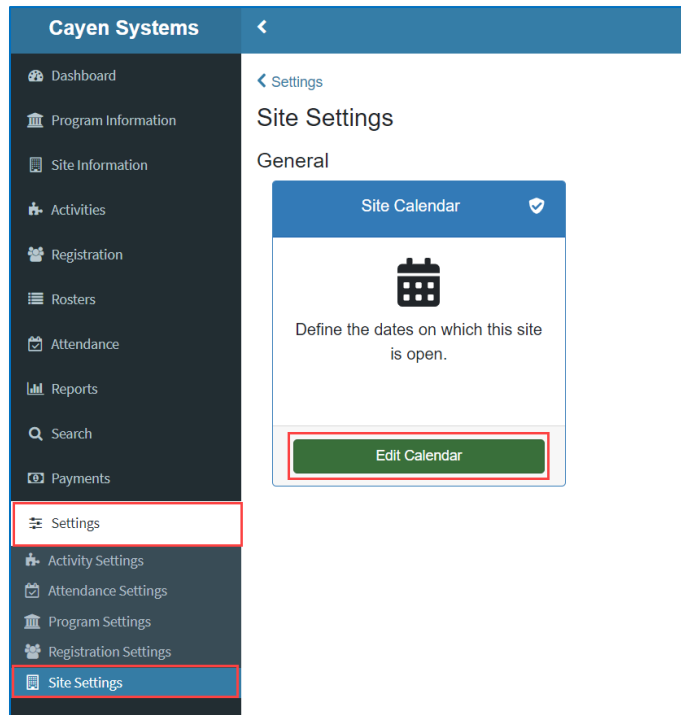


Sign-In/Out Process

Configure Operation Periods

Administrators will create the Operation Periods to define the times that participants are allowed to be dropped off or picked up. (Times that participants will sign-in or sign-out.)

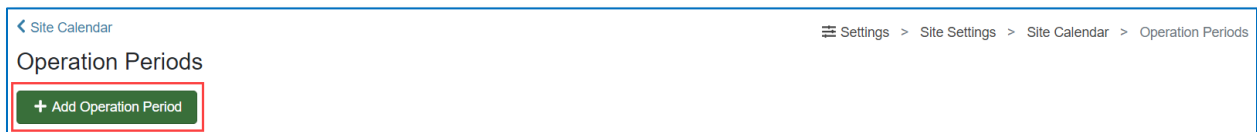
Go to Settings → Site Settings. Locate the Site Calendar card and click Edit Calendar.



Click 'Edit Operation Periods' at the top left of the screen.



Click 'Add Operation Period'.



Name the Operation Period.

Enter the Program Start Time and Program End Time.

Enter the Early Sign-In Time and Late Sign-Out Time. (These times determine when parents can drop off or pick up participants.)

Based on the example shown, participants could be signed in any time between 7 am and 10 am and could sign out any time before 12 pm.

Click 'Save and Close'.

Add Operation Period

* – Indicates a required field

Name *
Morning Program

Program Start Time *
8:00 AM

Program End Time *
10:00 AM

Early Sign-In Time *
7:00 AM

Late Sign-Out Time *
12:00 PM

Close Save and Close

Add as many Operation Periods as needed to accommodate your program. The Site Calendar will need to be updated for each Operation Period. (see next page)

To make changes to an Operation Period, click 'Actions'.

Select 'Edit' to change the name or times.

Select 'Disable' or 'Enable' to perform the desired task.

Operation Periods

+ Add Operation Period

Search:

Copy Print Export

Name	Early Sign-In Time	Program Start Time	Program End Time	Late Sign-Out Time	Is Enabled?
Morning Program	6:30 AM	7:00 AM	2:00 PM	2:00 PM	Yes
After School Program	2:00 PM	3:00 PM	7:00 PM	9:00 PM	Yes

Actions -

The list of Operation Periods can be copied, printed, or exported by clicking the buttons at the top right of the screen.

Update Site Calendar

Review the calendar and uncheck dates that the operation period(s) will not be offered. Click 'Save'.

