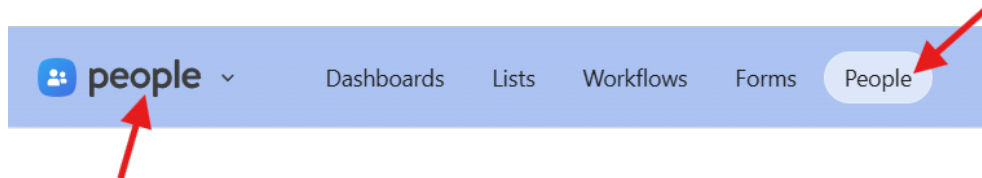


To begin make sure you are on the right screen
(People / People - with a blue banner)

To choose the right screen - go to the top left. Hit the drop down menu and select People, then select People from the toolbar across the top



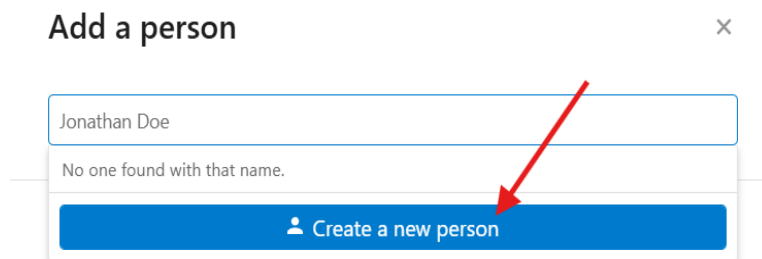
**** Now you are in the right place ****

When a new family needs to be added follow the steps below:

1. Click Add Person (Top right side)



**2. Look up the parents name (First and Last name)
If not found, hit Create a new person to add parents info first**



The Following info will be needed to create the parents profile

1. First and Last Name
2. Phone Number
3. Mark Parent as an Adult
4. Select Parents Gender
5. Save

Edit profile ×

Congregants can update their profile in Church Center. [Copy link to share](#) or [learn more](#).



First

Last

Jonathan

Doe

+

(No Planning Center login)

Email addresses

+

Home

Contact email address

−

Phone numbers

+

Mobile

(615) 999-9999

Mobile carrier

−

Addresses

+

Campus

Adult

Male

Birthdate

Marital Status

Anniversary

+ Add school

+ Add a medical note

Close

Save

Now the household will need created

While on the Parents name - Click “Add one now” Under Household (right side of the screen)

The screenshot shows a user profile for Jonathan Doe, with a phone number (615) 999-9999. The profile is divided into several sections: Contact information, Personal information, and Social profiles. On the right side, there is a 'Household' section with a 'Manage' button. Below the 'Household' section is a 'Directory status' section. A red arrow points to the 'Add one now or learn more' link in the 'Household' section.

Jonathan Doe
(615) 999-9999

Membership type Actions

Profile

- Activity
- Communication
- Workflows
- Notes
- Forms

CUSTOM TABS

- Church Forms
- Important Dates
- Monday Motivation
- Next Steps

Contact information

EMAIL No email add

MOBILE (615) 999-9999

ADDRESS No address add

Personal information

GENDER Male

BIRTHDAY No birthday add

Social profiles

No social profiles add

Household Manage

Jonathan has not been added to a household yet.

Add one now or learn more

Directory status

Cannot view Profile not listed

This is a close-up of the 'Household' section. It shows the text 'Jonathan has not been added to a household yet.' and a red arrow pointing to the 'Add one now or learn more' link. A 'Manage' button is visible in the top right corner.

Household Manage

Jonathan has not been added to a household yet.

Add one now or learn more

Click Add a Household

The screenshot shows a pop-up box titled 'Jonathan's households'. It features a house icon and the text 'No household' followed by 'Jonathan's profile has not been added to a household yet.' A red arrow points to the 'Add a household' button. A 'Close' button is in the bottom right corner.

Jonathan's households

No household

Jonathan's profile has not been added to a household yet.

