

# Checking in for events on the Church Center app





## **Why should I use the Church Center app for Check-ins?**

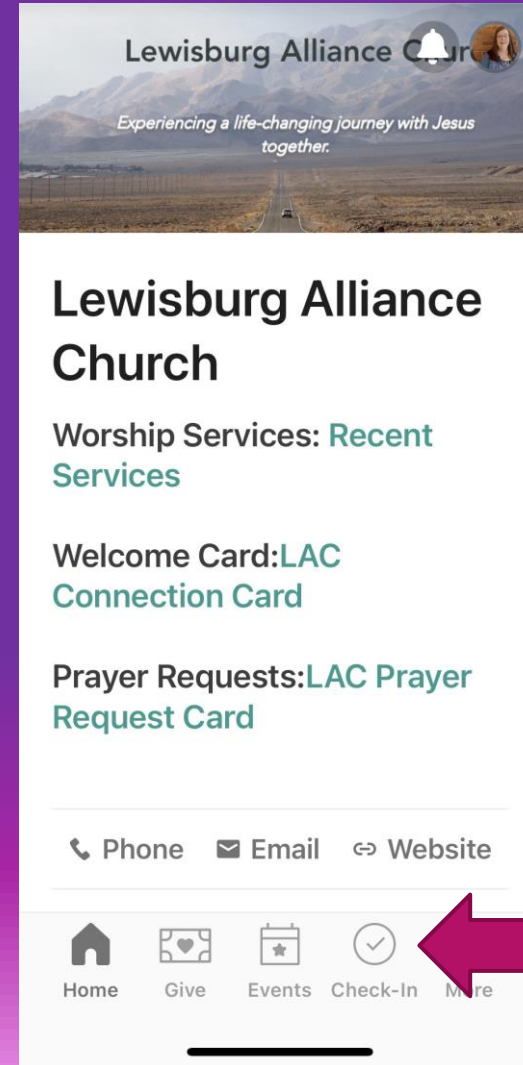
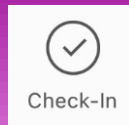
- **Check in ahead of time before you arrive**
- **No waiting in line to check in before an event**
- **Check in is touchless and germ free**
- **Improved security for your child/youth**



# Ready to get started? Let's go!

- **Download the Church Center app to your mobile device and create your profile (instructions are available for this if needed).**
- **Go to the Home Screen.**