Site Calendar - 2020-2021 School Year

[Edit Operation Periods](#)

Date	Day of Week	Program Calendar	Site Open <small>All / Weekdays / None</small>	Morning Program <small>All / Weekdays / None</small>	After School Program <small>All / Weekdays / None</small>
08/31/2020	Monday	Open	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
09/01/2020	Tuesday	Open	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
09/02/2020	Wednesday	Open	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
09/03/2020	Thursday	Open	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
09/04/2020	Friday	Open	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
09/05/2020	Saturday	Closed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/06/2020	Sunday	Closed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/07/2020	Monday	Open	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
09/08/2020	Tuesday	Open	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
09/09/2020	Wednesday	Open	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
09/10/2020	Thursday	Open	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
09/11/2020	Friday	Open	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

[Save](#)

Household PINs

A PIN is associated to each Household. This PIN can be updated by a staff member or by a parent using the Parent Portal. The PIN must be between 4-8 numbers.

If you are a staff member, go to Registration. Locate the Households card and click 'Manage Households'.

The screenshot shows a navigation menu on the left with options: Dashboard, Program Information, Site Information, Activities, Registration, Rosters, Attendance, Reports, and Search. The main content area is titled 'Registration' and 'General'. It contains three cards: 'Registration List' (Manage Participants), 'Households' (Manage Households), and 'Quick Edit Tools' (Access Tools). The 'Manage Households' button is highlighted with a red box.

Locate and 'Select' the Household. The Household PIN field will show on the right of the screen. Update as needed and click 'Save'.

Household ?

Step 1: Find Participants
 Search for Household by Member:

 Search for Household by ID:

Step 2: Search Results

Last Name	First Name	Household ID	
BRILA	ADRIAN	56340	Select
CASTRO	ASHLEY	57103	Select
MARTINEZ	ADRIAN	44885	Select

Step 3: Household Details

Details Members

Household ID: 44885
 Household Name: MARTINEZ
 Number in Family: 3
 Household PIN: 7686

A parent can update the PIN on the Parent Portal. Under the My Students section the parent will click 'Change PIN'.

HOST Program

Select Language Documents My Profile Help Log Out

What's New
 No notifications available.
 Show Prior Notifications

Open Enrollment
 2020-2021 School Year
 Contact Us
 Application Status: Completed / Access

My Students

HERNANDEZ Household [Change PIN](#)
 LINDSEY ALBA HERNANDEZ
 Remove Student

WATTS Household [Change PIN](#)
 BRIGGINS WATTS
 Remove Student
 BRIGGINS WATTS
 Remove Student

A window will open, the parent will enter a new PIN, re-enter the PIN to confirm, and click 'Save'.

Edit Household PIN

Because the PIN authorizes you to access sensitive information, it's fundamental to keep the number secret. The PIN must be four to eight digits in length.

* Indicates a required field

New PIN *

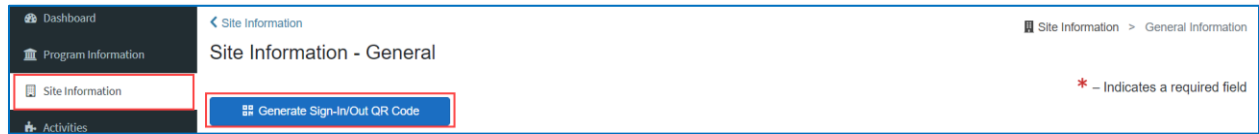
Re-enter PIN *

[Cancel](#) [Save](#)

Generate QR Code or Link

Staff will generate and post the site's QR code or email the link to parents/ guardians.

Go to Site Information/ Locate the General Information card and click Edit General Information. Click 'Generate Sign-In/Out QR Code'.



Print and post at your pick up / drop off location.

Parents will either enter the web link or scan the QR code to initiate Sign-In / Out.

You may choose to email the web link to parents and have them bookmark the link.

