

KinderSign – Check Children In and Out as a Sponsor

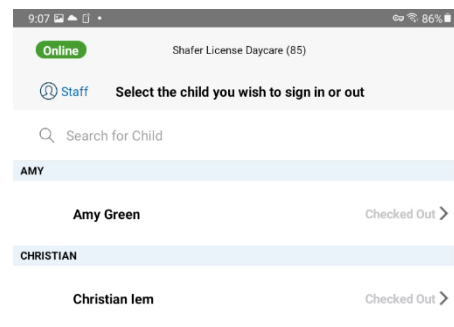
As a Sponsor, record when your children arrive and leave care. Attendance transmits to CenterTrack when you submit it.

- A** Sign in using the method your agency selected.
Note: If the telephone method is used and more than one Sponsor shares the number, tap your name from the list.

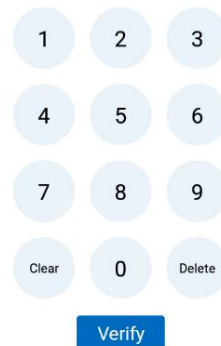
- B** From the **Activities** screen, tap **Attendance**.



- C** The list defaults to **All Children**. Locate the child's name.

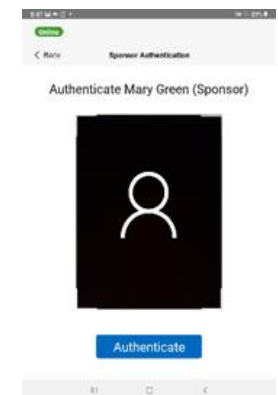


- D** Enter your **PIN**, then tap **Verify**.

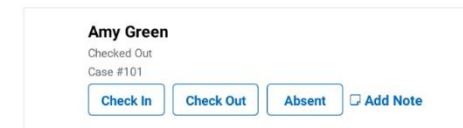


- E** If a photo is required, tap **Authenticate** to capture it and continue.

Note: Appears only if **Require Attendance Image** is set in **Administration > Settings > Mobile Attendance**.



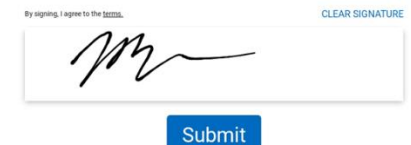
- F** Tap **Check In** or **Check Out**. Your selection is highlighted.



- G** If needed, tap **Add Note** to add details about that day's attendance.

- H** If a signature is required, sign in the space provided.

Note: Appears only if **Require Signature** is set in **Administration > Settings > Mobile Attendance**.



- I** Tap **Submit**. A confirmation appears and KinderSign returns to the keypad for the next Sponsor.

Note: If offline, attendance is saved and uploads once the connection returns.