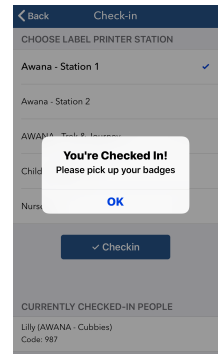


Self Check-In for Children

1. Download mobile app: Fellowship One Go (available for Apple and Android devices)
2. Enter domain **eastpointe**, log-in with your unique username and password
**Your username and password will be emailed to you. Your password can be updated when you log-in. Please review all the information in your account and input or update as needed. **
3. Choose Check-In
4. Select child to Check-In
5. Add any allergy information to "Badge Note"
This is automatically saved for the next use, only use for "long term" information
6. Choose Group you are checking in to: i.e. Nursery, Puggles, Cubbies, Sparks or T&T, Children's Church, use grade for Sunday School If desired group is not shown, choose "Show Other Groups," click desired group, please alert staff that your desired group wasn't available, we can correct this for next time.
7. Click "Done"
8. Choose Check-In Station as follows: (This is where your labels will print)
Sundays – **Children's Church** use **Children's Church, Nursery** use **Nursery**;
Children's Sunday School use **Sunday School - Children**
Thursdays - **AWANA & NURSERY** (Puggles through T&T) use **AWANA Station 1**
Pick up all labels at the Pre-Check Child Check-in Station on Thursdays
9. Click "Check In" at the bottom of screen
**After choosing station, you may have to scroll down to find the "Check In" button."
10. The "You're Checked in! Please pick up your badges" will display when you are checked-in.
11. When possible, please check-in before you come to church, this will help check-in to move quickly. Check-in system will be up and ready to start checking in: Nursery at 9 a.m.; Sunday School at 9 and Children's Church at 10 a.m. and Thursday Nights at 5:30 p.m. You are able to check-in within 20 miles of the church. Guardians must come pick up the labels, children **CANNOT** pick up their own label.
12. If you don't have a log-in & password or have any questions, email Jennifer at jvigar@ebcperu.org or call 473-4004, ext. 0.



Check-Out

1. You will receive a guardian label for each classroom, you will surrender this label when you pick up your child from their classroom. If you do not have your guardian label, you will need to show a Photo ID in their classroom. On Thursdays you must show ID at the Connect Center and get a release slip for each clubber.

THANK YOU FOR HELPING US KEEP ALL THE CLUBBERS SAFE AT EBC!