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# CHECK-IN BASICS

Steve Drechsler

Fellowship Technologies



# CHECK-IN BASICS TOPICS

- Explain the purpose of Check-in
- Explain the difference between Assisted and Self Check-in
- Explain Rapid Check-in and list the benefits of using this feature



# CHECK-IN BASICS TOPICS CONT.

- **Demonstrate where to find the Check-in download and how to install**
- **Demonstrate how to locate an activity code**
- **Demonstrate how to enter an activity code to start Check-in**



# CHECK-IN BASICS TOPICS CONT.

- **Demonstrate how to check people into an RLC**
- **Demonstrate how to print name tags and item tags**
- **Demonstrate how to add a new household, add a new individual and add a visitor to an existing household**



# WHY USE CHECK-IN

- **Keeping Children Safe**
- **Fast, Easy and Customizable**
- **Tracking Real Time Attendance**



# SELF VS. ASSISTED CHECK-IN

## Self

- Easy and Fast
- Lowers demand for volunteers

## Assisted

- Easy and Fast
- Allows for volunteers to be involved



# WHY USE RAPID CHECK-IN

- Increase the speed of each check-in transaction



# DEMO



# THANK YOU

For more information:  
[education@fellowshiptech.com](mailto:education@fellowshiptech.com)

Thank you so much!!!

