



CHECK-IN/LOGISTICS VOLUNTEER CHECKLIST

PRE-SERVICE

- ☐ Ensure computer is on and correct service is scheduled
 - ☐ Login to checkin system on all computers
 - ☐ Manned: **mtc123; mtc123**
 - ☐ Self: **Calgary2017#; mtc123**
- ☐ Test all printers with test family
- ☐ Check label supply in printer and backup
- ☐ TV above manned station
 - ☐ On (if at 1st service) Off (if at last service)
 - ☐ Use remote ("V" button; multimedia; photos; usb; scroll right to "Check In Slideshow", click ok. Scroll right to choose first photo, click ok, click start slideshow)
- ☐ Ensure you have sufficient "new family" forms and pens
- ☐ Review day's event schedule/classroom closures

CHECK-IN

- ☐ SMILE & introduce yourself
- ☐ Enter New Family into the system
 - ☐ First & Last Names
 - ☐ Child(s) information for ministry area (Nursery - Gr.6)
 - ☐ Confirm ages/classrooms before printing tags
- ☐ Provide "new family" form and instructions to complete
- ☐ Provide first-time families with Family Experience Tube
- ☐ Bring new parents and children to ministry areas for handoff
- ☐ Help where needed at Self-Checkin stations

POST-CHECK-IN

- ☐ Deliver Roster Sheets to ministry areas
- ☐ Record any notes on Hits & Misses sheet
- ☐ Refill depleted supplies
- ☐ Log off check-in (turn off computers if last service)
- ☐ Turn in "new family" forms to Brenda's desk