



*FELLOWSHIPOne*TM

My Check-in

APPLICATION USER GUIDE

Contents

Overview	3
System Requirements	3
Enabling Fellowship One™ My Check-in	4
Homescreen and Special Instructions	5
Signing In	5
Home Screen and Phone Numbers	6
Special Instructions	7
Checking In Household Members	8
Printing Name Tags, Security Receipt and Item Tags	9
Printers	9
FAQ	10-11



Overview

Fellowship One™ My Check-in is a web-based application designed to allow assigned participants and volunteers to check in to activities from the convenience of their smartphones. This cutting-edge tool simplifies and expedites the check in process and makes gathering elusive individual attendance data easier than ever! Congregants can effortlessly:

- Check themselves and/or household members into assigned activities such as Weekend Services, classes and special events
- Update contact information
- Communicate Special Instructions to teachers regarding the care of kids in the household
- Upon arriving at church, print any necessary name tags, item tags and parent receipts by simply scanning the displayed QR code.

System Requirements

My Check-in is optimized for viewing on smartphone web browsers and can also be viewed on desktop/laptop web browsers. Note: Screen appearance varies depending on screen size.

Printing functionality is designed exclusively for use with **iOS Check-in**, and utilizes the iPad camera to scan the provided QR code and then print name tags, item tags and parent receipts from a compatible printer.

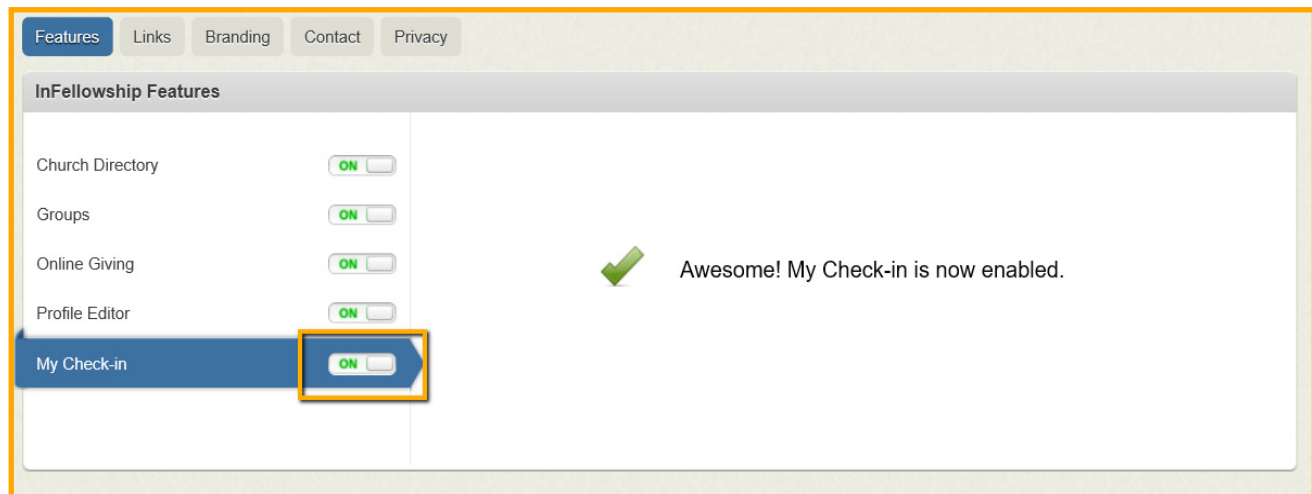
Enabling Fellowship One™ My Check-In

Enable Fellowship One™ My Check-in

Fellowship One™ My Check-in is enabled and disabled through the Fellowship One™ portal.

To enable My Check-in:

