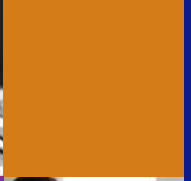
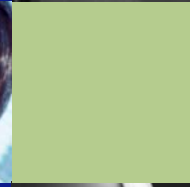


# Implementing the Shelby Check-In System



**Looking for a complete  
check-in system at an  
affordable cost?**

**Shelby Systems has  
your total solution . . .**



**shelbysystems**

INNOVATIVE SOLUTIONS. INFINITE POSSIBILITIES.

# 3 Key Components for Implementing the Shelby Check-In System

## 1 Develop Your Plan

Part of the challenge of implementing a check-in system involves wading through the variety of methods that may be used to accomplish the same tasks. Shelby Systems recognizes this challenge and has put this packet of information together to help you focus your goals and narrow down the options you consider as you streamline your check-in system.

We all know budgets play a large part in the type of system you will ultimately implement. Before you limit your options based solely on dollars, ask your staff to brainstorm about the system they would like to see - regardless of price. Document all ideas. Consider each suggestion as you review the following details.

### What are your goals?

- Security
- Rapid processing
- Collecting attendance statistics
- Ease of use for attendees
- Ease of administration by staff
- Reasonable cost

### Things to consider

- Do you want assisted or unassisted check-in stations or a combination of both?
- Where do you plan to set up your check-in stations? Near entrances? Near classrooms?
- Estimate how many people/families you plan to process through the system.
- On average it takes approximately 15 - 30 seconds to process each family.
- Based on the number of families you plan to process and the average time it takes to process each family, calculate the number of check-in stations you will need.
- What type of input device do you plan to use? Touchscreen, bar code reader (with bar-coded ID card), keyboard, etc.
- What type of output do you want? Receipts, labels, name tags, etc.
- While acquiring and setting up the software and hardware is important, remember that people are just as important (probably more so). Involve all staff members and volunteers in carefully planned training sessions.
- Communicate your plans to your members. (see Test Drive section on p. 3 —>).
- Set a realistic budget. Total cost for your check-in system will include software, hardware, training and implementation.
- Let Shelby help. Utilize our Training and Support staff. Our job is to make your job easier.

## 2 Check-In Hardware

Hardware is an important element of any check-in system. Shelby now offers **label printers, receipt printers, touchscreen monitors** and **omnidirectional bar code scanners**. Integrate with the **ID Badge Printer System** to complete your **Shelby Check-In** software system.

### Input Devices



This 15 in. USB **Touchscreen** monitor makes member check in simple. Easy set up and intuitive design for member/visitor interaction.



The **Omnidirectional Bar Code Scanner** easily reads bar-coded ID badges from almost any angle. Combine with Shelby's Check-In module and a Touchscreen monitor to make family check-in a breeze.

### Output Devices



Use the **label printer** to create child claim tickets, name tags or labels for possessions left in child care area (ex. diaper bag).



Use the **receipt printer** to generate customized receipts. Include relevant details for caregivers and parents to insure children are safe while reinforcing quick and efficient accountability.

### ID Badge Printer System



Take advantage of the new Photo ID badge designer in GlobaFILE. Produce your own bar-coded Photo ID Badges ideal for implementing the Check-In module. Tested for compatibility with Shelby software, this **ID Badge Printer system** seamlessly integrates with the NEW GlobaFILE ID Badge Design feature to help you produce ID badges for your Check-In system, employee identification or even school IDs. Incorporate photos or bar codes for added security or automation.

Shelby offers blank, white plastic **ID badge stock**. Use with the ID Badge Printer to produce photo ID badges on demand - quickly and inexpensively.



Order your **Web Cam** from Shelby for low resolution photos ideal for Photo ID badges. Combine with the ID Badge printer and Shelby's ID Badge Design feature and start producing quality ID badges immediately.



Use the web cam in standard or extended mode (shown here) to bring versatility to your photo station.