Add a household

Close

Enter their name again in the pop up box, and select the correct name

Jonathan's households



Whose Household would you like Jonathan to join?

Jonathan Doe



Jonathan Doe

(615) 999-9999

No email address

Adult

No address

Create a new person

Click Create a new household with _____

Join a household of Jonathan Doe



Create a new household with Jonathan Doe and Jonathan Doe as members

Cancel

At the bottom of this screen you will see
"Add to household"

Household

×

[Manage other households](#)

Name

Household photo



Drag & drop or [browse](#)

1:1 image ratio looks best. 5600x5600 max size. GIF, JPG, or PNG format. 50MB max file size.

JD

Jonathan Doe ★
Male

...

Add to household

Remove household

Cancel

Save

Click in the box and add child / adult's name and select the "Create a new person" button

Add to household

No one found with that name.

 Create a new person

**Select Gender
Adult or Child
And click the "Create Person" Button**

(You will repeat this for each Child /Adult you want to add)

Household



[Manage other households](#)

Name

Doe Household

Household photo



Drag & drop or [browse](#)

1:1 image ratio looks best. 5600x5600 max size. GIF, JPG, or PNG format. 50MB max file size.



Jonathan Doe ★
Male



First name

Jennifer

Last name

Doe

Home ▼

Email address

Female ▼

Child ▼

Cancel

Create person

After all children and adults have been entered hit **SAVE**

Household



[Manage other households](#)

Name

Doe Household

Household photo



Drag & drop or [browse](#)

1:1 image ratio looks best. 5600x5600 max size. GIF, JPG, or PNG format. 50MB max file size.



Jonathan Doe ★
Male



Jennifer Doe
Female



Jon Jon Doe
Male



Jonna Doe
Female



Add to household

Search by name or email...

Remove household

Cancel

Save

Update the child's profile now by clicking the child's name (on the right side of the screen)



Jonathan Doe
(615) 999-9999

Membership type

Profile

Activity

Communication

Workflows

Notes

Forms

CUSTOM TABS

Church Forms

Important Dates

Monday Motivation

Contact information

EMAIL No email add

MOBILE (615) 999-9999

ADDRESS No address add

Personal information

GENDER Male

BIRTHDAY No birthday add

Social profiles

No social profiles add

Household

Manage

Doe Household

Adults

Jonathan Doe ★
Male

Jonna Doe
Female

Children

Jennifer Doe
Female

Jon Jon Doe
Male

Once selected that child will appear in the middle of your screen
Click the pencil icon to edit / add needed info

Contact information

EMAIL No email add

PHONE No phone add

ADDRESS No address add

Personal information

GENDER Female

BIRTHDAY No birthday add

SCHOOL No school add

Social profiles

No social profiles add

Household

Doe Household

Adults

Jonathan Doe ★
Male

Jonna Doe
Female

Children

Jennifer Doe
Female

Jon Jon Doe
Male

Directory status

The child's profile must include the following information

1. First and Last Name

2. Date of Birth
3. Grade Level (if they are 4 years old or older)
4. Gender
5. Mark as Child
6. Any special notes to care for the child (*medical notes or anything special to the child care*) Below are a few examples:
 - ** Allergies to food (as snacks might be given) ****
 - ** If child becomes overstimulated, please remove from situation until clam ****
 - ** If baby cries for over ____ min, please contact parent ****

Edit profile ×

Congregants can update their profile in Church Center. [Copy link to share](#) or [learn more](#).

jd First: Jennifer Last: Doe +

(No Planning Center login)

Email addresses +

Home ▼ Contact email address −

Phone numbers +

Mobile ▼ Phone number −

Mobile carrier ▼

Addresses +

Campus ▼

Child ▼ Female ▼ Birthdate: 01/01/2020 📅

School ▼ Kindergarten ▼

+ Add a medical note

Close Save

Save and repeat for each child

Household

Manage

New Here Kids Check in - Test Family

...

