



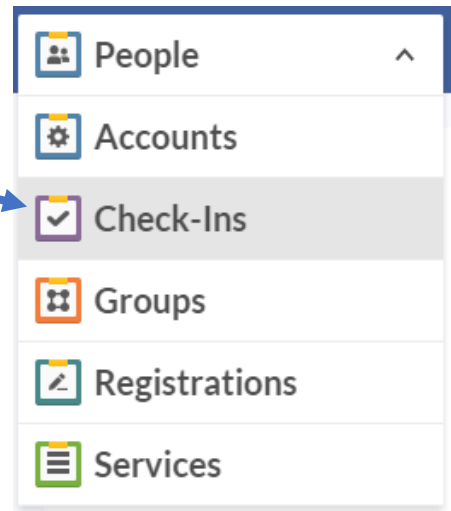
Check-Ins

Correcting Recorded Check-In Location

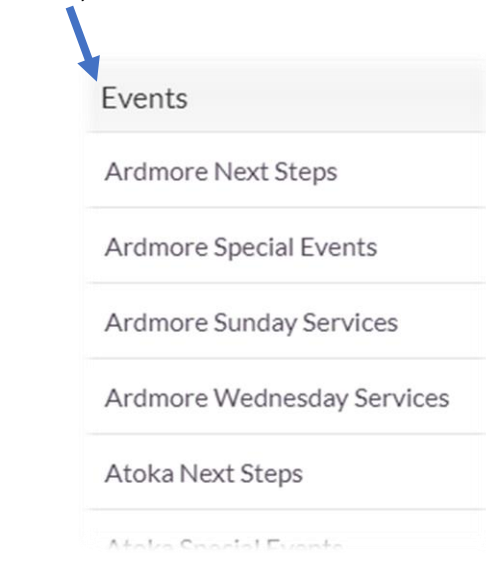
If you notice that some of your attendees have accidentally checked in to the wrong location, you can change that on the back end of Check-Ins.

First, go to planningcenteronline.com and log in, like usual.

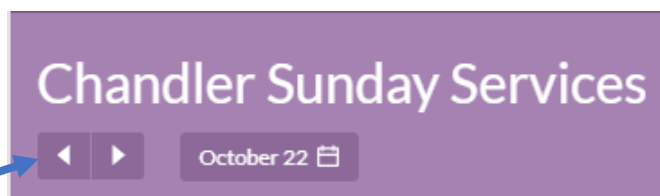
Click the dropdown menu in the top left corner and select **Check-Ins**.



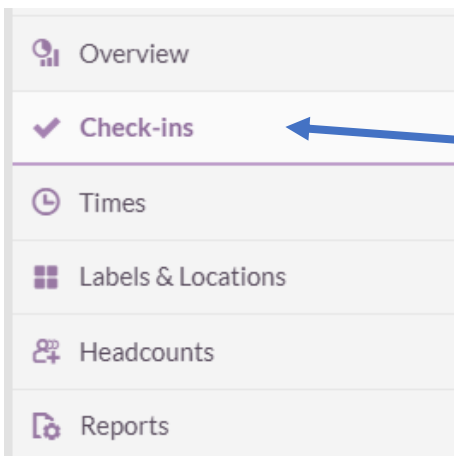
Next, choose the correct event from the list.



Make sure you have the correct date selected. You can find the date in the purple area at the top left corner of the screen, just below the name of the event.



Use these arrows to change the date.



Select Check-Ins on from the menu on the left side of the screen. This will show you everyone who checked in on this date.

If you know the name of the person, you can simply search by name.

Search by name Add check-ins

Filter by: All Locations Regular Guest Volunteer Only show not checked out

18 check-ins sorted by latest activity

Cruz Jackson Regular Children's Church @ Sunday 10:30am In at 10/22 @ 10:55am
By Josh Jackson

Click on the name of the person to open their check-in record. From here you can edit any information that needs to be changed.

DETAILS MORE CHECK-IN ACTIVITY PERSON DETAILS

Checked In By

Josh Jackson
On Oct 22, 2017 at 10:55am
Station: Chandler: Check In iPad 2

Cruz Jackson has not been checked out.

Security Code Number

Kind

Locations

Times

10/22 @ 10:30am

Options

PERSON DETAILS

Cruz Jackson

11 yrs 4/2 | Male Child | -- No School

Jackson Household

- Josh Jackson Primary Contact
- Child Carson Jackson
- Child Cruz Jackson

To correct the check in location, simply click on the dropdown menu labeled **Locations** and choose the correct location. Your changes will save automatically.