note**

You cannot create multiple visitor badges templates, so we recommend designing a template that works well in a variety of scenarios.

**Name Badges**

Name badges are simple badges with the individual's name on it. These are intended to be used for adults attending events or meetings that don't require a security aspect. For example, you can easily print name badges for a women's luncheon or a men of the church meeting. You can customize a name badge's font size and background image to meet your organization's needs.

Name badge settings automatically apply to all assigned sessions. You can still print name badges for other sessions, but they will not reflect the customized fonts or background image unless assigned. You cannot create or save templates for name badges. See **Name Badges**.
Security Considerations

If you decide to use badges, have a system in place for handling situations where a child or parent loses a badge.

- Request a driver's license to prove identity. You can compare it with the parents' names if you have included it on security badges.
- Check an authorized pick-up list. You can keep this list in the comments field in the child's individual record.
- Verify that no notes reflect custody issues.
- Ask the individual which children they need to pick up and what session they are checked into. (This information displays on the check-out screen.)
**Multiple Security Badges Versus Combined Sessions Badges**

When planning your check-in system, you can decide whether to print multiple badges per family or print a single combined sessions badge for a family.

- Every time you set up your check-in station, you decide which method you prefer, and each station can be different.
- For combined sessions badges, there's one template and all settings' selections automatically apply to all combined badges printed at check-in.
- We recommend that you set a standard policy and apply it to all check-in stations.

**Multiple Security Badges**

When checking in, each child gets a security badge, and you can print extras. For example, if you're checking in a 2 year old, print one security badge for the child and one for the diaper bag. For the parent, one badge prints with all their children listed on the badge. Like the child badge, you can print extras. That way, mom and dad can have matching parent badges.

Multiple security badges come in handy with multiple children too. For instance, the older child goes to Sunday school at 9:30 a.m. and then attends the worship service with his parents at 11:00 a.m. The younger child also attends Sunday school at 9:30 a.m., but then attends children's church at 11:00 a.m. In this case, the older child will get one child badge (for Sunday school), the younger child will get two badges (one for Sunday school, one for children's church), and the parents will get two badges (one for the Sunday school session and one for the children's church session). Check-in stations print multiple badges by default.

**Combined Sessions Badges**

The benefit of printing one combined sessions badge is that all child information is printed on one badge, making it easier for the parent. Additionally, your organization saves money and paper by printing all information on one badge. **When you use combined sessions badges, everyone gets one badge no matter how many sessions they attend.** Use the combined sessions badge when someone is checking into multiple sessions. A combined parent badge also prints for children with combined session badges. If a family has multiple children, a security number for each child prints on the same parent badge.

You can also save paper, ink, and money by printing multiple sessions on a badge. When someone checks in to more than one session, you can include to ten sessions on one badge, along with a single security ID. For example, instead of printing two separate security badges for children who attend both Sunday school and worship each week, you can print one combined sessions badge for each child.

There is one template for combined sessions badges, so any settings you manage automatically apply to all combined badges printed at check-in.
What displays on Combined Sessions Badges?

- If someone checks into 4 sessions or less, the session name, class, and category prints.
- If a person checks into 5 sessions or more, only the session name prints.
- Due to physical space constraints, badges with more than 4 sessions can only display a maximum of 10 characters.
- Randomly-generated security IDs display in the top right of combined sessions badges.
- If you're using pager numbers, the pager number displays in the top right corner of the combined sessions badge.

**Printing, Printers, and Purchasing Supplies**

To print combined badges, in the Select Sessions window, click **Print combined session badges**. You'll need to configure this at each check-in station. You must have a printer that specializes in printing labels to print badges from Checkpoint. We recommend that you purchase printers, blank labels, and other label supplies for printing badges from our online store.
Check-in Methods

Most organizations choose to use a combination of assisted and self check-in stations. The combination of stations depends on the needs of your congregation and the layout of your facilities. Take some time to consider how your members, volunteers, and staff will identify or locate members in Checkpoint; names, phone numbers, assigned pager numbers, bar codes, and/or biometrics.

Assisted Check-in

Assisted check-in stations are manned stations set up to help first-time attendees, guests, or anyone who needs help checking in at your organization. With assisted check-in, a trained volunteer or staff member can quickly determine attendees’ needs, enter the appropriate information into Checkpoint, print the appropriate badges, and point the attendees in the right direction.

To further help your visitors, have volunteers available to escort your guests through the check-in/drop-off process and answer any questions they may have.

For First-time Attendees

To speed up data entry, have first-time attendees complete a paper form with the information you want to track in ACS. Then, enter their names and other information required to create a record in Checkpoint.

When things quiet down, open People and use the paper form to enter the rest of the information.

Check In/Out

The Check In/Out process of Checkpoint is designed for assisted check-in stations manned by staff or volunteers. These users will need training to familiarize themselves with the program.