Adults

JD

Jonathan Doe ★
Male

JD

Jonna Doe
Female

Children

jd

Jennifer Doe
Female - 6 years - Kindergarten

jj

Jon Jon Doe
Male - 11 months

Once all have been updated the Host will walk the family over to the IPAD to show them how to check in their child/children using the last 4 of their phone number

While the host is taking the family through the process of printing stickers , giving VIP stickers, giving a welcome bag, and showing them around, Your next step is to update “Important Dates” on each person to signify this was the 1st day they attended Connect.

Click on the person's name

Go over to the left side of the screen and hit “Important Dates”

people Dashboards Lists Workflows Forms People

JD Jonathan Doe (615) 999-9999 Membership type

Profile

Activity

Communication

Workflows

Notes

Forms

CUSTOM TABS

Church Forms

Important Dates

Monday Motivation

Next Steps

Contact information

EMAIL No email add

MOBILE (615) 999-9999

ADDRESS No address add

Personal information

GENDER Male

BIRTHDAY No birthday add

Social profiles

No social profiles add

Household Manage

New Here Kids Check in - Test Family ...

Adults

JD Jonathan Doe Male

JD Jonna Doe Female

Children

jd Jennifer Doe Female - 6 years - Kindergarten

jj Jon Jon Doe Male - 11 months

Directory status

Hit “Edit Answers”

Important Dates

Edit answers

Scroll until you see “First Time Guest - Sunday or Midweek Prayer” (depending on when you are adding them)

First Time Guest - Sunday

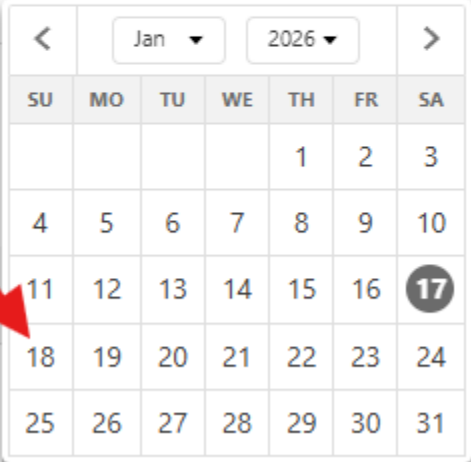
Date

First Time Guest -Midweek Prayer

Click in the date field and a Calendar will pop up - Select the date then scroll to the bottom and hit SAVE

First Time Guest - Sunday

Date



SU	MO	TU	WE	TH	FR	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Cancel [Save](#)

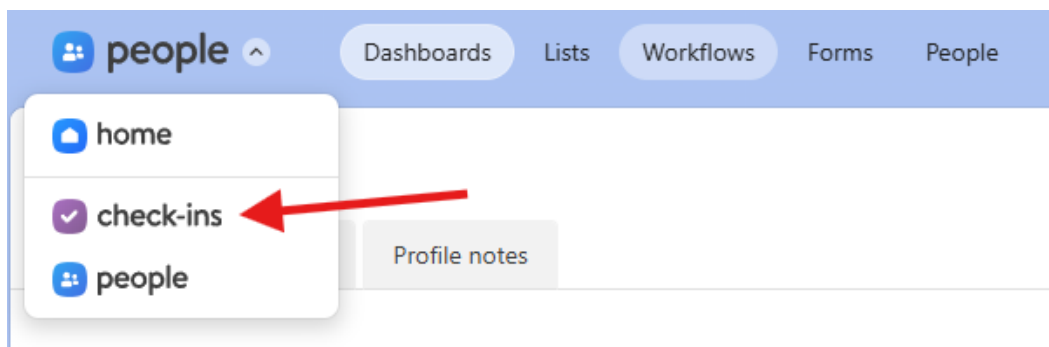
****You have now completed adding in a New Family****

15 min into service, please walk around the kids wing and check in on our New VIP Friends so that we can send a text to their parents to let them know how they are doing in class.

To complete this step you will need to grab one of the workstations so that you can scan the child's sticker.

Follow the steps below to get your workstation ready to complete this step

1. **Click the drop down button that says People and change to Check-ins**



2. **Click Stations**

