

A close-up photograph of a woman with curly hair, smiling and looking down at a smartphone she is holding in her hands. The background is softly blurred, suggesting an outdoor setting with natural light.

*FELLOWSHIPOne*TM

My Check-in
ROLLOUT GUIDE



Successfully rolling out **My Check-in** to your church may likely depend on the preparation done prior to introducing it to your congregation. The following checklist includes suggestions and tips that are designed to help you get the maximum amount of participation with the least amount of confusion.

Complete Task



Initial Decisions

- Decide on date to “Go Live” with **My Check-in**
- Decide on iOS print station locations. These should be visible and accessible so that congregants can easily scan the QR code produced by **My Check-in**
 - Decide on printer connection type (Bluetooth or Air Print)
 - Order additional hardware if necessary

See the [Fellowship One Hardware Guide](#) for printers that are compatible with the iOS Check-in application

- Decide on a communication strategy: How will you communicate **My Check-in** to your congregation?
 - Bulletin Insert
 - Pre-service Slides
 - Video
 - Website
 - Email



Clean up Activities and Activity Schedules

Activities and Activity Schedules are exposed in **My Check-in** whenever there is a recurrence with a start time occurring within the next four hours. This means that a congregant with an assignment can navigate to **My Check-in** on any given day of the week and check in to available schedules.

It is important to clean up:

- Activities with assigned participants and schedules that run on a daily basis for testing or training
 - Activities that are no longer used but still have active schedules and assigned participants
1. Run the M1017 - Activity Calendar Report to view all scheduled activities within a specified date range
 2. Delete/end Activity Schedules or recurrences that unnecessarily run daily for testing or training purposes. Create new recurrences that encompass only the actual check-in times/days.

Note: This is only necessary if the Activity actually has individuals assigned to it.

3. Delete/end Activity Schedules that are no longer used but still active.

See [Managing Activity Schedules](#) for more information.



Create Assignments

To check in to an Activity, **My Check-in** requires an individual to have either a participant or volunteer/ staff assignment. If your church is not currently capturing individual attendance for things like Weekend Services, then you may need to create participant assignments by Mass Action.

1. Run the P9400 - Core People Records report for Members, Attendees and/ or any other statuses associated with people who regularly attend church services. Export to a Temporary Group.
2. Select everyone in the temporary group by checking box at top of list
3. Click **action gear** at bottom of group
4. Select **Perform a mass action**
5. Select **Create participant assignment**
6. Select the **Activity** and **Roster** for participant assignment
7. Click **Review and save**
8. Click **Save changes**

See [Introduction to Participant Assignments](#) for more information.



Communicate with Congregants Who Do Not Have an InFellowship ID

Everyone who wishes to use **My Check-in** must first create an InFellowship account. Use the following steps to create an email group of congregants who have not yet created an account.

1. Run A8000 - Core Web User Account Records report
 - **Do not filter** on Group Membership
 - **Web User Account Instructions:** Don't Have an InFellowship ID
 - **Output Type:** Temporary Group (Change name to No InFellowship ID)
2. Use the temporary group **No InFellowship ID** to email **My Check-in** announcement and instructions on creating an InFellowship account

See [Email Congregants Without InFellowship ID](#) for sample HTML email template.

Note: After a week or two, you may wish to run the A8000 report again and send a reminder email to individuals who still have not created an InFellowship Account.



Manage Duplicate Records

When an individual creates an InFellowship Account, the system looks at the first name, last name and email address entered and searches the database for an exact match. If an exact match is not found, a new record is created with a status of New from Website.

When a large number of people create new InFellowship accounts, you are likely to see a high number of duplicate records created that need to be merged with existing profiles in Fellowship One. At least initially, you may need to perform the following steps daily.

To locate New from Website Duplicates:

1. From within Fellowship One Portal, click **People > Data Integrity > Duplicate Finder**
2. Click **Status** button next to **Search by**
3. Select **System** under **Status Group**
4. Select **New from Website** under **Status**
5. Click **Search**
6. Click **Show Duplicates** to show potential duplicates
7. If duplicates exist, check **Match** then click **Match Selections**
8. Select information you wish to keep by choosing appropriate radio buttons
9. Click **Merge Records**

See [Managing New from Website Duplicates](#) for more information.

Communicate with Congregants Who Have an InFellowship ID

1. Run A8000 - Core Web User Account Records
 - **Do not filter** on Group Membership
 - **Web User Account Instructions:** Have an InFellowship or WebLink ID
 - **Output Type:** Temporary Group (Change name to Has InFellowship ID)
2. Use **Has InFellowship ID** temporary group to email **My Check-in** announcement. Email should include:
 - Date **My Check-in** will be available
 - **My Check-in** url: mycheckin.fellowshipone.com/churchcode
 - **Launchpad** url: launchpad.fellowshipone.com/churchcode
 - Instructions for using **My Check-in**

See [Email Congregants With An InFellowship ID](#) for sample HTML email template.

Enable My Check-In in the Fellowship One Portal

1. Go to **WebLink > InFellowship > Features**
2. Click **My Check-in** to **On**

Launch My Check-in

- Announce official launch to congregation
- Create signage to direct people to iOS print stations
- Have extra volunteers available to answer questions and direct people to iOS print stations