Because Check In/Out is only accessible through the full ACS installation, your users can have full access to all of your ACS modules and data. For example, you can use the Find Person process to search records in the People module or add a new family or individual just as you would in ACS People. However, you can limit the access of your users by limiting their user account rights.

Other benefits of Check In/Out include:

- Checking in one-time visitors.
- Adding and editing special notes to print on security badges.
- Reprinting parent badges. You can reprint parent badges by entering the family name in the Check In/Out window and then selecting which badges you want to print.
- Viewing session statistics, which provides a summary of who signed into which sessions.
Self Check-in

Self Check-in stations are unmanned stations normally used by members who are familiar with the check-in process and don't need assistance. When you first introduce self check-in stations, make sure you have trained volunteers on hand to instruct members how to use them. Once members are comfortable, you could post a quick-reference instruction card at each station. When Checkpoint is in place and your members are familiar with it, most of your regular attendees will probably be able to use a self check-in station.

Checkpoint has a kiosk mode that is designed for self check-in. It features a user-friendly interface and has limited access to the ACS database. Self check-in stations are designed for members and regular attendees who are already in your ACS database and know how to use the kiosk to check-in. Many organizations find that touchscreen monitors are ideal for self check-in stations.

Express Check In/Out

Express Check In/Out is simpler and ideal for self check-in kiosks. It's specially designed to work with touchscreen monitors, and it is easier for members to use. Other benefits of Express Check In/Out include:

- Users need little to no training.
- You can implement user-friendly touchscreen monitors.
- Users have limited ability to add a family or individual.
- Visual appeal – you can customize colors and background image.
Deciding How Many Check-in Stations You Need

Determining the number of check-in stations you need is always a challenge. Use the Checkpoint Stations Formula and Check-in Time Tables to decide how many stations you need per entrance. In general, you should aim for about eight seconds to check-in individuals and about 30 seconds for a family to check-in.

Checkpoint Stations Formula

This formula can help you determine the number of check-in stations to use at a particular entrance.

Divide the number of families who typically check-in each week by the entrance with the heaviest traffic time by the number of minutes. Then, multiply that answer by your check-in goal. For the calculation, measure the check-in goal per family and in minutes, such as 20 seconds per family, or 0.33 minutes.

The formula looks like this:

For Example

At your church’s main entrance, 60 families typically check in during a 15-minute period. This is the heaviest period of traffic. To determine the number of Checkpoint stations you need, the formula looks like this:

\[
60 \text{ Families} \div 15 \text{ minutes} = 4
\]

\[
4 \times 0.33 \text{ minutes} = 1.32 \text{ Checkpoint Stations}
\]

To correct any impossibilities and allow for growth, round up to the nearest whole number. So, your church needs 2 Checkpoint stations at its main entrance.

Check-in Time Tables

These tables suggest how many check-in stations you may need for different conditions. The tables calculate the number of Checkpoint stations needed depending on how long it takes families to check in and traffic time intervals. Use the tables to help you determine the number of stations your organization needs.

Table 1 — 15 minute period

Table 1 shows how many families can check in during a 15 minute period, according to how long it takes each family to check in and how many check-in stations are available.
Table 2 — Time intervals
Table 2 shows how many families can check in at a single station during a specified interval of time, according to how long it takes each family to check-in.

<table>
<thead>
<tr>
<th>Time to check-in (in seconds)</th>
<th>1 Station</th>
<th>2 Stations</th>
<th>3 Stations</th>
<th>4 Stations</th>
</tr>
</thead>
<tbody>
<tr>
<td>40</td>
<td>22 families</td>
<td>44 families</td>
<td>66 families</td>
<td>88 families</td>
</tr>
<tr>
<td>35</td>
<td>25</td>
<td>50</td>
<td>75</td>
<td>100</td>
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<td>30</td>
<td>30</td>
<td>60</td>
<td>90</td>
<td>120</td>
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<td>25</td>
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<td>72</td>
<td>108</td>
<td>144</td>
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<td>20</td>
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<td>90</td>
<td>135</td>
<td>180</td>
</tr>
<tr>
<td>15</td>
<td>60</td>
<td>120</td>
<td>180</td>
<td>240</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Time to check in (in seconds)</th>
<th>5 Minutes</th>
<th>10 Minutes</th>
<th>15 Minutes</th>
<th>20 Minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>40</td>
<td>7 families</td>
<td>15 families</td>
<td>22 families</td>
<td>30 families</td>
</tr>
<tr>
<td>35</td>
<td>8</td>
<td>17</td>
<td>25</td>
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<tr>
<td>15</td>
<td>20</td>
<td>40</td>
<td>60</td>
<td>80</td>
</tr>
</tbody>
</table>
Arranging Check-in Stations

When planning setup for check-in stations, there are a number of factors to consider. Here are some ideas and suggestions on how best to arrange them given a variety of situations.

**Assisted vs. Self Check-in**

As a general rule, manned stations should face staff, and unmanned stations should face members. See Check-in Methods for more information about assisted and self check-in stations.