1. Go to **Weblink > InFellowship > Features**
2. Click the button next to **My Check-in** to **On**



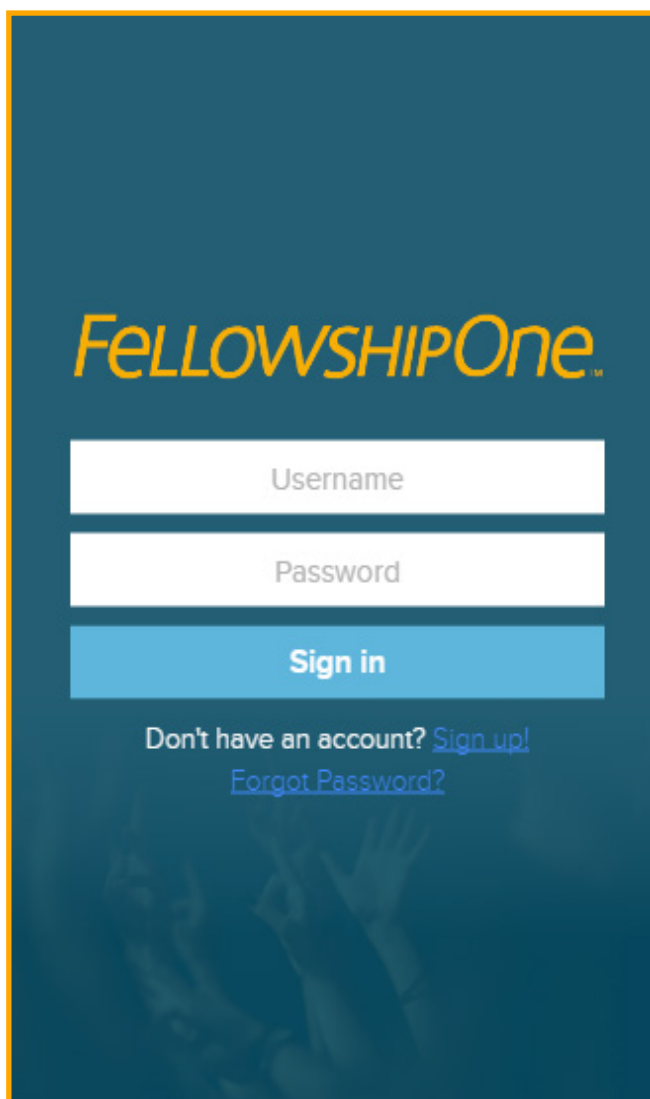
Homescreen and Special Instructions

My Check-in Availability

Participants and volunteers can check in as long as they have an assignment to an Activity that is enabled for check-in and if the Activity Schedule:

- Start time occurs within the next four hours
- End time has not yet passed

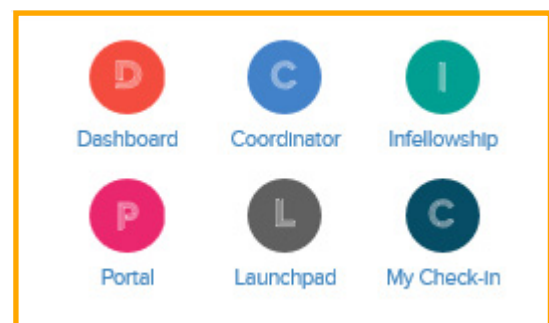
Sign in to Fellowship One™ My Check-in



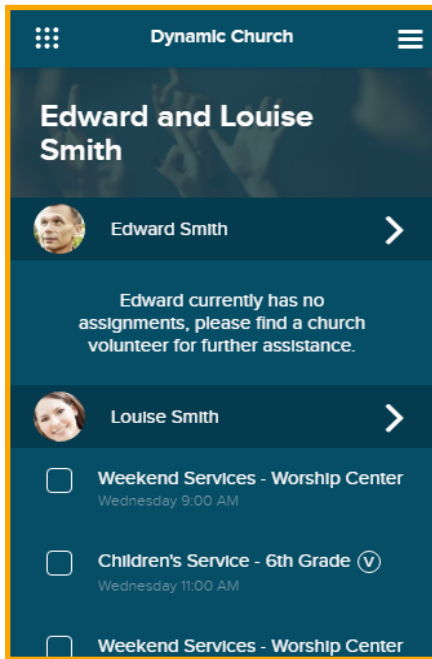
1. Navigate to:
mycheckin.fellowshipone.com/**churchcode**
OR
lauchpad.fellowshipone.com/**churchcode**
and tap the My Check-in icon
2. Enter InFellowship **Username/ email** and **Password**
3. Tap **Sign in**

Note: Tap Sign up! to create an InFellowship account.

