

check-ins **PCO Check Ins Managing Households**

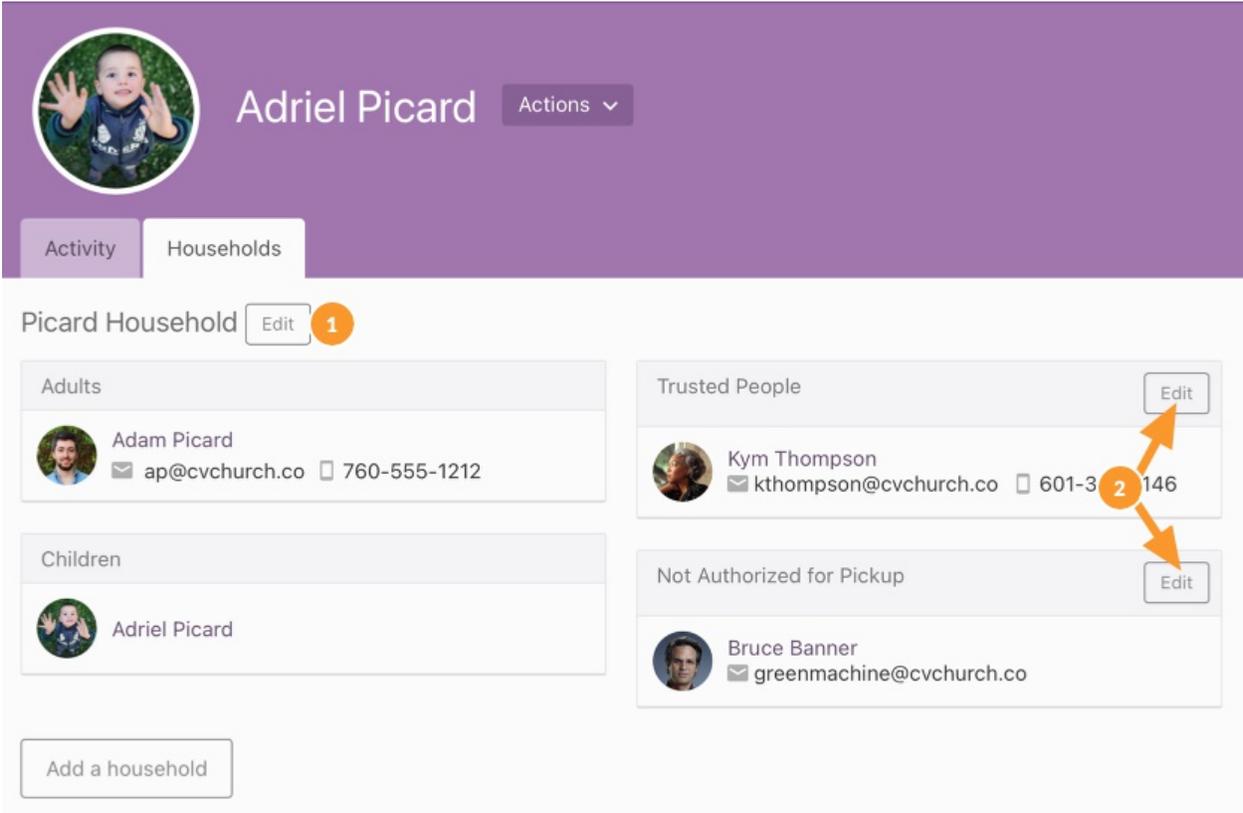
Updated by Planning Center on: October 4, 2021

It takes a village to raise a child, and often, that village doesn't live in the same house. So, you can add people to a person's profile in order for them to check in your child or check them out.

In addition, if there are people who are not allowed to pick up the person, you can add them to their profile as well.

Go to the Planning Center website and open **Check-Ins**.

On a profile, select the Households tab to view people in the household as well as people who can and cannot check out the person.