**Families with Children**

Check-in stations should be placed in close proximity to entrances used by families who are bringing children to classes. You should also have enough space between stations so that families can gather around them without blocking other stations.

**For Multiple Entrances and Large Lobbies**

For congregations with large entry lobbies, consider clustering the check-in stations in a common location. For congregations with multiple entrances with no common gathering point, you may want to spread your check-in stations throughout the campus. Avoid locating check-in stations in narrow hallways or congested areas of your campus. Remember, if people are frustrated with the time it takes to check-in, they will bypass the process.

**Visitors**

Depending on the size of your campus, you need at least one centrally located, visible, and well-staffed visitor check-in station. Having one assisted check-in station that is designated for welcoming and checking in visitors is a great way to establish positive first impressions, however, assisted check-in stations don’t have to be geared only for visitors.

First-time guests won’t know how to use Checkpoint and may need help checking in and printing security badges for their children. Conveniently, this can also be the time and place to collect some information from guests that your organization likes to keep on file. It can take several minutes to gather such information, so if you welcome a large number of guests each week, you may need multiple visitor stations.

**Volunteers**

Keep in mind the number of volunteers and staff members that are available to man the check-in stations. Obviously, you will need a volunteer for each manned station, but you should also plan to have volunteers available to help with the unmanned stations.

When you first introduce your check-in system, it’s best to have one volunteer per check-in station to walk members through the process. As attendees become more familiar with check-in stations, you can reduce the number of volunteers. However, it’s good to have at least one person on hand to assist with any questions or problems that arise. If you have several unmanned check-in stations in a cluster, one volunteer may be able to handle them all.

**Power Outlets and Internet Connection**

Though it seems intuitive, be sure to consider the location of power outlets and network connections when
selecting check-in locations. If you’re building a new facility, be sure to incorporate these needs into your plan.

If your facilities span across multiple buildings or campuses, or a network connection is simply not available in certain areas, you can run Checkpoint in disconnected mode, where the data is first exported from the server and imported into the disconnected station. After check-in, export the data and then sync it back with the server.

**Other Suggestions**

- If you print labels or badges for your attendees, remember to have trash cans nearby.
- If check-out is not required for some events, you may want to consider converting the stations into information centers after the service, class, or activity is over. Attendees could register for other events, look up congregational information, or update their personal profiles using Access ACS.
- If you use OnDemand on a kiosk, you can configure it to automatically log in to Checkpoint.
Setting Up Badge Printers

To print badges from Checkpoint, you must have a printer that specializes in printing labels. We recommend using the Dymo® LabelWriter 450 Turbo series or the Zebra® Wireless GX420d label printers.

Before following any of the steps below, you'll need to install the Dymo or Zebra printer driver according to the installation instructions that came with your printer. After installation is complete, configure the printer with ACS so you can start printing Checkpoint badges. Setup steps are different for locally installed ACS and ACS OnDemand™, so make sure you follow the instructions for your version of ACS and select the correct paper size and orientation using the steps below.

**Keep in mind**

You must log on as an administrator and perform these steps on any workstation you plan to use. If you don't, the settings may not save.

Printer Setup and Installation

**Dymo Printer**

The Dymo LabelWriter prints high resolution security names badges used for child check-in. Multiple label colors are available and because it is a thermal printer, no ribbon, toner, or ink cartridges are used. The Dymo LabelWriter printer is compatible with ACS and Realm.

**Windows PC Download and Installation**

1. Close all open Microsoft Office applications.
2. Click **PC Files** to download the correct files for installation.
3. Follow the instructions in the installer.

**Mac Download and Installation**

1. Click **Mac Files** to download the correct files for installation.
2. Follow the instructions in the installer.
3. **To configure your printer settings**
   1. Click **File** then **Page Setup**.
2. Select the following settings:
   - **Paper Size**: 30857 Name Badge Labels or 30256 Shipping Labels
   - **Orientation**: Landscape
   - **Scale**: 95%
3. Click **File** then **Print**.
4. Click **Show Details**.
5. Clear **Ignore Scaling and Shrink To Fit Page Width**.

### User Guides
- LabelWriter Quick Start Guide
- LabelWriter User Guide

### Zebra Printer
The Zebra GX420d is compatible with ACS, PDS, and HeadMaster desktop and OnDemand. This printer offers a small footprint, and it’s designed for low- to mid-volume label printing needs. It's ideal for creating person ID and access control, security, and photo processing labels.

### Setting up the Printer on a Windows PC

#### Notes
- If you use a **Mac**, you'll need to contact Support at 1-800-669-2509 for assistance.
- Do not plug the printer into your computer. You will do that later in the procedure below.

#### STEP 1. Gather the following information about your network:
1. Static IP address
2. Subnet mask
3. Default gateway
4. SSID
5. The type of security or encryption used on your network, such as WPA2, WEP, etc.
6. Wireless password or key

#### STEP 2. Perform the initial printer setup on each computer you plan to print from.
1. Insert the Zebra Setup Utilities CD.
2. Double-click the Zebra Application.exe file. The installation wizard displays.

