

Check-in Process

Who gets checked in

Every young person, Grade 6 to Year 12, every week.

Leaders are not checked in. This is deliberate. The check-in number is our count of young people in the room

If someone is not enrolled yet, get them onto the **New to Youth** form first, then check them in. [New to Youth](#)

Why it matters

- The check-in count is the attendance figure we report on.
- It gives us a roll of exactly who is in the building, which is what we work from if the site has to be evacuated.
- It links each young person's attendance to their record, so we can see who has stopped coming before it has been three months.

How to check someone in

1. On your phone or a church iPad visit checkin-gc.fluro.io
2. Choose the correct event from the list.
3. Enter the young person's first or last name.
4. Select them from the results, then press **continue** in the bottom right
5. They're checked in. The running count appears in the top right of the main screen.

Through the night

- Keep the device available throughout the night for anyone who arrives late, and check them in too.
- Before the night's teaching starts, glance at the count and compare it to the room. A big gap means someone came in a side door.

Checking the roll call

The roll call is where you find a young person's parent contacts and any allergy or medical information. Check it before food goes out, and any time you need to reach a parent.

1. Tap **"X checked in"** in the top right of the check-in screen.
2. Enter the passcode (ask the Youth Pastor if you require it).
3. The list of checked-in young people appears. Tap a young person to open their details.
4. Their parent/guardian contacts and any allergy or medical information are shown there.

The roll call holds other people's medical and contact details, so don't leave it open on an unattended device.

If you can't find someone in the system

They're either enrolled under a different name, or not enrolled at all.

1. Try their first name only, then their last name only, nicknames are the usual culprit.
2. Still nothing? Treat them as new: [New to Youth](#)

Never check someone in under another person's record.

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