(Launchpad)



My Check-in Home Screen



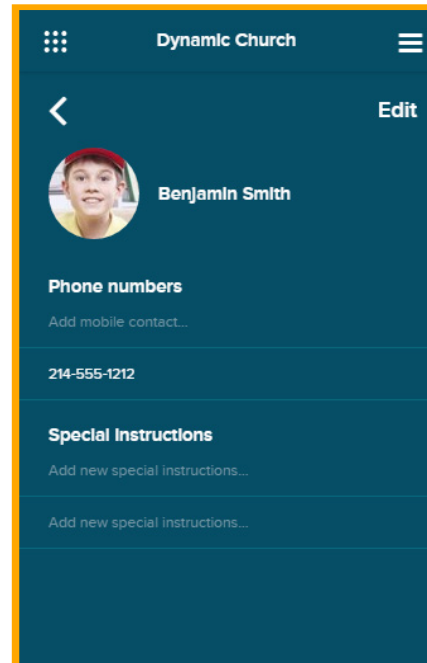
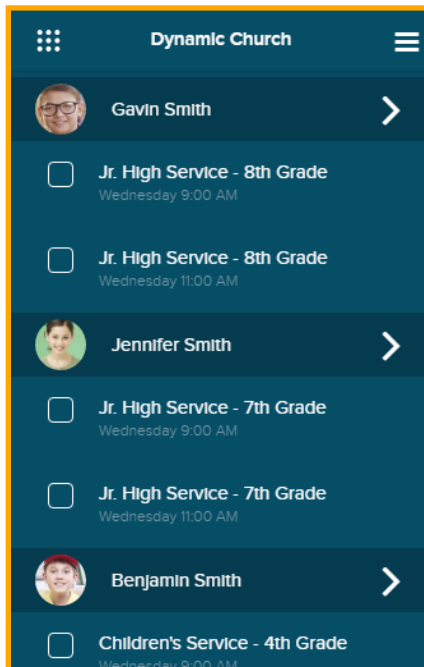
The **My Check-in** home screen displays:

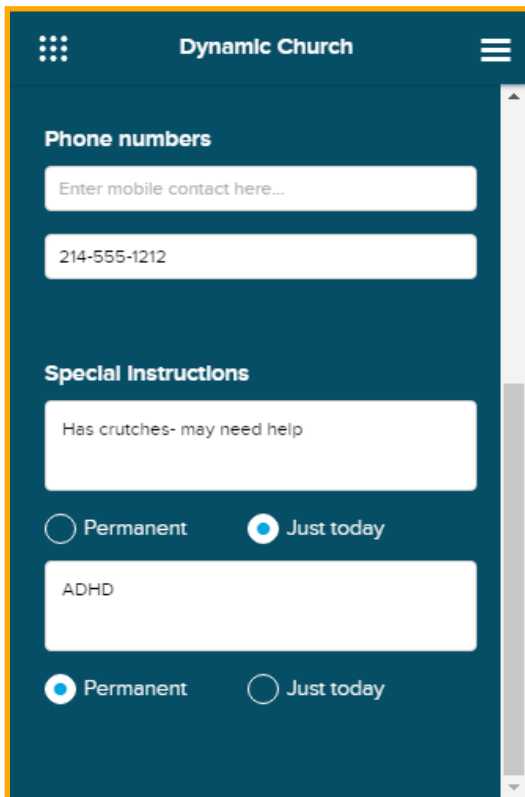
- Household name
- List of individuals in the household and any available schedules for Activities they are assigned to
- If an individual is NOT assigned to any available activities, the following text is displayed:
"Edward currently has no assignments, please find a church volunteer for further assistance."

Update Phone Numbers and Special Instructions for Individuals

My Check-in allows congregants to update important phone numbers and communicate Special Instructions related to the care of children checked into church activities.

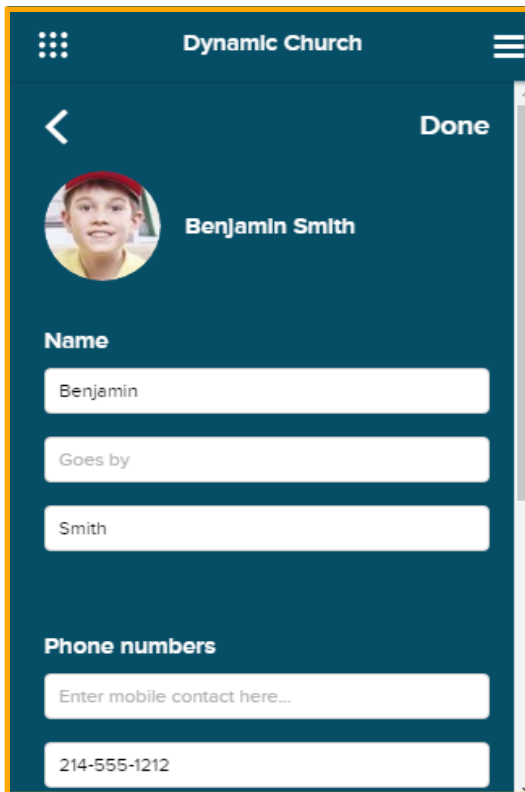
1. Tap the > icon next to an individual to view current phone numbers and Special Instructions.
2. Tap a field, or tap Edit to enter information.





