

# TouchPoint Kiosk Check-In

# - Setting Up -



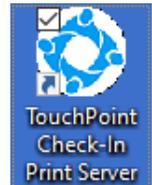
## Logging Into the Kiosk

1. **Swipe up** on the Windows Desktop screen.
2. Enter in the Password: **ch3ck!n&Grow**



## Setting up the Print Server

1. **Double Click** on the icon "TouchPoint Check-In Print Server." →
2. Enter in your TouchPoint **username and password**.  
**You may either use your credentials or the universal login.**



**Universal Login**  
Username: cministry3 Password: TPCheckIn.

(In order to type, you may need to **click on the Virtual Keyboard**  ) at the bottom right of the screen.)

3. **Once Logged In**, Click "**Start**" A blue bar should begin to cycle.



## Setting up Web Check-In

1. **Double Click** on the icon "Concord Church Check-In." →  
(You should be automatically taken to <https://concorddallas.tpsdb.com/checkin.>)  
(If you are not, please go to the above listed URL in the kiosk.)



2. Enter in your TouchPoint **username and password**.  
**You may either use your own credentials or the universal login.**
3. Type in the **Kiosk Name**. It is the name on the Kiosk Label **without dashes**.  
(The Kiosk Label is at the bottom right of the monitor.)  
**For Example:**  
If the Kiosk Label is YthW-2 type in "YthW2" under Kiosk Name.  
**(If the Kiosk Name is wrong, you will not be able to print labels.)**
4. Click on Kiosk Profile. **Select your relevant ministry** from the dropdown.
5. Keep the "Native Touchscreen" **checkbox empty**.  
**Do NOT click** "Enable Camera."
6. **Click Sign-In.**



## Locking Down the Kiosk

1. Set the kiosk into tablet mode by clicking "  " at the bottom right of the screen, and then "  ."

2. On the Check-In Webpage click on "  " at the top right and then "  ."

3. In order to unlock the kiosk when shutting down, you will need to take your finger and gently swipe from the middle of the screen downward. Then reverse the above steps.



## Basic Check In

1. **Type in the Phone Number** of the Person who wants to Check-In. **Click the Green Search button** when done.

2. If given the option to select a family, **select the person's family.**

3. **Click on the checkmark next to the event/class** that the person is Checking-In for. Be sure you have the correct time.

4. **Click "Check In"** at the bottom right of the screen. Labels will automatically be printed.



## Advanced Check In

### 1. If someone is not in a Class/Event:

- After searching for a person via their phone number, **click on the words "Check In"** at the top of the screen.
- **Type in the Admin Code\*** for your ministry.
- Click on the **"Edit" button** next to the person's name.
- Click on the option, **"Join Class."**
- Click on the Event/Class that the person wants to join.

### 2. If someone is not in the database.

- **Click on the words "Enter your Phone Number."**
- **Type in the Admin Code\*** for your ministry.
- On the new search screen, **look for the person again.**
- **If they are not found, click "Add Person"** after the search fails to find them.

### 3. If someone needs:

- Their information changed/edited.
- To be added to a class.
- To be removed/dropped from a class.
- To be added to a Family.

Once you **activate Admin mode**, by clicking on the words "Check In" or "Enter your Phone Number," **click on the "Edit" button next to a person's name** and select your needed task from the dropdown menu.

\* The Admin Code can be found on the next page.



## Important Codes:

<i>Volunteers and Guest Services</i>	
Admin Mode:	Logout Code:
20465	58025

<i>Children &amp; Youth</i>	
Admin Mode:	Logout Code:
17392	58025

The Admin Codes are used on the "Admin PIN" screen.

The Logout Codes are entered on the "Enter your Phone Number" screen.

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## Errors

- The majority of errors can be fixed by logging out and logging back in again. When in doubt, log out from the "Enter your Phone Number" screen, log back in again and see if your problem persists.

**- If a problem continues after logging out and back in, please contact a Concord Staff Member and request that they report the issue to our IT Team.**