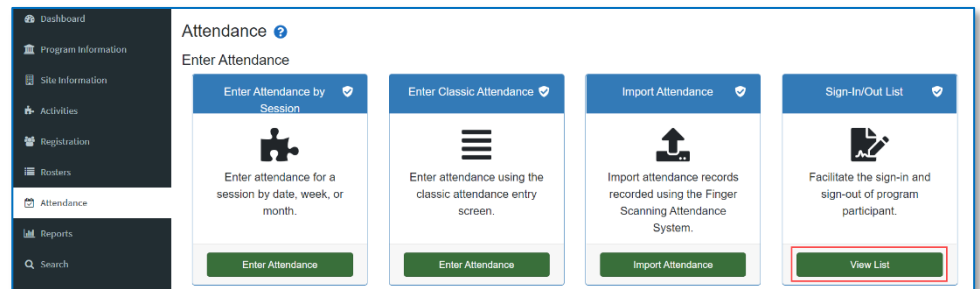
*Each school has a specific web link and QR code. Be sure to use the appropriate link when emailing or printing.



Sign-In/ Out List

The Sign-In/ Out List is where staff will manage the signing in and out of participants.

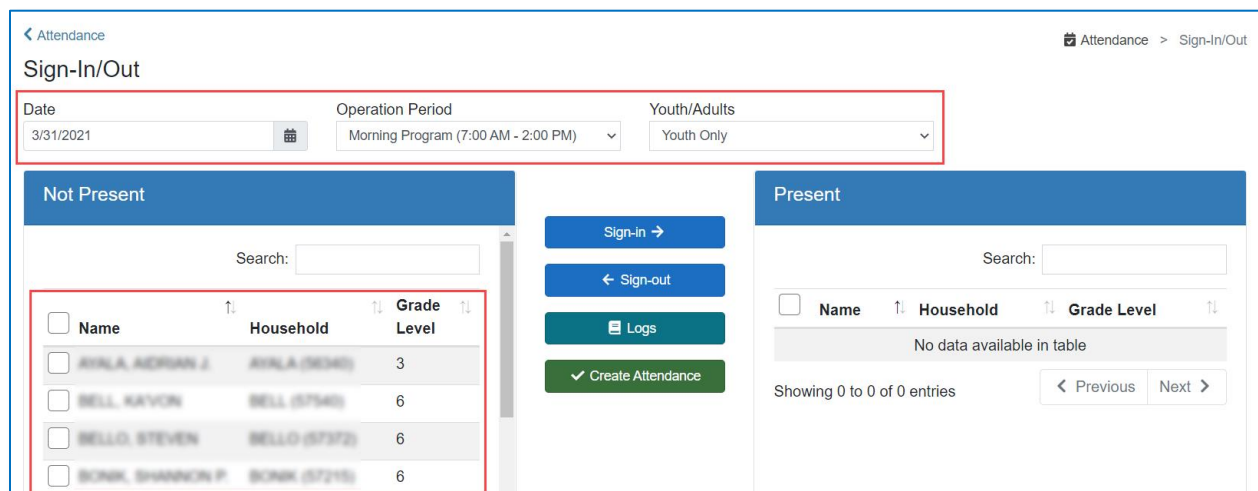
Go to Attendance, locate the Sign-In/ Out List card and click 'View List'.



On the Sign-In/ Out screen, select the Date and Operation Period, and update the Youth/Adults field if needed.

*Only the Operation Periods that are available based on the current time will show in the list. Operation Periods are set up in Settings/ Site Settings/ Site Calendar/ Edit Operation Periods.

A list of participants will show under the Not Present section; these are the participants from your Registration list (including withdrawn participants).



There are two ways that participants will be signed-in or out.

- Staff can check the box next to a participant name and click 'Sign-in' or 'Sign-out'.
- Staff will view 'Logs' to 'Claim' participants that are being signed-in or out by parents/ guardians.

Let's say that a student shows up and needs to sign-in.

Check the box next to the participant's name and click 'Sign-in'.

