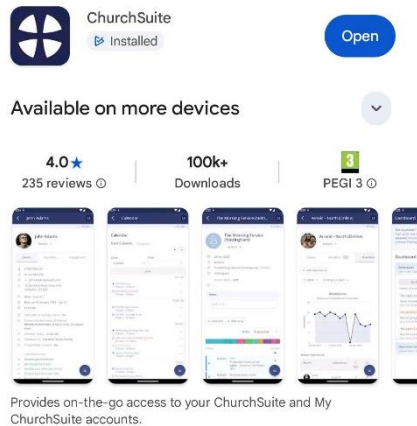
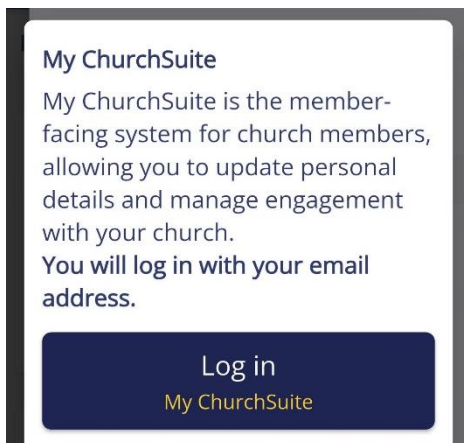


QR check-in step by step guide for parents

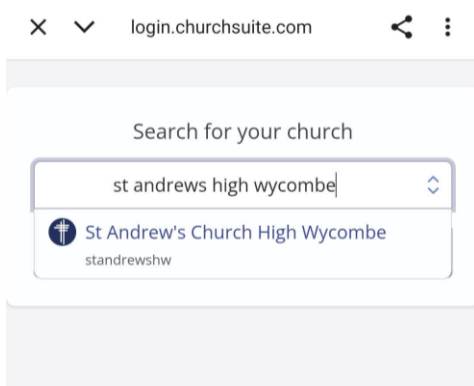
1. Download the ChurchSuite App



2. Sign in to My ChurchSuite



3. Search for St Andrew's Church High Wycombe



4. Sign in with your email and password

login.churchsuite.com

My ChurchSuite

My ChurchSuite is the member-facing system for church members.