If you're not sure, read How do I know if I'm an OnDemand Customer?

If you use OnDemand, you'll need to also set the printer up in OnDemand also.
3. Click **Next** in each window to accept the default settings.
4. In the final window, click **Finish**.
5. The first window of the System Prepare Wizard displays. Click **Next** to preload the print driver package.
6. After the print driver package preloads, select the **USB (Universal Serial Bus)** option, and click **Next**.

   **Note:** You must set up the printer for USB before configuring it for wireless.

7. Follow the first set of instructions in the window for USB connectivity.
8. After your Windows operating system displays a message that your new hardware is installed and ready to use, click **Finish**.
9. The Zebra Setup Utilities window displays. Select the GX420d printer icon to activate the printer configuration options in the window.

**STEP 3. Configure the printer settings.**

1. In the Zebra Setup Utilities window, click **Configure Printer Settings**. The Label Parameters window displays.
   a. In the **Units** drop-down list, select **inch**.
   b. Set the width to **2.25** and the height to **4.00**.
   c. Set the orientation to **Normal**.
2. Click **Next**. The Speed and Darkness window displays. The options in this window set the speed of the label feed and the darkness of the ink. Click **Next** to accept the default selections.
3. The Media window displays. Click **Next** to accept the default selections.
4. The Advanced Settings window displays. Click **Next** to accept the default selections.
5. The Real Time Clock window displays. Click **Next** to accept the default selections.
6. The Front Panel Protection window displays. Click **Next** to accept the default selections.
7. The Sensor Settings window displays. Click **Next** to accept the default selections.
8. The Save Settings window displays.
   a. By default, the **Save settings to File** check box is clear. This ensures that your saved settings are stored in your printer.
   b. Click **Finish**.

**STEP 4. Configure the printer for wireless connectivity.**

1. In the Zebra Setup Utilities window, click **Configure Printer Connectivity**, then select **Wireless**, and click **Next**.
2. In the IP address window, you must assign an IP address, subnet mask, and default gateway (router IP address) for your printer.
   a. Select **Static**.
   b. Optionally, you can enter a hostname which is a descriptive name for your printer on your network. For example, if it’s a dedicated printer for the nursery, you might assign **Nursery1** as a hostname.
   c. Enter your IP settings, and click **Next**.
3. The Define Radio Settings window displays. Click **Next** to accept the default settings.
4. In the Define Country and Channel List window, select your country, and click **Next**.
5. In the Wireless settings window:
   a. Enter your ESSID.
   b. In the **Security mode** drop-down list, select the appropriate encryption protocol for your wireless network, and click **Next**.
6. A Security settings window displays according to the security mode you selected in the previous window. Select **String**, enter your PSK name as a string, and click **Next**.

   **Note:** To enter the PSK name in Hex format, please see your network administrator or IT technician.
7. The Advanced wireless settings window displays. To access detailed options for your wireless settings, click **Advanced Settings**. When finished, click **Next**.
8. The Final stream window displays the connectivity configuration settings that will be sent to the printer. Click **Next**.
9. In the Send data window, select **Printer**, and click **Finish**.
10. Turn off the printer, and then turn it back on. Wait about 15 seconds to ensure the LCD screen on the printer displays the static IP address and the signal strength.

Now you are ready to configure your Zebra printer for wireless connectivity within your Windows operating system.

**STEP 5. Add your printer as a wireless printer in Windows.**

1. In Windows, select **Control Panel**.
2. Click **Devices and Printers**. The Devices and Printers window displays with printer icons representing each printer connected to your computer.
3. On the top task bar, click **Add a printer**. A wizard displays that will guide you through adding your Zebra printer with wireless connectivity.
4. Click **The printer that I want isn’t listed**. A window displays with printer options.
5. Select **Add a local printer or network printer with manual settings**, and click **Next**.
6. Select **Create a new port**.
7. In the drop-down list, select **Standard TCP/IP Port**, and click **Next**.
8. In the **Hostname or IP address** field, enter the static IP address. Accept the default settings for the other options, and click **Next**.
9. Accept all default settings, and click **Next**.
10. Select manufacturer **ZDesigner** and model **ZDesigner GX420d**, and click **Next**.
11. In the next few windows, you will have the options to verify the printer name, set it as the default printer, select if you want to share the printer, and describe the printer location.
12. In the last window of the wizard, click **Finish** without printing a test page. The wizard closes, and the Devices and Printers window displays.
13. Unplug the USB cable from your printer.
14. In the Devices and Printers window, right-click on the **ZDesigner GX420d** icon, and select **Printer Properties**. The Properties window displays with a group of tabs.
15. On the **Advanced** tab of the Properties window, click **Printing Defaults**. The Printing Defaults window displays with a group of tabs.
16. On the **Options** tab, set the width to 2.25 and the height to 4.00. Select **landscape**, and click **OK**. The Properties window remains open.
17. On the **Options** tab, verify the label settings and click **OK**. The Printing Preferences window closes, and the Properties window remains open.
18. On the General tab, click **Preferences**. The Printing Preferences window displays with a group of tabs.
19. On the **General** tab, click **Print Test Page** in order to print a test label.
20. After the test label prints, click **OK** to close the Properties window.

