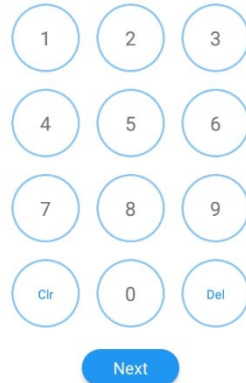# KinderSign - Checking Children In and Out

A Parents/Sponsors will use the keypad to enter the 10-digit telephone number. Tap **Next**.

NOTE: If more than one Parent/Sponsor shares the same telephone number, KinderSign displays a list of their names. The Parent/Sponsor needs to select his/her name from the list in order to continue.

B Enter the *PIN* and tap **Verify**. If the Parent/Sponsor is signing a child *In* or *Out* for the first time, the system prompts the Parent/Sponsor to create his/her own *PIN*. The *PIN* consists of four digits (contact the Support Desk if you forget your *PIN*).

C When the Activities screen appears, tap **Attendance**.

D When the child list appears, select *Sign In* or *Sign Out* by tapping the corresponding box(es) for one or more children. The system will highlight your selections.

E Tap **Submit** to automatically transmit the Attendance to KinderConnect. The tablet needs to be online.

F A message will appear confirming the Attendance was saved successfully.

KinderSign returns to the telephone keypad and is ready for the next Parent/Sponsor to sign in.