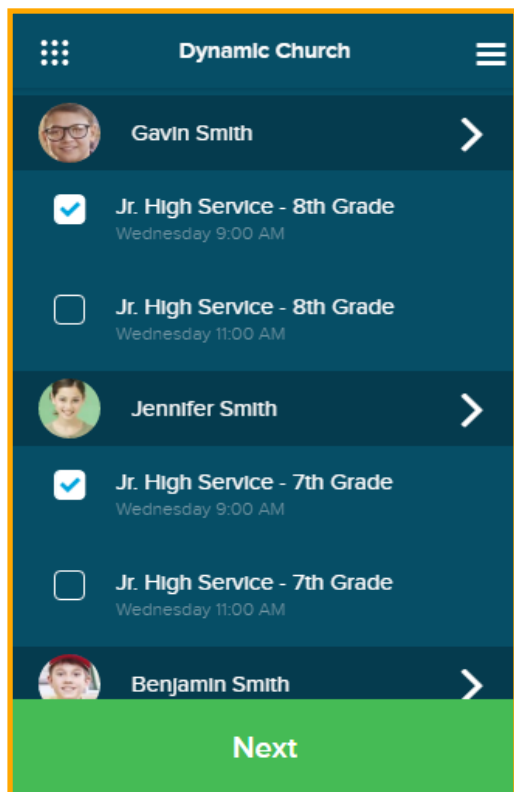
Information entered into the two **Special Instructions** fields is visible to teachers through the **Fellowship One Teacher** application and is limited to 50 characters.

- **Permanent**- Select this option if the Special Instructions entered in this field need to remain indefinitely.
- **Just today**- Select this option if the Special Instructions are only applicable to today's check-in.
- To clear the Special Instructions Field, tap **X**.



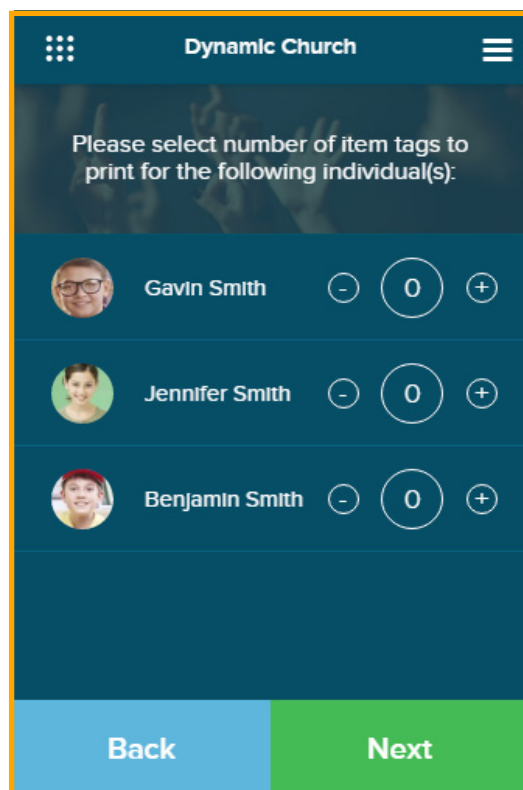
- To save changes, tap **Done**
- To return to the Home screen without saving changes, tap the < icon.

Check in Household Members



To check in Household Members:

- Select all events that each individual is to attend
- Tap Next



- Select up to three item tags for each individual displayed

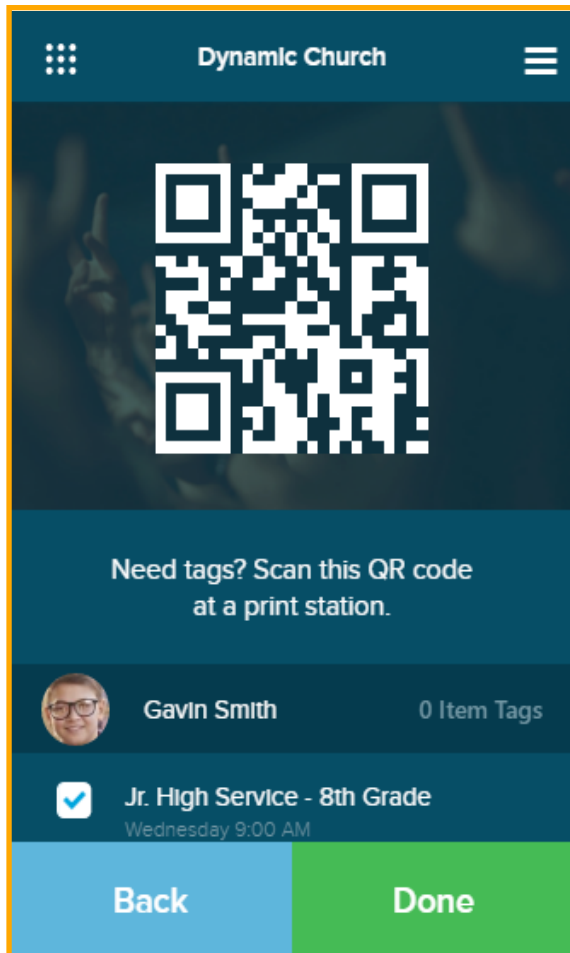
Note: Item tags are optional and are used to identify personal belongings, such as diaper bags, Bibles and backpacks.