Your printer is now ready to use.

To view forms and supplies that work with our software and services, visit our [online store](#).

✔️ If you have questions or concerns about using a wireless printer, please read our [Wireless Printing Terms and Recommendations](#).
Are you an OnDemand customer?
If you're not sure, read How do I know if I'm an OnDemand Customer?
✔️ If you use OnDemand, you'll need to set the printer up in OnDemand also.
Checking In

After you prepare your check-in stations, you're ready for people to begin checking in. Learn how to check-in: at assisted check-in stations, self check-in stations, one-time visitors, and what to do if check-in cannot be completed.

There are four basic steps for check-in:

1. Locate a family's record.
2. Select the sessions the family members are attending.
3. Edit the family's pager number (if necessary).
4. Print badges.

Assisted Check-in

Checking in at an Assisted Check-in

At assisted check-in stations, authorized people can help check members and visitors in. The instructions are the same for both families and individuals. Families can be checked in together or separately.

To check in at a self check-in station, first locate the family's record. Once you have located the family's record, you can select the sessions they are attending. After selecting sessions, you can edit the family's information, including pager number and individual notes. Then, you can print badges.

Good to know!

- After an individual or a family checks in, the check-in window clears and returns to the start window for the next person to check-in.
- The assisted check-in start window is the starting point at which you can begin checking people in.
- The check-in window is also the check-out window.
- Before you can start checking in, make sure you have prepared the station for check-in.

To locate a family's record

1. In the assisted check-in start window, under Locate By, enter either the family's last name, phone number, pager, or bar code number. Depending on your global settings, not all of these options may be available.
2. Enter the name, phone number, or pager number of the family.
3. Click Enter.
4. If multiple families match this information, select the correct family. (Click Family Members to view the individual members of a family.)

To select the sessions they are attending

1. Select the sessions that each family member is attending. Or, click Check In All to select all sessions.
2. You will have the option to add people to groups that they are not yet in. Click Add to Group to add a family member to a session. If a person is already in a group and you want to check them into a different one, you can do this by checking the person in and clicking on the group's name.
Click Add New Roster.
3. For each new session, enter the person's class, status, position, and other attendance information.

**To edit the family's information**
1. To change the family's pager number, click Edit Pager. Or, to enter a pager number for the first time, click Add Pager #.
2. To enter the next available pager number, click Use Next #, then click Next.
3. You can also view and modify the individual notes about each family member. To add a note about a family member, click Add Note. To edit an existing note, click on the note, make the necessary changes, then click OK.

**To print badges**
1. Click Next.
2. Select each badge you want to print. Or, click Print All Security Badges to print all child and parent security badges.
3. Click Finish. The family is checked in.

**Self Check-in**

**Checking in at Self Check-in**
The self check-in start window is where your members can check-in and out of classes and activities. Families can check in at the same time or if Dad has to park the car while Mom checks the kids in, Dad can check-in separately. At a self check-in station, check-in procedures are the same for individuals or families.

**Good to know!**
- After an individual or a family checks in, the check-in window clears and returns to the start window for the next person to check-in.
- The start window of the self check-in screen will vary based on your color scheme, background image, and selected Locate By options.
- The check-in window is also the check-out window.
- Before members can start checking in, make sure you have prepared the station for check-in.

**To locate a family's record**
1. In the self check-in start window, select either Name, Phone, or Pager. Or, scan the family's bar code and skip to selecting sessions. Depending on your global settings, not all of these options may be available.
2. Click Find.
3. If multiple families match this information, select the correct family and click OK. Once you've located the family's record, you can select the sessions they are attending.

**To select the sessions the family is attending**
1. Select the sessions that each family member is attending. To select every available session, click Select All.
2. Depending on your settings, you may have the option to add people to groups that they are not
yet in. To add a family member to a session, click Add to Group.
3. For each new session, enter the person’s class, status, position, and other attendance information.

Once you’ve selected the sessions, you can edit the family’s information, including pager number.

To edit the family’s pager number
1. Select the existing pager number to change it.
2. Enter the new pager number. To enter the next available pager number, click Next #.

Once you’ve edited the family’s pager number, you can print badges and finish.

To print badges
1. Click Next.
2. Select each badge you want to print. Or, to print all available badges, click Print All.
3. Click Finish. The family is checked in.

One-time Visitors
Checking in One-time Visitors (Assisted)
From time to time, you may have one-time visitors at your organization. They may be vacationing in your town, and visiting your church. You don’t need to enter the visitor's information in your ACS dataset, but you can still check these visitors in and print badges. For one-time visitors, you can select whether to print a parent badge too.

