

# Track a Person's Activity

Updated on: April 9, 2021

When a person checks in, their check-in is logged on their profile along with any details entered. View those details and make changes from their profile page.

From the Check-Ins tab of an Event, select the name of the checked in person to view their profile.

The screenshot displays the 'Sunday Services' app interface. At the top, there's a purple header with the event name and a date selector for 'November 14'. Below the header is a navigation menu with options like 'Overview', 'Check-ins', 'Times', 'Labels & Locations', 'Headcounts', and 'Reports'. The main content area is titled 'Check-In 3 of 4: All check-ins for November 14'. It is divided into two columns: 'DETAILS' and 'PERSON DETAILS'. The 'DETAILS' column shows 'Checked In By' and 'Checked Out By' sections, both listing Adam Picard with contact information and check-in/out times. The 'PERSON DETAILS' column shows a profile for Adriel Picard, including a profile picture, age (6 yrs), gender (Male), and school status (No School). Below this is a 'Picard Household' section listing Adam Picard as the 'Primary Contact' and Adriel Picard as a 'Child'. An orange arrow points from the 'Check-ins' menu item to the profile picture of Adriel Picard.

You can also search the person from the People tab.

Like the other Planning Center apps, Check-Ins profiles have a similar look and feel:

- To update this person's profile picture, select the image itself.
- To edit the email, address, or phone number, select *edit*.
- Select *Barcodes* to add or edit any [barcode](#) or [mobile pass](#).

In addition, the Activity tab shows their check-in information as well as some additional details.

The screenshot shows a user profile for Adriel Picard. At the top left is a circular profile picture of a young boy. To the right of the picture is the name 'Adriel Picard', an email address 'AdrielP@cvchurch.co', and a phone number '(619)555-9834'. Below the name is an 'Actions' dropdown menu. The page has two tabs: 'Activity' (selected) and 'Households'. The main content area is divided into several sections: 1. 'Activity Chart' (1) showing a line graph of activity over the last 12 months. 2. 'Personal Details' (3) showing '8 yrs' (born Nov 16, 2012), 'Male', and '4th grade' (at Carlsbad Elementary). 3. 'Activity Feed' (2) showing a list of check-ins for 'Sunday Services' on Jan 7th and Jan 5th, including time, location, and who checked them in/out. 4. 'Medical Notes' (5) with an empty text box and a note: 'Default labels print up to 40 characters on 1 line.' 5. 'Available Locations' (6) listing 'Friday Fun Nights', 'Fellowship Hall', 'Kids', 'Midweek Services', 'Worship', and 'Sunday Services'.

1. The Activity Chart shows the past twelve months of activity, with each dot representing a month. Hover over the dot to see that specific month's activity.
2. The Activity Feed shows every specific check-in including the actual time they checked in, which location, and who checked them in. If they were [checked out](#), you'll see the time of the checkout, the location, and who checked them out.  
*Use the corresponding button to download a CSV file of the activity or load more to show history past the last four check-ins.*

3. Since check-ins revolve around filters, view all the things a filter could be set to: age, gender, and grade. Select a detail to make changes to it, and it will save automatically.
4. If you want this person to be allowed to check in to any location, regardless of the filter, check the box. Any age or grade changes on their profile will not affect auto-suggestions after you select the location the first time.
5. Add any medical information to the profile, which will print on the name [label](#). Start typing in the box, and you'll see *Save* appear at the top right.
6. View all the available [locations](#) this person can check into. Try to set location filters so that only one location is available for each person for each event, so Check-Ins will automatically choose that location.

If a person isn't able to check into an event, view the Available Locations section to see if the location is shown. If the location you are wanting is not listed, compare the location's [filters](#) (birthdate, grade, gender, adult/child, etc.) with the user's profile data.

Check out the [household](#) or [permissions](#) tab to complete the person's profile!