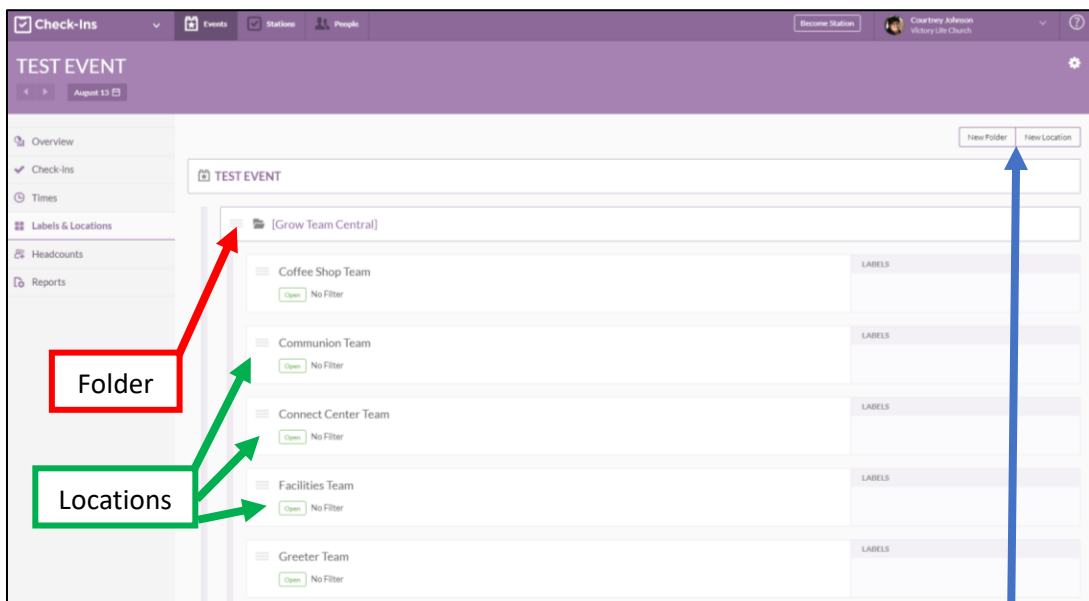




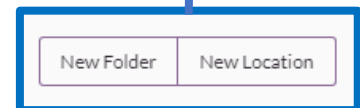
Check-Ins

Events: Labels & Locations

The Labels & Locations tab is where you set up each of your areas that people check into. Each location can represent a physical classroom for Kids, an age group, a team, etc. The locations should be a fairly permanent list, and shouldn't change very often, if at all. Once these are set, changes could cause confusion for the person who is checking in. Also, consistency across all of our campuses is important. Having the same basic setup will help any individuals who may attend more than one location, or travel between locations for special events.



In the top, right corner of the screen you will see the buttons to create a **new folder** or a **new location**.



