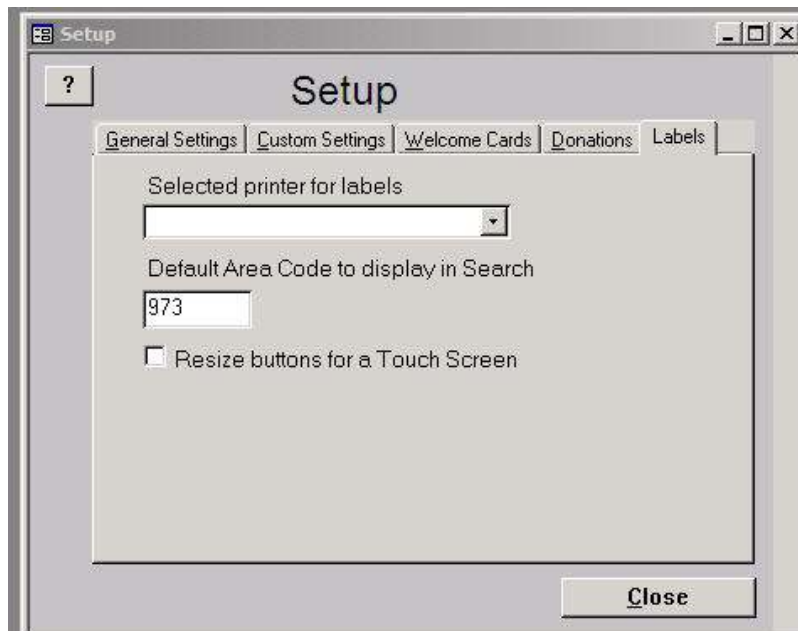


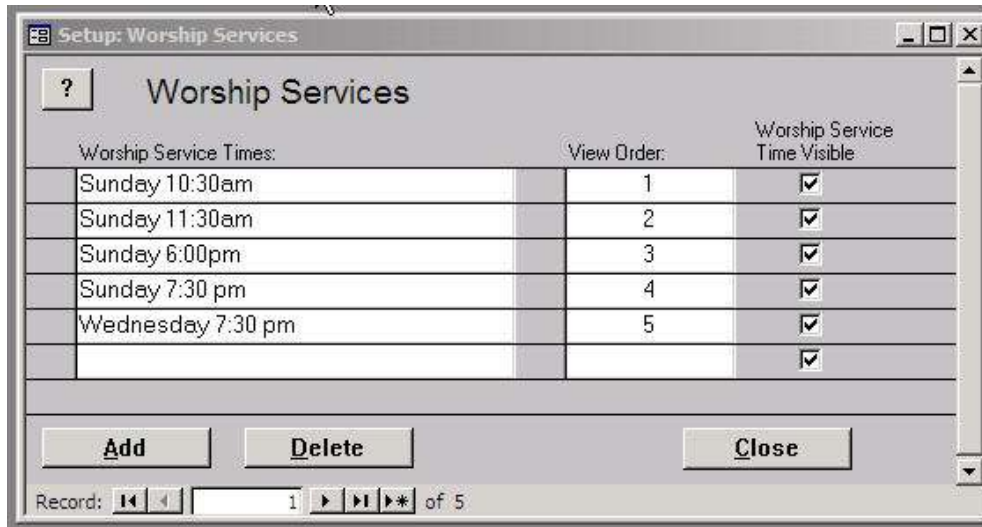


## Check-in Add-on

1. Download the latest version of Church Growth Software with the Check In Add-on and install it. You can download the full version or the update if you have version 2.71 and up.
2. Log into Church Growth Software as General User and then select Serial Number on top to validate the program. Click on Validate. To check if your validation updated. Click on Help and select About Church Growth Software. It will list the current Level and Version you are at. It should be Version 2.85.
3. You will need to go to the Setup Module in Church Growth Software to assign the printer (Dymo Label Writer 450) and the default area code. Use Name Badge Labels 2 1/4" x 4".



4. In the Setup Module the Worship Services need to be set. For example Sunday 10:30 am, Sunday 11:30 am, Sunday 6:00 pm or Wednesday 7:30 pm



5. Also in the Setup Module the Ministry Positions need to be set.



- Go to the Ministries Module and setup your ministries. Check off if you want labels printed and if you need a guardian label printed. The Check In icon on the bottom should be activated and the Worship Services should be visible. Click on View Members and Records. This is where you will add people to the Ministry.

**Ministry Search**

Search for Ministry

Search By:  Ministry  Ministry Leader - Last Name

Ministry:	Ministry Leader:	Print Label:	Print Guardian:
▶ ACTS	Anthony Chip	<input type="checkbox"/>	<input type="checkbox"/>
Children's Ministry	Henry P Chip	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Class	Henry P Chip	<input type="checkbox"/>	<input type="checkbox"/>
Discipleship	Henry P Chip	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Music	Henry P Chip	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Small Group - Zone 1	Anthony Chip	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Youth	Jenny Chip	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Worship Service

- Go to the Welcome Card module and in each individual that is associated with a ministry needs to have some information modified. Select an individual and click on the Ministry Commitments Tab. There you need to add the date the individual joined the ministry, how many labels need to be printed for them (a child in nursery might need 3 labels printed – 1 for the child, 1 for the baby bag and 1 for the bottle) and any additional information you need printed on the label.

**People Information**

Date Entered: 10/12/2004  
Last Edited: 5/20/2010

FirstName: MI: LastName:

Name:    Company / Organization

Family/Personal Info | Address/Work | Alternative Address | Visits | Spiritual Milestones | Classes & Events | **Ministry Commitments** | Misc

Ministry:	Position:	Date Joined:
Music	Participant	5/16/2010
Additional Information Printed on Labels		Number of Labels to Print: 1
Youth	Participant	3/2/2008
Additional Information Printed on Labels: Snack Bar		Number of Labels to Print: 1

- Now you are ready to use the Check-in program. You would login to Church Growth Software as General User. This way the Donation records will be secure. Click on Ministries, select a Worship Service from the drop down box and click on Checkin. The person checking in will type in their phone number.

- On the Checkin screen all the names associated with the phone number and are involved in some ministry, will come up in first name order. You just need to click show next to see the next person. After the correct individual comes up, click on the drop down box to select the ministry they are checking in for. They might be in more than one ministry. The information that will print on the label will show on the label in the right hand corner. Also the amount of labels that will print. You can check or uncheck the guardian label. The additional information will show on this screen that was entered in the Welcome Cards Module. When all the information is correct, click on the Checkin icon. This will print the label or labels needed.