Adriel Picard Actions ▾

Activity Households

Picard Household Edit **1**

Adults

- Adam Picard
ap@cvchurch.co 760-555-1212

Children

- Adriel Picard

Trusted People Edit

- Kym Thompson
kthompson@cvchurch.co 601-3146 **2**

Not Authorized for Pickup Edit

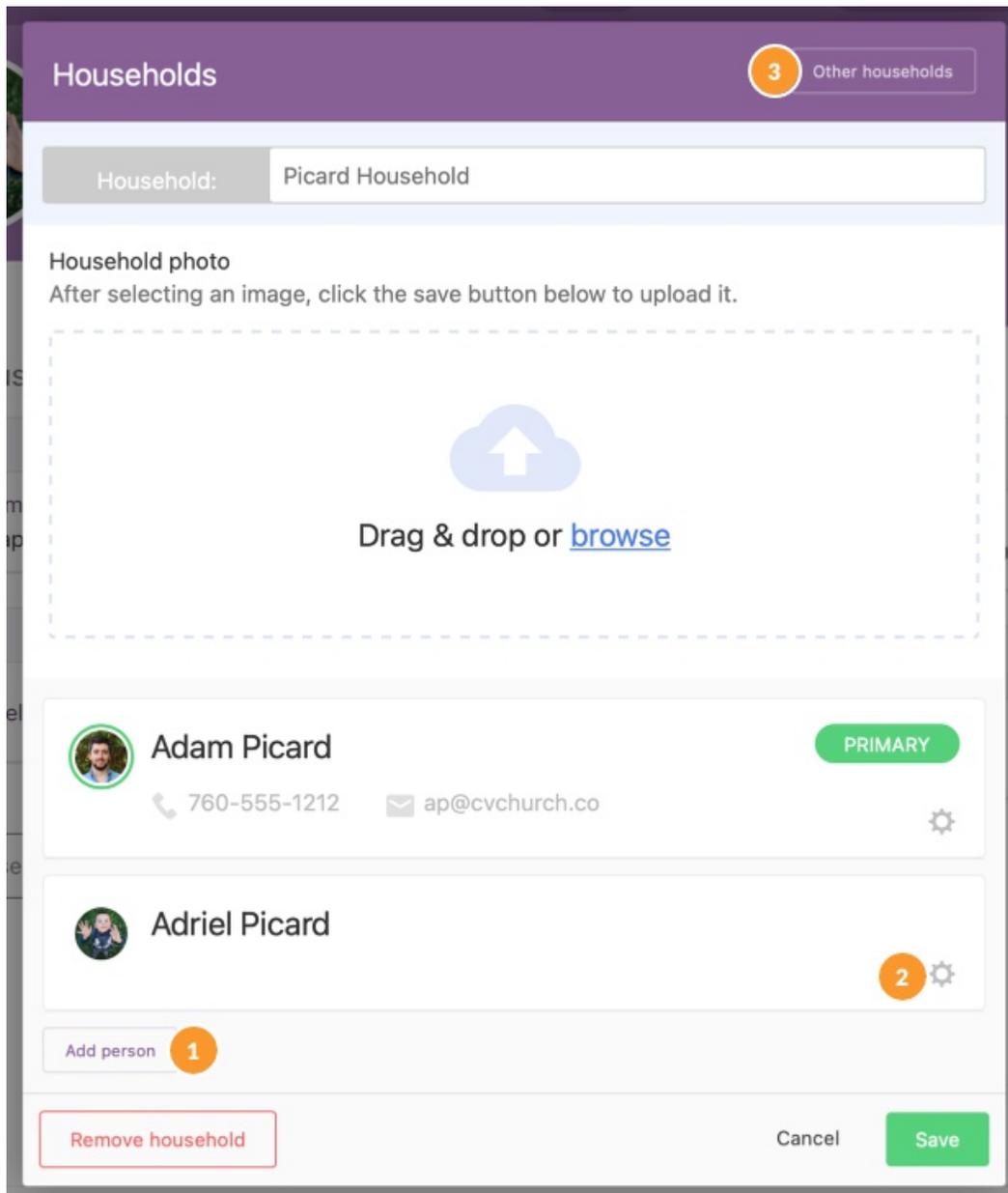
- Bruce Banner
greenmachine@cvchurch.co

Add a household

1. Click *Edit* to view the people in the household.
If there's not a household on the person's profile, you can click Add a Household and search for people in the household.
2. Add or remove trusted and not authorized people by clicking *Edit*.