Sign-In/Out

Date: 3/31/2021 Operation Period: Morning Program (7:00 AM - 2:00 PM) Youth/Adults: Youth Only

Not Present

Search:

<input type="checkbox"/>	Name	Household	Grade Level
<input type="checkbox"/>	AYALA, ADRIAN J	AYALA (02340)	3
<input checked="" type="checkbox"/>	BELL, NAVON	BELL (07540)	6

Present

Search:

<input type="checkbox"/>	Name	Household	Grade Level
No data available in table			

Showing 0 to 0 of 0 entries < Previous Next >

Buttons: Sign-in →, ← Sign-out, Logs, Create Attendance

Update the Sign-in time (if needed) and the 'Is Contact Present' field. Click 'Save and Close'.

Sign-In Participants

Morning Program (7:00 AM - 2:00 PM) * – Indicates a required field

Sign-In Time * Is Contact Present? *

7:30 AM No, Contact Not Present

No, Contact Not Present

Yes, Contact Present

Name	Household	Grade Level
BELL, NAVON	BELL (07540)	6

Buttons: Close, Save and Close

In this example we will select 'No, Contact Not Present'. The participant is moved to the Present section.

Sign-In/Out

Date: 3/31/2021 Operation Period: Morning Program (7:00 AM - 2:00 PM) Youth/Adults: Youth Only

Not Present

Search:

Name	Household	Grade Level
<input type="checkbox"/> AYALA, ADRIAN J.	AYALA (50340)	3

Sign-in →

← Sign-out

Logs

✓ Create Attendance

Present

Search:

Name	Household	Grade Level
<input type="checkbox"/> BELL, KAYON	BELL (57540)	6

Let's say that a parent is dropping their child off.

Staff will notice the 'Logs' button is alerting them of 'Incomplete Logs'. Click the 'Incomplete Logs' button.

Sign-In/Out

Date: 3/31/2021 Operation Period: Morning Program (7:00 AM - 2:00 PM) Youth/Adults: Youth Only

Not Present

Search:

Name	Household	Grade Level
<input type="checkbox"/> AYALA, ADRIAN J.	AYALA (50340)	3

Sign-in →

← Sign-out

Incomplete Logs 1

✓ Create Attendance

Present

Search:

Name	Household	Grade Level
<input type="checkbox"/> BELL, KAYON	BELL (57540)	6
<input type="checkbox"/> BELLO, STEVEN	BELLO (57372)	6

Click 'Actions' for the participant that submitted a request to sign-in. Click 'Claim', this means that you will complete the sign-in request.

Sign In/Out Log

3/31/2021 - Morning Program (7:00 AM - 2:00 PM)

Search:

Refresh Copy Print Export

us	Event Time	In/Out	Contact Name	Participants
Request Submitted	1:00 PM	In	NAFLEE BELLO	BELLO, STEVEN
Complete	7:30 AM	In	AMY KRUEGER	BELL, KAYON

The Update Sign-In Log window will open. The 'Operation Period' displayed was chosen by the contact person when they requested the sign-in for the participant. Verify that the 'Operation Period' is correct, update if needed.

The 'Contact Name' displayed was also chosen at the time of the request.

A list of contact names for this participant will show on the right of the screen. Contacts approved for pick-up / drop-off will show in white, non-approved contacts will show in red.

Update Sign-In Log

* – Indicates a required field

Operation Period *
Morning Program (7:00 AM - 2:00 PM) v

Sign-In Time *
8:30 AM

Is Contact Present? *
Yes, Contact Present v

Contact Name *
BELLO, NAYLEE v

Sign-In	Name	Household	Grade Level	Contact Name(s)	Relationship
<input checked="" type="checkbox"/>	BELLO, STEVEN	BELLO (57372)	6	REINA, ANDRIMEL	Parent/Guardian
				BELLO, NAYLEE	Parent/Guardian
				VAZQUEZ, CATALYS	Grandparent

Since a contact is present a signature capture is required. The contact person can sign on the staff's tablet (Select 'Sign on this device') or on their smart device ('Send signature request').