- Tap **Back** to make changes to check-in
- Tap **Next** to confirm check-in

*Note: Once **Next** is tapped, individuals are checked into the selected roster(s) and attendance is posted.*

Printing Name Tags, etc.

Print Name Tags, Security Receipt and Item Tags



If tags are not required, tap **Done** to return to the Home screen. Successful check-ins are shown as checked and greyed out.

To print name tags, security receipt and item tags:

- Scan QR code at a print station running iOS Check-in
- Tap Done to return to Home Screen
- Tap Back to return to Item Tag Screen

Note: Any additional check-ins added at this point generate a separate security code and receipt.

Printers

For a list of printers compatible with the **iOS Check-in** application, please see the [Fellowship One Hardware Guide](#).

FAQs

- Q:** Do you need an InFellowship account to use My Check-in?
A: Yes, you must create an InFellowship account in order to use My Check-in.
- Q:** Can minors check in with My Check-in?
A: The Children's Online Privacy Protection Act prohibits minors under the age of 13 from creating online accounts. Minors under the age of 13 must be checked in by a parent or guardian.
- Q:** Can we turn My Check-in off and make it unavailable to the congregation?
A: Yes. Go to **Weblink > InFellowship > Features**. Click the My Check-in button to off.
- Q:** Where do I go to download the My Check-in application?
A: My Check-in is currently a web-based application so it does not need to be downloaded. Simply navigate to mycheckin.fellowshipone.com/churchcode or access it through Fellowship One Launchpad.
- Q:** What is Fellowship One™ Launchpad?
A: Launchpad provides the church staff and congregation centralized access and single sign-on to other Fellowship One applications and websites.
- Q:** Can I add My Check-in to my smartphone's home screen?
A: Yes. The second time you access My Check-in from a device, a pop-up will prompt you to add the icon to your home screen. You can also add the icon to your home screen by following the method outlined [HERE](#).
- Q:** Do congregants have to be close to the church to utilize My Check-in?
A: No. At this time, **My Check-In** does not utilize Geo-fencing
- Q:** Does updating a phone number in My Check-in also update the number in the Fellowship One portal?
A: Yes. Any changes made to profile information via My Check-in will also update information on the individual record in the portal.
- Q:** Can I add guests or visitors through My Check-in?
A: Not at this time.
- Q:** Is it possible to check in to more than one service at a time?
A: Yes. You can check in to any activity in which the start time is within the next 4 hours. As with Windows and iOS Check-in, a different security code/parent receipt is generated for each separate service you check in to.
- Q:** At what point in the My Check-in process is attendance posted?
A: Tapping **Next** on the Item tag screen confirms the check-in and posts attendance to the individual record.
- Q:** What if I tap **Done** before printing tags?
A: From the My Check-in home screen, tap **Next** 2 times to get back to the QR code.

FAQs Continued

13. **Q:** What if I do not need item tags?
A: Leave the item tag number on 0 for each individual, then tap Next.
14. **Q:** What if I do not need name tags?
A: Leave the item tag number on 0 for each individual, then tap Next. Check-in is complete at this point and you can simply tap Done to return to the Home screen.
15. **Q:** What if I check in to the wrong activity?
A: Once check-in is confirmed it is not possible to undo via My Check-in. Attendance would need to be removed by a volunteer/staff member at an assisted check-in station, or via Post Attendance in the Fellowship One portal.
16. **Q:** Can we use My Check-in with the Windows Check-in application?
A: Tags can only be printed at a print station equipped with iOS Check-in. However, in the case of activities in which tags are not required, it does not matter which version of Check-in is used at the church.