Managing People in Household

Add people who live in the same house into a household, so they can check in more quickly and easier.



1. Add a person to the household.
2. Remove a person from the household or make a different person the Primary person.
3. View any other households these people belong in.
4. To delete the household and all its information, click *Remove Household*. Otherwise, click *Save* to keep any changes made.

To make any changes to the household contact information, make changes on a person's profile and check the box to *Update for all household members*.

Manage Trusted People

Tighten up security by adding trusted people as well as people who are not authorized to check out children.

Trusted People can check in or check out people just like the household adults without being added to the household; Not Authorized People will show an alert on the check out screen.

When a Trusted Person wants to check in a child, they need to use the information from the child's profile. The child will not show up on a Trusted Person's household.

The screenshot displays the management interface for the 'Picard Household'. At the top, the household name 'Picard Household' is shown with an 'Edit' button. Below this, there are four main sections:

- Adults:** Contains a profile for Adam Picard with contact information: email 'ap@cvchurch.co' and phone '760-555-1212'.
- Children:** Contains a profile for Adriel Picard.
- Trusted People:** Contains a profile for Kym Thompson with contact information: email 'kthompson@cvchurch.co' and phone '601-325-1146'. A red circle with the number '1' is next to the 'Edit' button.
- Not Authorized for Pickup:** Contains a profile for Bruce Banner with contact information: email 'greenmachine@cvchurch.co'. A red circle with the number '3' is next to a 'Remove' button. Below this is a search input field with a red circle and the number '2' next to it, containing the text 'amber b|'. Below the search field is a profile for Amber Benn with contact information: phone '17604936772' and email 'amber@cvchurch.co'. At the bottom of this section is a green button labeled 'Create a New Person'.

At the bottom left of the interface is a button labeled 'Add a household'.

1. To add a new person, select *edit* on the section you're adding the person.
2. In the search box, begin typing a name, and if the person exists in your database, you'll see them listed below. If they don't exist in your database, you can *Create a New Person*.
3. You can remove a trusted or not authorized person at any time by selecting *Remove*.

Once you've added all the people to the section, choose *Done* to save those people.

View People on a Station

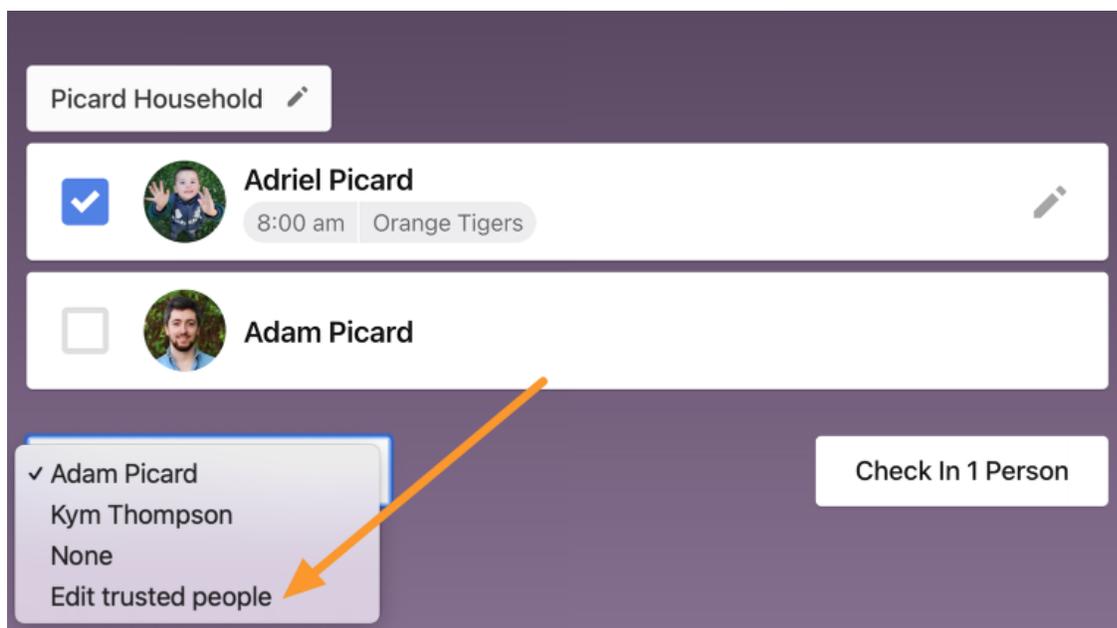
Adults in the Households section of the profile will be listed at check in or check out to ensure the right people are checking in and checking out.

