

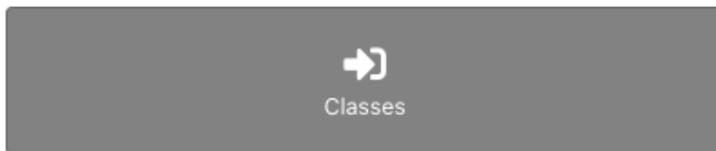
Check-in Cheat Sheet

Pillars of Check-in:

- Check-in Configuration
- Group Type
- Schedule
- Location

1. Select a Check-in Configuration

Decide which **Check-in Configuration** you will be using (for example, *Classes*).



2. Choose the Check-in Group

Select the group you will use for check-in, **if** the Check-in Rule will be set to **“Add on Check-in”** or **“Already Enrolled in Group”**

3. Allow Child Group Type

Ensure the group type is allowed in the selected Check-in Configuration by navigating to the Group Type whose purpose is **“Check-in Template”**.



In the **General** tab of the **Group Type**, allow the appropriate **Child Group Type**.

⚠ Important: Allowing a child group type will make **every group** of that type available in the check-in configuration.

If you do not want all groups included, consider creating a **separate group type** specifically for check-in.

Group Type Detail

Home > Admin > Groups > Group Types > Classes

Classes

Name *

Classes

Description

General

Purpose

Check-in Template

Allow Any Child Group Type

Allowed Child Group Types

Adult 55+ Luncheon

Series Conference

Inherited Group Type

Group Capacity Rule

None

Groups Require a Campus

Group Status Defined Type

Show Administrator

Location Selection Modes

Named

Address

Point

Geo-fence

Group Member Address

Location Types

No Location Types Found

Multiple Locations

Enable Location Schedules

Don't Inactivate Members

Allow Specific Group Member Attributes

Enable Specific Group Requirements

Enable Group History

Enable Inactive Reason

Allow Group Sync

Allow Specific Group Member Workflows

Enable Group Tag

Require Inactive Reason

4. Set the Check-in Rule and Labels

In the **Check-in Configuration**, select the **parent group** and set:

- The appropriate **Check-in Rule**
- Any required **Check-in Label(s)**

These settings apply to all child check-in groups under this parent.

Areas and Groups Show Inactive Groups

Adult 55+ Luncheon

- Luncheon - December 11, 2024
- Luncheon - December 17, 2025
- Luncheon - February 19, 2025
- Luncheon - January 15, 2025
- Luncheon - March 19, 2025
- Luncheon - May 21, 2025
- Luncheon - November 20, 2024
- Luncheon - September 17, 2025
- Luncheon 55+
- Banner - December 17, 2025

Adult 55+ Luncheon

Check-in Area Name *

Adult 55+ Luncheon

Inherit from

Check In

Check-in Rule

Add On Check In

Prevent Concurrent Check-in

Print To

Device Printer

Check-in Labels

Name

Adult 55+

5. Add a Location to Each Check-in Group

Select the **specific check-in group** (child group) and add the appropriate **Location**.

If a group does not have a location, it will not appear as an option during check-in.

Areas and Groups Show Inactive Groups

Adult 55+ Luncheon

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- Luncheon - January 15, 2025
- Luncheon - March 19, 2025

Luncheon - December 11, 2024

Check-in Group Name *

Luncheon - December 11, 2024

Active

Special Needs

Locations

No Locations Found

6. Enable the Check-in Schedule

Within the **Check-in Configuration**, click the **Schedule** button.

- Filter by **Location, Area, and Schedule Category**
- Check the applicable **schedule(s)**
- Click **Save**

✓ Only schedules selected here will be available for check-in.

Classes

Scheduled Times
Adults 55+ Luncheon, Serve Conference, Test (Always open)

Check-in Type
Family

Search Type
Phone Number
Phone Number Compare
Ends With

Buttons: Edit, Delete, **Schedule** (highlighted with a red box and arrow)

Schedule Builder

Parent Location: Central (highlighted with a red box)

Area: Adult 55+ Luncheon (highlighted with a red box)

Schedule Category: Test Schedules (highlighted with a red box)

Group	Location	Test (Always open)	Woh! Always	Saturday 4:30 (test)	Sunday 6:00 pm	Sunday 4:00 pm
Campus Groups > Central Campus > Central Community Groups > Adults 55+ Group > Luncheons > Luncheon 55+ Adult 55+ Luncheon	Central	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Buttons: Save, Cancel