Update Sign-In Log

* – Indicates a required field

Operation Period *
Morning Program (7:00 AM - 2:00 PM) v

Sign-In Time *
8:30 AM

Is Contact Present? *
Yes, Contact Present v

Contact Name *
BELLO, NAYLEE v

Sign-In	Name	Household	Grade Level	Contact Name(s)	Relationship
<input checked="" type="checkbox"/>	BELLO, STEVEN	BELLO (57372)	6	REINA, ANDRIMEL	Parent/Guardian
				BELLO, NAYLEE	Parent/Guardian
				VAZQUEZ, CATALYS	Grandparent

Signature Capture *
Sign on this device v
Sign on this device
Send signature request

In this example we will select 'Send signature request'.

Notice that the Status has changed to 'Signature Needed'.

Sign In/Out Log

3/31/2021 - Morning Program (7:00 AM - 2:00 PM)

Show 50 entries

Search:

Refresh Copy Print Export

Status	Event Time	In/Out	Contact Name	Participants
Signature Needed	8:30 AM	In	NAPLEE BELLO	BELLO, STEVEN

The contact person that is dropping off or picking up the participant will get a notification that a signature is needed. Once they sign and submit the status will change to 'Complete'.

Status	Event Time	In/Out	Contact Name	Participants
Complete	8:30 AM	In	NAPLEE BELLO	BELLO, STEVEN

Let's say that the morning program has ended and the participants will now go to class. Staff will need to sign the participant(s) out. Under the 'Present' section, check the box(es) for the participant(s) that should be signed-out. Click 'Sign-out'.

Sign-In/Out

Date: 3/31/2021

Operation Period: Morning Program (7:00 AM - 2:00 PM)

Youth/Adults: Youth Only

Not Present

Search:

Name	Household	Grade Level
<input type="checkbox"/> AYALA, ADRIAN J.	AYALA (56340)	3
<input type="checkbox"/> BONK, SHANNON P.	BONK (57215)	6

Present

Search:

Name	Household	Grade Level
<input checked="" type="checkbox"/> BELL, NAYON	BELL (57945)	6
<input checked="" type="checkbox"/> BELLO, STEVEN	BELLO (57372)	6

Sign-in →

← Sign-out

Logs

Create Attendance

The 'Sign-Out Participants' window will open. If these participants are going to school from the morning program, most likely there will not be a contact person there to sign them out. Staff will select 'No, Contact Not Present' and click 'Save and Close'.

Sign-Out Participants

Morning Program (7:00 AM - 2:00 PM) * – Indicates a required field

Sign-Out Time * 1:00 PM

Is Contact Present? * No, Contact Not Present

Name	Sign-In Time	Household	Grade Level
BELL, KAYON	7:30 AM	BELL (57540)	6

Close Save and Close

In the Log, the staff member that saved the sign-out record will show as the contact person.

Sign In/Out Log

3/31/2021 - Morning Program (7:00 AM - 2:00 PM)

Search: []

Show 50 entries

Refresh Copy Print Export

Status	Event Time	In/Out	Contact Name	Participants
Complete	1:00 PM	Out	AMY KRUEGER	BELL, KAYON

If a sign-in/out record needs to be deleted or updated, click Logs.

Date: 04/01/2021 Operation Period: Morning Program (7:00 AM - 2:00 PM) Youth/Adults: Youth Only

Not Present

Search: []

Name	Household	Grade Level
BELL, KAYON	BELL (57540)	6
BELLO, KEVIN	BELLO (57570)	6

Present

Search: []

Name	Household	Grade Level
AYALA, ADRIAN J. (INTERRANG)	AYALA (56340)	3

Sign-in Sign-out Logs Import Attendance

If any attendances are rejected, they will be listed on the Error window.

Errors ✕

Attendance Errors

The following attendance changes were rejected because they would create duplicate attendance records.

Participant ID	Participant	Date	Activity	Session
00000001	WILL, ADAM	3/31/2021	Snack	Snack
00000002	WILL, ADAM	3/31/2021	Snack	Snack

The following attendance changes were rejected because the participant's withdrawal date is on or before the date of attendance

Participant ID	Participant	Date	Activity	Session	Withdraw Date
00000001	WILL, ADAM	3/31/2021	Snack	Snack	8/31/2020

The following attendance changes were rejected because today's date is after the cutoff date allowed for participants who have been withdrawn

Participant ID	Participant	Date	Activity	Session	Today's Date	Cutoff Date
00000001	WILL, ADAM	3/31/2021	Snack	Snack	4/1/2021	9/1/2020

Close
Print

The 'Attendance Import Results' screen shows each attendance record that was created.