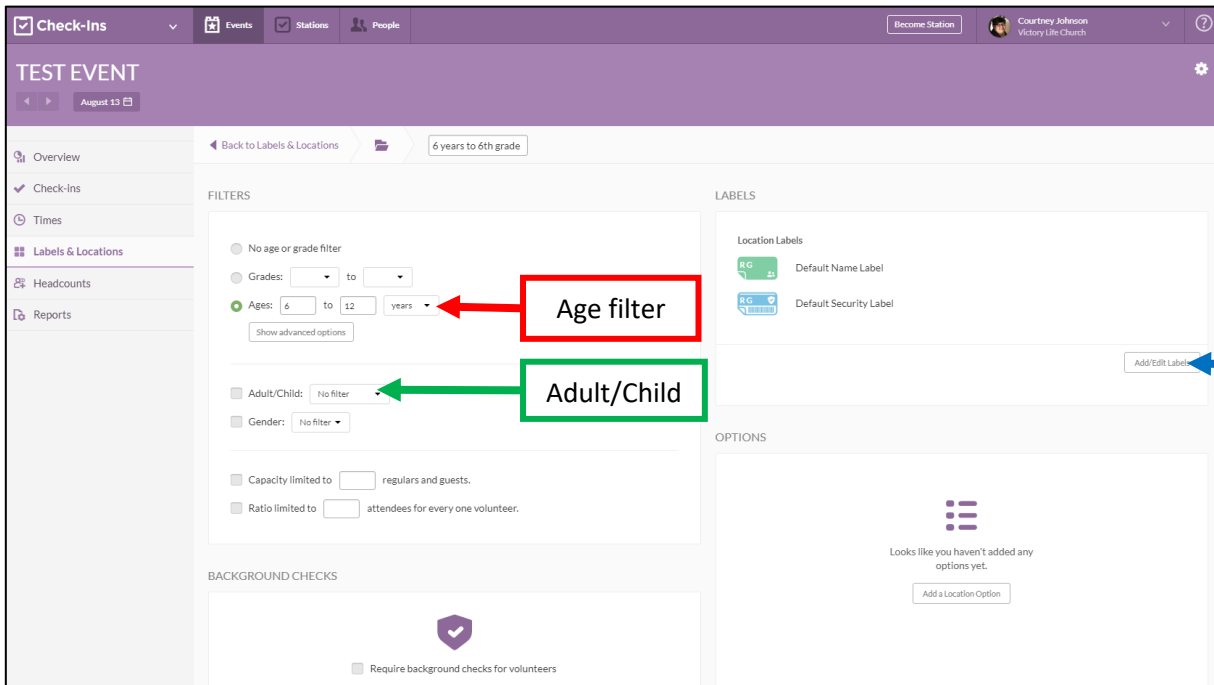
New Location

Location Name

Place in folder: (No Folder) ▼

Cancel Submit

When you create a new **folder** or **location**, you are given the option to place it into an existing folder. This will help keep your event organized. You can drag and drop the folders and locations into any order, and even into and out of other folders as needed.



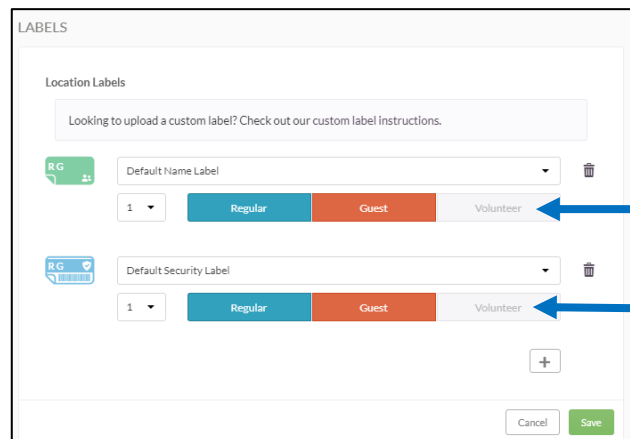
Clicking on one of the locations will open up that location's settings. Here you can utilize the filters to ensure the correct people are checking in to your location. For instance, if this is a Kid's ministry event, you would use the **age filter** for the appropriate age range as well as the option to make this location **only available for children**.