Click on





**This screen should appear with your family information.**

**The event that you will be attending will appear 1 hour before the scheduled start time.**

**Click on the circle beside the people you would like to check in to the event.**

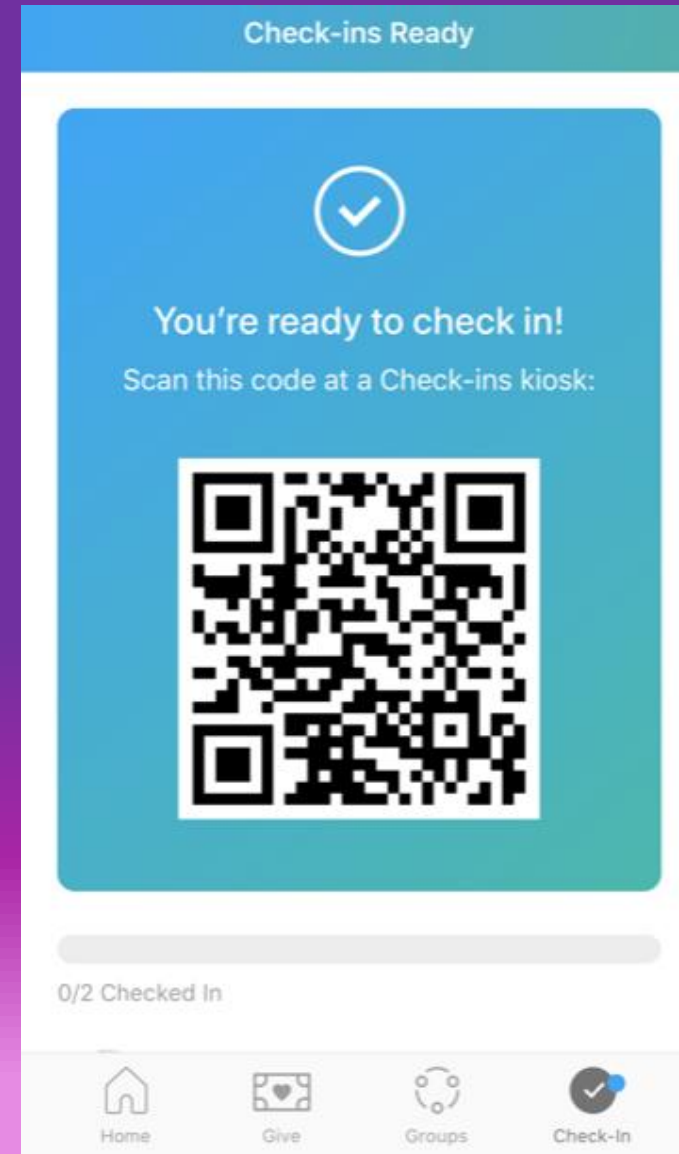
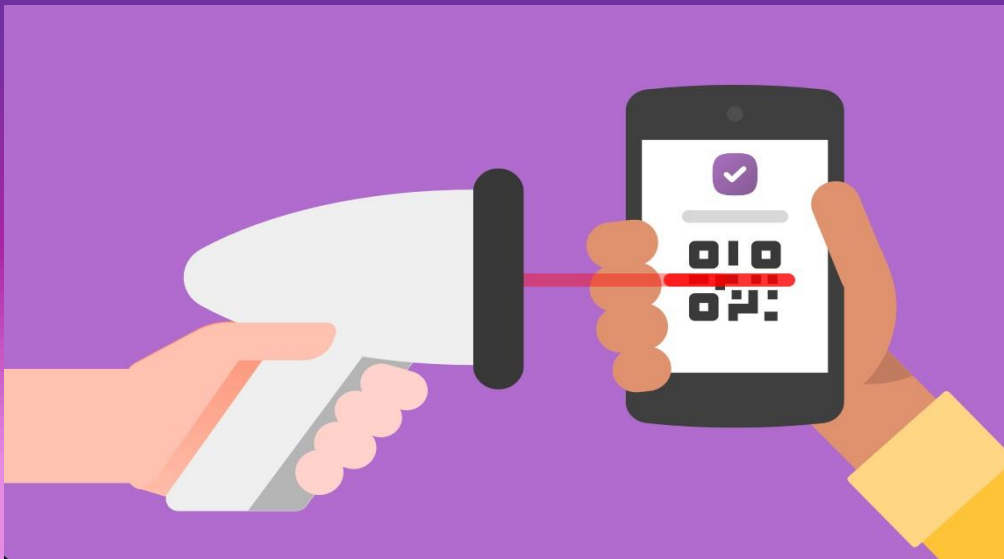


The screenshot shows a mobile application interface for an event titled "LAC Event". At the top, there is a blue header with the event name. Below the header, a list of attendees is displayed. Each entry includes a circular profile picture, a green checkmark, the person's name, and the event start time "1:00pm" with a right-pointing arrow. The first two attendees, AJ Swanson and David Swanson, have their checkmarks filled, while the last two, Joe Swanson and Kay Swanson, have empty circles. At the bottom of the list, there is a dropdown menu labeled "Checked in by Kay Swanson" and a green "Next" button. The bottom navigation bar contains four icons: "Home" (house), "Give" (heart with dollar sign), "Groups" (three people), and "Check-In" (checkmark with a blue notification bubble).



**A QR code will appear on the next screen showing that you are ready to check in.**

**This code can be scanned at a Check-In kiosk located outside of your event.**



**For LAC Kids' Events:**

**Security Labels - one for your child and one for you are automatically printed after scanning your QR code.**





**And you're done!  
You are all checked in to  
your event!**

**Questions?  
Just let us know at  
[info@lewisburgalliance.com](mailto:info@lewisburgalliance.com)**