Good to know!
- Before you start checking visitors in, make sure you have prepared stations for check-in.
- One-time visitors must check in at assisted check-in stations.
- You can check in a visitor and the visitor's family at one time.

To check in a one-time visitor
1. In the assisted check-in start window, under New Family/Visitor, click One-time Visitor.
2. Enter the visitor's first and last name.
3. In the drop-down list, select the session the visitor is attending.
4. Select the specific class and roster of the session, then click Add.
   This moves the session to the list of ones that the visitor is attending.
5. If you want to print a parent badge, select Print Visitor Parent Badges.
6. If you selected multiple sessions, click Print Combined Visitor Badges to print all sessions on one visitor badge.
7. If applicable, enter the visitor's pager number.
8. If applicable, click Save/Add Family Member and continue adding family members.
9. Click Print. The visitor badges print and the visitor is checked in.

Cannot Check-in
Check-in Cannot be Completed
From time to time you may come across an error message that says check-in cannot be completed or that classes are not showing. The following message displays when someone tries to to check-in:

Your Check In cannot be completed
This happens when:

1. The person is not enrolled in any of the sessions (or template) that the station is set up to check-in. ⚠ To correct this issue, confirm the event and date they want to attend and locate which station can check them in.

2. The Display Options for Adding to Groups option is not selected in Checkpoint Setup. ⚠ Go to Check In/Out Defaults under Express Check In/Out Options to locate the Display Options for Adding to Groups option. During assisted check-in, you will always be able to add people to groups who are not already enrolled in one. You can check this individual in through assisted check-in, or you can enable Options for Adding to Groups.

Classes not showing
Classes that are unavailable do not display at self check-in. A class may be unavailable for a few reasons:

- The class reached its maximum attendance and closed automatically.
- The class was closed manually by a staff person.
- The individual is in a group which meets in multiple locations, but some locations are full.
- The individual is in multiple classes within the same group, but the session limits which classes display.

Record Not Found?
If you enter information to locate an individual and you know (a) the information is correct and (b) their record is stored in ACS, but receive the Record Not Found error, then that person is not enrolled in any of the sessions or templates at your check-in station.

This person must check-in at a station that is set up for their template or sessions. To avoid this situation in the future, consider turning on the Add to Group option for sessions and template.
Security Rights for Check-In Stations
The following table describes the minimum ACS rights that check-in stations require:

ACS Security Rights

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<tr>
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<th>Security Option</th>
<th>Minimum Access</th>
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<tr>
<td>Add a new person while checking in</td>
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<td>Add someone to a class while checking in</td>
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<td>Look to see if someone is checked in and where</td>
<td>Checkpoint</td>
<td>Session Statistics</td>
<td>All</td>
</tr>
</tbody>
</table>

Microsoft Windows Security
Microsoft Windows user accounts can be Restricted User accounts. Users must be granted read/write permissions on the following directories:

- Windows\Fonts (workstation)
- Winacs (workstation)
- Acsnet (server)
Checkpoint Technical Requirements

The physical setup of your check-in stations is a very important component of your check-in system. Check-in stations need to have enough space between them for families to move around them comfortably. Trained staff members should be available at all assisted check-in stations as well as near the self check-in stations for members who have questions or encounter any issues.

Computer Security

When you’re using unmanned check-in stations, computer security is a top priority. You may want to consider having the unmanned computers in a secure cabinet. Or, put a touchscreen monitor and a label printer on top of a locked cabinet, with the rest of the hardware locked behind the door.

You could also use all-in-one kiosks, which typically come with built-in computers and touch-screen monitors; some include printers and scanners. These kiosks can usually be rolled around and moved to different places depending on the needs of the event. the ACS All-In-One Kiosk from our online store at [http://store.acstechnologies.com](http://store.acstechnologies.com).

Hardware Requirements

While any ACS workstation can be used as a check-in station, consider these hardware guidelines.

- **Touchscreen Monitors** — If you choose to use touchscreen monitors, we recommend using ones that incorporate five-wire resistive touch technology.

- **Printers** — Checkpoint requires a label printer for badges to print properly. ACS Technologies tests and supports the Zebra® GK420d, and Dymo® LabelWriter Turbo 450. See Setting up Badge Printers for more information.

- **Bar Code Scanners** — Must be able to read a Code 39-digit bar code (C39-digit UPC code) with carriage return.

- **Biometric Fingerprint Scanners** — We have had some clients integrate biometric fingerprint scanners with ACS Checkpoint.

  **Note**

  ACS Technologies no longer sells or supports the Palm and Finger Vein Scanners.

- **PVC ID Cards** — We have had some clients integrate plastic ID cards/PVC ID cards or Barcode ID cards with Checkpoint.