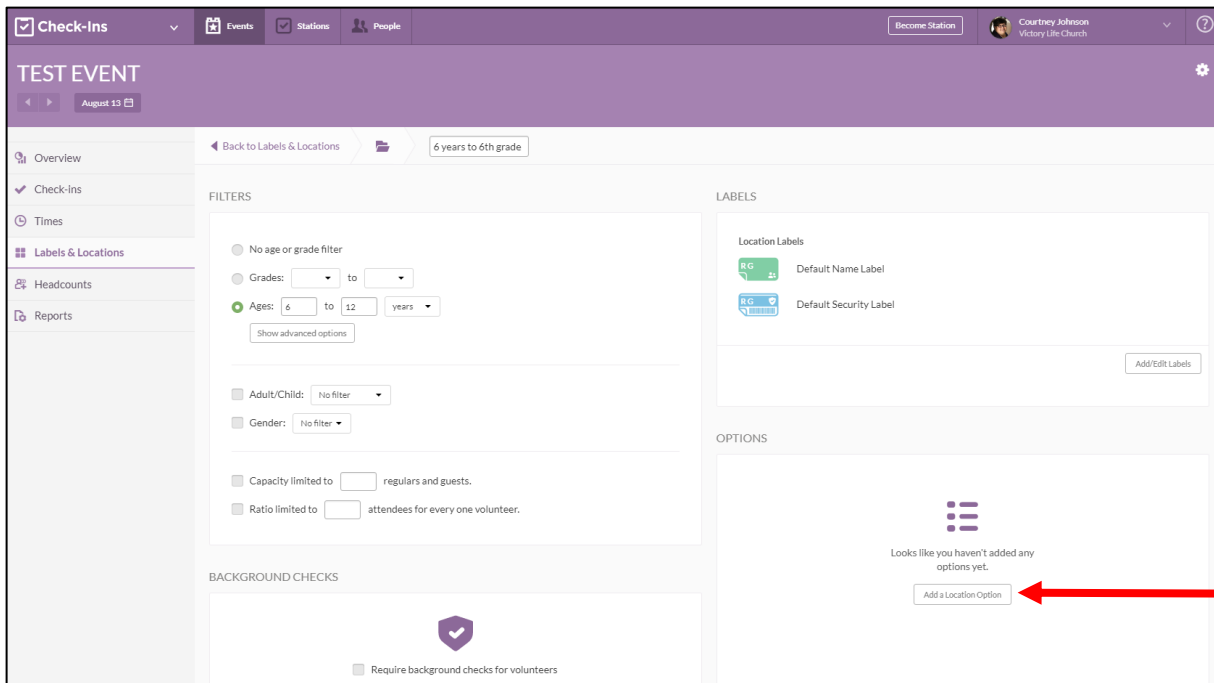
Any changes made to the filters will automatically save and you will see a green box next to the item you changed, as pictured to the left.

Each location can have its own set of **labels** based on the needs of that location. For example, most Kid's Ministry locations will need one Default name label, as well as one Default Security label. The name label stays with the child while the security label is given to the parent for checkout purposes.

This setup may be different than Grow Team Central, which may only need a name label, or no labels at all.



Additionally, you can choose which kind of attendee receives each label. Attendee types include **Regular, Guest, and Volunteer**. These options are below each label that you add to the location. You can also add more than one of each label to the location. If the option is in color, it is selected, and will print for that attendee type. If it is gray, it is not selected, and that label will not print for the deselected attendee type.

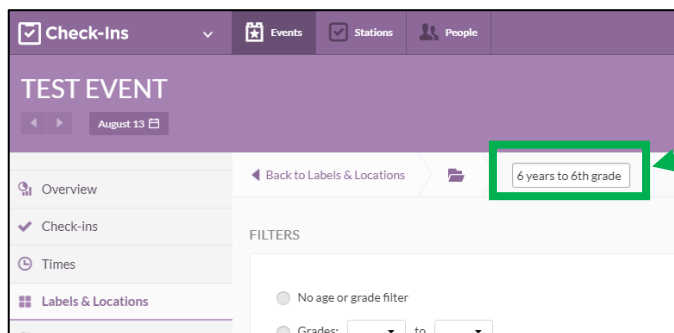


Location Options are a useful tool when you need some extra info about the attendee, or when the attendee brings personal items. These options will be printed onto the name label, so you'll want to make them short, and necessary for everyone to see. You can also choose whether or not any additional labels are printed.



An example of a Location Option that would require an additional name label would be if a child has a diaper bag with them. You wouldn't want everyone to get a diaper bag tag, but you'd like to list it as an option so that parents can select it if needed, and a name tag so that you can clearly label the item's owner.

An example of a Location Option that would NOT require a label would be if you simply had information that you needed to collect. This could be something like "Potty Trained." This option would show up on the original name tag but wouldn't require any additional name tags.



If you ever need to change the name of your location, just click on **the box near the top of the Labels & Locations tab**. The box around it may not always appear, but you can still click on the name and make any necessary edits.