KinderSign – Sponsor Backdating Transactions

A Use the keypad to enter your 10-digit phone number. Tap **Next**.

B Enter your 4-digit *PIN* and tap **Verify**.

Note: Transactions cannot be backdated when tablet is offline.

C From the Sponsor **Activities** screen, tap *Attendance*.

D Tap **Authenticate** to take your picture and proceed to the check-in screen.

AUTHENTICATE

E Tap on the *Date* to open the calendar.

F Use the arrows next to the month and year to move to other months. Select the target date and tap on it. Tap **OK** to open the clock.

2018
Tue, May 8

G Tap the *Hour* and move the hands to adjust to the desired hour. Then tap the *Minutes* and move the hands to adjust to the desired minutes. Select the time of the day by tapping *AM* or *PM*. Press **OK**.

H Select the child or children you will *Sign In* or *Sign Out*. Once all attendance has been entered, tap **Submit**. The Parent/Sponsor signs in the space provided. Tap **Submit.**

I KinderSign returns to the keypad and is ready for the next person to login.