ACS Technologies Online Store

You can purchase the ACS All-In-One Kiosk, touchscreen monitors, label printers, bar code scanners, and full ACS All-In-One Kiosks that have been thoroughly tested with ACS Checkpoint from our online store at [https://store.acstechnologies.com](https://store.acstechnologies.com)
Software Requirements

We recommend that you always have the latest version of ACS installed and adhere to the ACS System Requirements to install ACS.

If the station is an Express Check-In/Out station, the only ACS program needed is Checkpoint Kiosk (axcpkio.exe). The Checkpoint kiosk program only runs the Express Check-In/Out feature of Checkpoint. No other ACS programs are operational or accessible.
Integrating with ACS Groups

Checkpoint works with the groups in ACS. Groups may include ACS classes, activities, and Access ACS small groups. You organize the groups into Checkpoint sessions. Then, members check into sessions, so you must have sessions to check people in.

A group plus an event equals a session.

Customizing Sessions

1. **Limit Sessions to specific groups to organize your check-in area.** If you have check-in stations dispersed across your campus (instead of being in one central location), you can create different sessions with classes based on where the classrooms are. Say you have a wing for high school students, you can limit the check-in stations in that wing to sessions for youth classes.

2. **Assign attendance groups to more than one location.** If you have several nursery rooms for 12-18 month olds, and each room can accommodate ten, you can arrange the maximum classroom size and locations in ACS Groups and Attendance setup. You can only configure classroom sizes if you have two or more locations attached to a class – not for a single location.

   If you set maximum class size, occupancy limits are strictly enforced. If you have overages, you must add a new location or adjust the maximum number of people in Attendance Setup. You can also close groups manually to temporarily decrease the number of people attending a group for one time. This is helpful if more than one teacher normally leads a class, but one of the teachers is unable to attend.

   When members check-in for the first time, they are asked to select a location. When the limit is reached for a specific location, members can no longer check-in to that location and it won't display at self check-in stations. Checkpoint remembers the location from week to week, so members only need to select a location if it changes.

3. **Assign sessions to specific check-in stations.** When you set up your check-in stations, you can choose up to ten sessions for check-in. Workstations can have different sessions, so you can target your check-in stations to a particular set of sessions. For example, on Sunday mornings you may designate one check-in station for worship services and designate two stations for Sunday School classes.

4. **Specify badges for each session.** With Checkpoint you have a variety of badge templates, including child and parent security badges, visitor badges, and simple name badges. You can customize these and assign them to specific sessions. See Badges for more information.

5. **Customize the look of sessions.** You can customize the color scheme and background images of sessions. Use images to promote events, match a group theme, celebrate the current season, or reflect your organization’s culture.

Global Settings

Global settings are most helpful when you’re setting up Checkpoint for the first time. Decide which settings
you want all of your sessions and templates to have in common. This way, you don't have to constantly change the settings of each session and template.

You can also use global settings delegate the task of creating templates and sessions. This keeps your templates and sessions professional, and consistent while controlling the settings for them. Most global settings act as defaults. In general, global settings don't change templates and sessions that have already been added; they only affect newly-created ones. Some global settings do override all sessions and templates.

**Templates**

Use templates to save time and effort by managing the settings of related Checkpoint sessions together. For example, every week, you have (a) two Sunday School classes for *preschool* and (b) six for *elementary school*. Each Sunday School class is entered under one of two Checkpoint sessions, either the (a) *preschool* or (b) *elementary session*. You will want all of the classes to look the same on the check-in screen and have the same settings. By including all of the sessions within a common template, the "Children's Sunday School Template," you can control the Checkpoint settings for all classes at once.

**Templates and User Permissions**

You must use sessions with Checkpoint, however, organizing sessions into templates is optional. Once you decide to use only sessions or use sessions with templates, consider what you want your staff to be able to select when setting up check-in stations.

Sessions alone might be the right choice if you're comfortable with your staff having permission to:

- select color schemes and background images
- determine what information to gather at each event
- set badge templates.

Your staff will have more freedom with the settings. If you prefer to have more control over those areas, or if you often use volunteer staff, you may want to organize all of your sessions into templates. Having all sessions contained within templates would allow you to hide sessions during check-in station setup. This way, you can manage the templates, which would limit your staff to only your pre-determined options for checking in.
Checking Out

Generally, all attendees leave a service or event at the same time, and most people would rather bypass check-out to avoid the bottleneck. A more realistic plan may be to enlist volunteers to check everyone out after the service, or for staff members to do so the next work day. However, you might want to require members to check out at special events, such as lock-ins. The process of checking out is the same process as Checking In. After you have located the family’s record, select Check Out by the name of the person that you want to check out. Or, click Check Out All to check out all of the family members from all sessions. Check-out can be run on self and assisted stations, and individuals must be checked in, of course, in order to check out.

Note

Do not incorporate a manual check-out if you plan to post attendance through Checkpoint Sessions. When you post attendance from Checkpoint, the individuals are automatically checked out when the attendance markings are posted.