Import Attendance Results ?

Purpose: Review the details of records that were imported into Attendance.

Total Imported: 25

Hillsborough
 ADAMS MIDDLE
 Term in use: 2020-2021 School Year

Participant	Activity	Session	Attendance Date	Original		Imported		Notes
				Time In	Time Out	Time In	Time Out	
WILL, ADAM	2020-2021 School Year	AM ONLY-\$20(Before School)	3/31/2021	6:30 AM	2:00 PM			
WILL, ADAM	2020-2021 School Year	AM ONLY-\$20(Before School)	3/31/2021	6:30 AM	2:00 PM			
WILL, ADAM	2020-2021 School Year	AM ONLY-\$20(Before School)	3/31/2021	6:30 AM	2:00 PM			
WILL, ADAM	Snack	Snack	3/31/2021	6:30 AM	2:00 PM			
WILL, ADAM	2020-2021 School Year	AM ONLY-\$20(Before School)	3/31/2021	6:30 AM	2:00 PM			
WILL, ADAM	Snack	Snack	3/31/2021	6:30 AM	2:00 PM			
WILL, ADAM	2020-2021 School Year	AM ONLY-\$20(Before School)	3/31/2021	6:30 AM	2:00 PM			
WILL, ADAM	Snack	Snack	3/31/2021	6:30 AM	2:00 PM			
WILL, ADAM	2020-2021 School Year	AM ONLY-\$20(Before School)	3/31/2021	6:30 AM	2:00 PM			
WILL, ADAM	Snack	Snack	3/31/2021	6:30 AM	2:00 PM			
WILL, ADAM	Snack	Snack	3/31/2021	6:30 AM	2:00 PM			
WILL, ADAM	Snack	Snack	3/31/2021	6:30 AM	2:00 PM			

Notes:

*The Phone Number entered must be assigned to a contact of the participant. The contact must be marked as Pick Up: Yes.

* Only the Home or Alt/Cell phone numbers can be used. Work phone numbers cannot be used.

Contacts (List primary contact first)									
Last Name	First Name	Relationship	Home Phone	Can Pick Up?	Lives With	Emergency Contact	Work Phone	Alt/Cell Phone	
Moore	Kimberly	Parent/Guardian	(813) 410-2626	Yes	No	Yes	(813) 410-2626	(814) 770-6000	
Moore	Warren	Grandparent	(813) 410-2626	No	Yes	Yes	(813) 770-6000	(813) 410-2626	
Franklin	Tara	Parent/Guardian	(727) 338-9912	Yes	No	Yes	(813) 900-0000	(813) 410-2626	

If a person is listed as a contact person for more than one participant, that person will have access to submit a sign-in/out request for multiple households.

The image displays four overlapping mobile application screens illustrating the sign-in/out request process:

- Household Results:** A screen titled "Household Results" asking "Which household will you be dropping off today?". It features two checked checkboxes: "MARTINEZ" and "MOORE". A "NEXT" button is at the bottom.
- Enter PIN:** A screen titled "Enter PIN" asking "Enter the PIN associated with the household(s)". It has two input fields: "MARTINEZ Household" and "MOORE Household". A "NEXT" button is at the bottom.
- Select Participants:** A screen titled "Select Participants" asking "Which participants will you be dropping off today?". It lists participants under two household categories: "MARTINEZ Household" (with "MARTINEZ ADRIANA" checked) and "MOORE Household" (with "MOORE ANTHONY L." checked). A "NEXT" button is at the bottom.
- Available:** A screen titled "Available" showing the same list of participants as the previous screen. It lists "MARTINEZ Household" (with "MARTINEZ ADRIANA" checked) and "MOORE Household" (with "MOORE ANTHONY L." checked). A "SUBMIT REQUEST" button is at the bottom.