



CHECK-IN TIME

9:15-9:45

10:30-11:00

Children's Greeters exist to:

love incoming children,
support incoming parents,
and help volunteers with check-in system.

1. HAND THEM YOUR COMPUTER

2. they FILL OUT FIELDS,
then hit REGISTER

3. Select MY ACCOUNT,
then KIDS,
then ADD NEW CHILD

4. PUNCH IN,
their # to check-in tablet

5. DONE!
Hand them kid-check sheet



SYSTEM DOWN?
1. Write child's name manually on
name tag
2. Get Parent's name and # and
hand to classroom volunteer

PRINTER DOWN?
open and see if it's empty
or jammed

LIVE SUNDAY SUPPORT
(855) 543-2432

Give parents QUICK OVERVIEW,
where restrooms, coffee, nurseries are.

Welcome Kids

Provide handout sheets