

## **Mobile Check In Procedures:**

### **Kingdom Kidz Mobile Check In Procedures**

1. Download the [Church Office Online](#) app 

<https://play.google.com/store/apps/details?id=com.ministrybrands.churchoffice>

2. Open Church Office Online app

3. Log in using OCF member log in

1. Domain = celebration

2. Username = First name. Last name (E.g. Jose. Maldonado) Capitalize both first and last initials

3. Password = OCF password (For first time use you will have to click on forgot password to establish a new password)

4. Select Check-In icon on bottom highlighted toolbar

5. Select appropriate Check-In station on top portion of screen (Spark, Swaddle, or Ignite)

6. Select child to be checked in

7. Select ministry

\* Add any necessary notes in the Badge Note section at the bottom of the screen...e.g. allergies, pick up info, etc.

8. Select done

9. Select check-in at bottom of screen

10. Program will confirm printed badges and will be ready for pick up and will be ready for pick up at appropriate child check in station

#### **NOTE**

In order to use this feature, you must be within ½ mile of the church. Preferably, on church premises to avoid while driving.