If you want one of your older kids to check in and check out their siblings, add them as a trusted person.

Check In

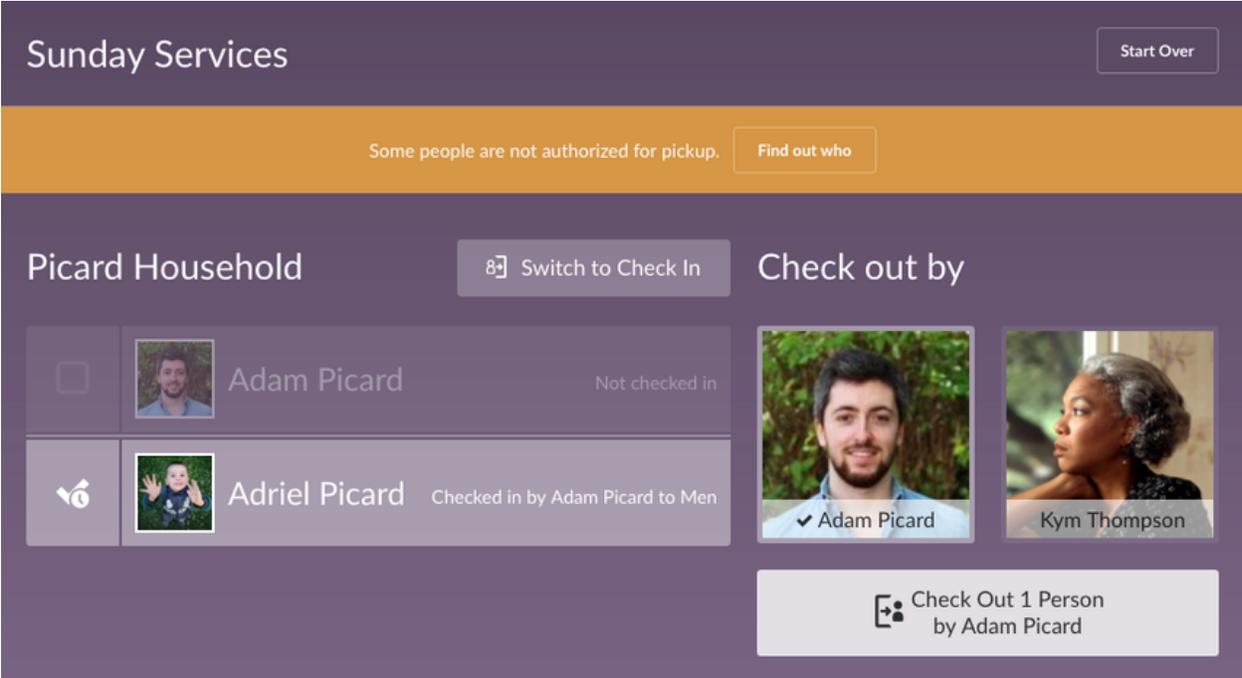
People in the household as well as trusted people will be listed as people to check in the child.

From a Manned Station, you can add a Trusted or Not Authorized Person by selecting *Edit trusted people* in that section.



Check Out

When checking out someone on a manned station, the household and trusted people show up in the *Check out by* section.



Check-Ins remembers your most common selections and puts them as the top two choices. If there are several members of the household or trusted people, you'll have the option to *Show More*.

If someone who is being checked out has a *Not Authorized* person listed on their profile, select *Find out who* to see a picture of the person who is not authorized.