Returning Pagers

Some ministries hand out pager devices at check-in. Later, families return the devices as they check out. If returning pager devices is part of your check-in system, follow the steps below to clear pager numbers from families while they check out. This makes the pager return process quick and easy, part of your normal check in and out system. To speed up the return process, you can scan or enter multiple pager numbers at a time, and then clear them all together.

To clear pager numbers from families as they check out

1. In the assisted check-in start window, click View Statistics.
2. Click the Pager Return tab.
3. Scan or enter the pager number.
4. Press Enter.
5. Continue scanning and entering pager numbers until all of the pager devices are returned.
6. Click Clear Pager Numbers. The pager numbers are no longer assigned to the families.

Locate Missing Pagers

When families leave, they may forget to return the pager devices they received during check-in. If you hand out pager devices as part of your check-in system, you may need to track down unreturned pager devices. Viewing a list of all still-assigned pager numbers can help you locate the missing devices.

To view all currently assigned pager numbers

1. Under Run Inquiries, click the Inquiry Type tab.
2. In the drop-down list, select Checkpoint Session Inquiry and click Go.
3. Click on the Pager Return tab.
4. Under the grid, click **View Pager Assignments**. You can see the full list of current pager assignments, including the phone number of each family. To print a complete report of the assigned pager numbers, click **Print**.
Preparing Stations for Check-in

There are two ways to set up your check-in stations: with someone to assist the person with check-in or self check-in. Below are the instructions on how to set up self check-in stations and assisted check-in stations. Once you’ve set up your stations, you’ll be ready to check people in.

Assisted Check-in Stations

Assisted Check-in Stations

Assisted (or manned) check-in stations should be run by staff or church leaders who are trained on how to set up check-in stations for each use. After setting up each assisted check-in station, you can start checking in people.

To set up an assisted check-in station

1. Open and log in to ACS People Suite.
2. Under Manage Records, click the Involvement tab.
3. In the drop-down list, select Check In/Out and click Go.
4. In the Select Printer list, select the printer that the check-in station uses to print badges. Depending on your settings, you can also select what type of badges to automatically print during check-in.
5. Under Select Posting Date, select the date to record for attendance markings.
6. Select either Templates or Sessions. Depending on your settings, sessions may or may not be available.
7. Select the templates or sessions that people check in to at this station. You can select up to 10 sessions per check-in station, and each station can have different templates and sessions selected.

Useful Information

You must select either one template or one or more sessions at each check-in station. You cannot select templates and sessions at one check-in station and you cannot select more than one template per check-in station.

8. If you selected multiple sessions and want to print combined sessions badges, select Print combined session badges.
9. When finished, click OK. You are ready to start checking people in.

Self Check-in Stations

Self Check-in Stations

Along with assisted check-in stations, you can set up self (or unmanned) check-in stations. While self check-in stations are intended for members to use by themselves, you still need to have trained staff and/or volunteers to set up the check-in stations for each use.
<table>
<thead>
<tr>
<th>You can</th>
<th>You cannot</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Select up to 10 sessions per check-in station.</td>
<td>• Select both templates and sessions at one check-in station.</td>
</tr>
<tr>
<td>• You must select a template or session at each check-in station.</td>
<td>• Select more than one template per check-in station.</td>
</tr>
<tr>
<td>• Have different templates and sessions selected for each check-in station.</td>
<td></td>
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</tbody>
</table>

Once you set the check-in stations up, you'll be ready for check-in. Depending on how Checkpoint is installed, you can access self check-in through either Checkpoint KIOSK or through ACS People Suite.

**To set up a self check-in station - KIOSK**

1. On your computer C: drive, click Checkpoint KIOSK.
2. Enter your user name and password, then click OK.
3. Select the date to record for attendance markings.
4. Select the printer that the check-in station uses to print badges.
5. Depending on your settings, you can also select what type of badges to automatically print during check-in.
6. Select either Select Template or Select Sessions. Depending on your settings, sessions may or may not be available.
7. Select the template or sessions that people check in to at this station.
8. If you selected multiple sessions and want to print combined sessions badges, select Print combined session badges.
9. If you selected multiple sessions and the sessions use different images, select the images you want to appear in the check-in window.
10. Click Start. The station is ready for people to start checking in.

**To set up a self check-in station - ACS People Suite**

1. Open and log in to ACS People Suite.
2. Under Manage Records, click the Involvement tab.
3. In the drop-down list, select Express Check In/Out and click Go.
4. Select the date you want to record for attendance markings.
5. Select the printer that will print badges for the check-in station.
6. Depending on your settings selections, you can choose what type of badges to print automatically at check-in.
7. Choose either Select Template or Select Sessions. (Sessions may or may not be available based on your Checkpoint administrator settings).
8. Select the template or sessions that people will check-in to at this station.

**If you selected multiple sessions...**

- Select Print combined session badges if you want to print combined sessions badges.
- Select the images you want to display in the check-in window if the sessions use different images.

9. Click Start. The station is ready for people to start checking in.
Related Topics

Checking In People
Adding New People During Check-in
Checking In and Out