- Contact your Shelby marketing representative for information about hardware options to incorporate with Shelby Check-In software including touchscreen monitors, receipt printers, label printers, bar code scanners and ID badge printers and ID cards.

Call 1.800.877.0222 or log on to [www.shelbyinc.com/checkinhardware](http://www.shelbyinc.com/checkinhardware).

# 3 Key Components for Implementing the Shelby Check-In System

## 3 Shelby Check-In Software



Shelby's Check-In software is at the center of your **check-in system plan**. When implemented, you will **improve** the **speed** and **efficiency** of your attendance tracking.

Check-In integrates seamlessly with Shelby's **Membership** and **Attendance** modules to unite your organizational information with attendance statistics. In addition, the module helps to assure peace of mind giving you the ability to implement nursery security capabilities with receipts, labels and time-stamped records to help you know where your members are at the touch of a button.

The Check-In module was originally designed to give churches a way to insure security in their nursery areas. Parents drop their children off in the church's nursery area and receive a receipt and/or label to pick up their child once the church service is over.

Because of the creativity of churches, the application of the Check-In module has gone much farther than that. In addition to nursery security, churches now use the module to help track attendance for worship service, Sunday school, choir, and just about any other activity you can think of.

The Check-In module offers many useful utilities to help you implement unmanned kiosks that will allow your members to check in and out of activities using touch screen monitors and/or bar coded ID badges.

- Check in and out of classes or activities with a time stamp. A quick-view report shows each member's locations during a specified time range.
- Use touchscreen monitors, allowing members to check in/out of events using the last four digits of their phone number, their last name or by Shelby name ID.
- Add a bar-coded ID badge system. Members swipe an ID card under an available omnidirectional bar code scanner to enable heads of households to check in their entire family quickly and easily.
- Design fully customizable receipts and labels with Check-In's many informational fields and even bar codes, pager numbers and cell phone numbers. Create unique receipts and labels with fields customized for each individual class!
- Use the new quick-print feature to quickly check visitors in while collecting pertinent information for the church's records. Help place visitors in appropriate classes based on age, gender, etc. Using the quick-print feature reduces time needed to distribute information to volunteers and staff for follow-up activities.
- Display a unique screen design at each Check-In station. For example, show a child-themed graphic with special instructions for parents in your nursery department. Create a different, eye-catching graphic or use the church's logo and a welcome message for your youth department or adult Sunday school.
- Customize an on-screen message for each organization. For example, display the members' names, directions to the classroom and even a birthday greeting to welcome specific members on their birthdays.
- Use Check-In's automatic update feature to make changes to one Check-In station for a new time slot of classes or events (i.e. 10:00 am Sunday school sessions). This updates all Check-In stations simultaneously.
- Utilize Check-In's pager fields to make it easier to contact parents or guardians in case of emergency or special needs.
- Route people to classrooms based on teacher/student ratios or classroom capacity with Check-In's room ratio feature. Open or close classes to accommodate changes in attendance numbers.
- Check an entire family in and out of events with ease. Eliminating the need to check in each individual separately makes the process more streamlined.

### Check-In System Building Blocks



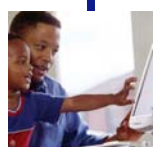
Shelby Check-In System



Church Staff



Volunteers & Caregivers



Individuals & Families

### Test Drive

After you have developed your plan, set up your Shelby Check-In Software and installed your Check-In Hardware, it is important that you "test drive" your Check-In system with one or two classes (ex. 2 yr old toddler class) for a few Sundays to insure the success of your program. This will help your staff get used to the set up and will allow you to get a better handle on the flow, as well as time to address any potential issues in the process.

Communicate to the parents that you are implementing a new method of attendance tracking and nursery security and that you want their help in testing the system. After you have tried it out for a couple of Sundays, you will be better prepared to respond to any problems that may arise when you implement the system completely. An added benefit is that the parents of the children in the "test" class can help create some positive buzz about the new system and even assist other members in checking in their families.