Email

*

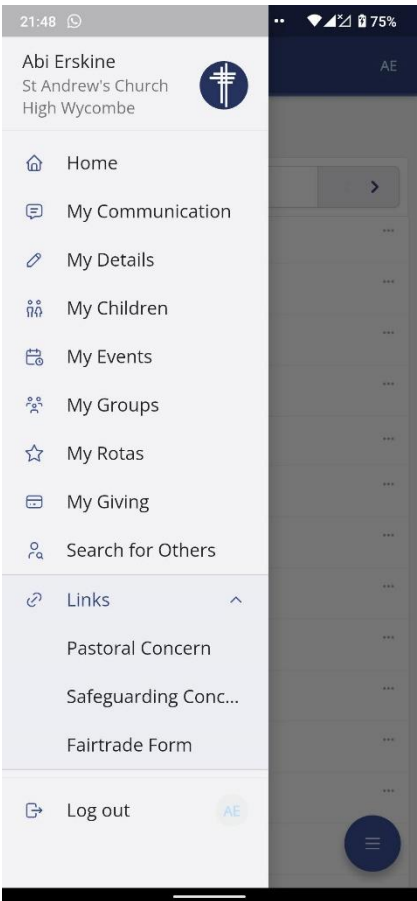
abi.erskine@standrewshw.co.uk

Password

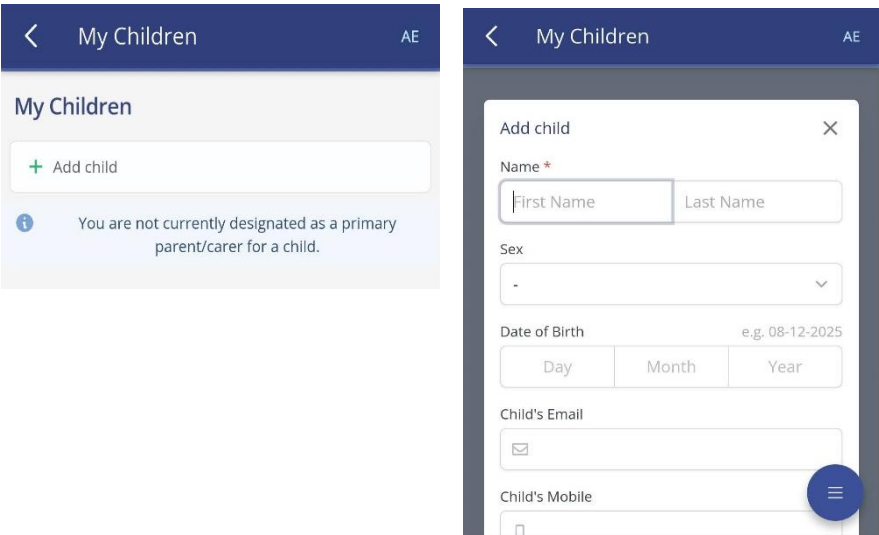
*

Next

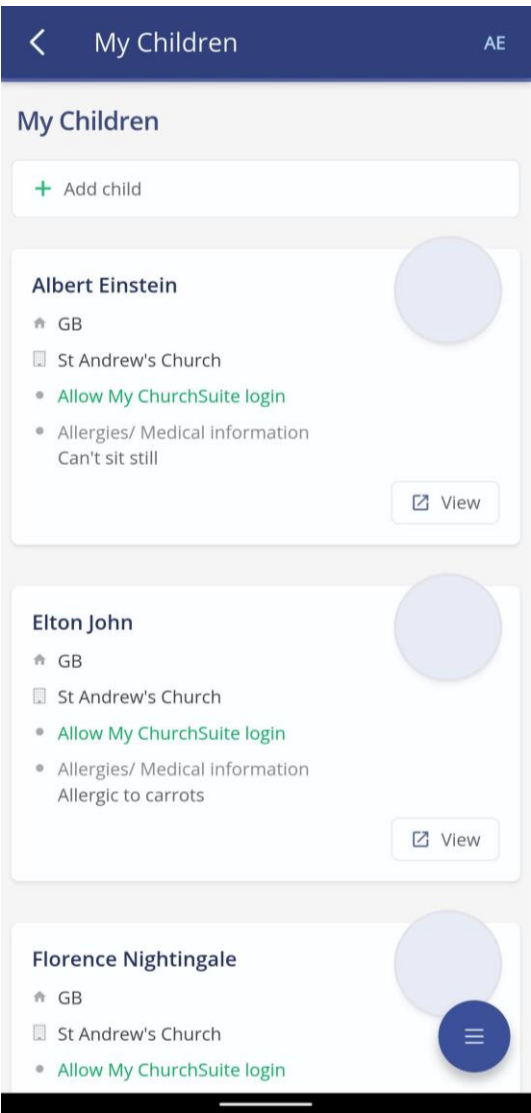
5. Click on the bottom right toggle to pull up the main menu. Select ‘My Children’.



6. Add your child(ren).

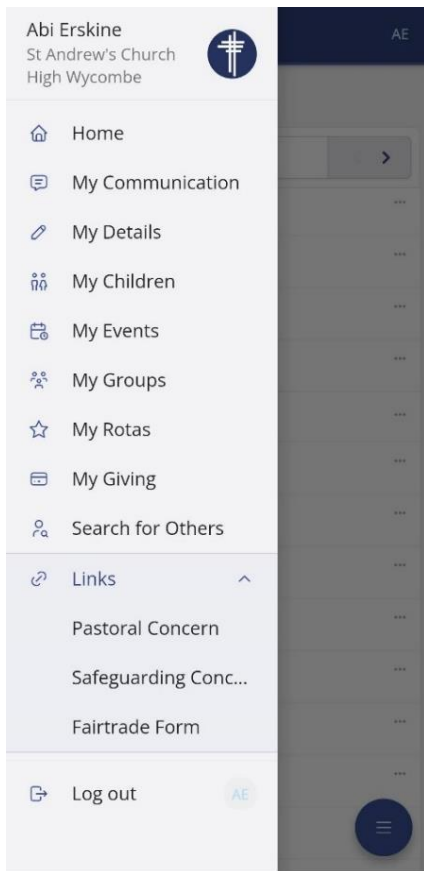


7. Check that all your children's information is correct

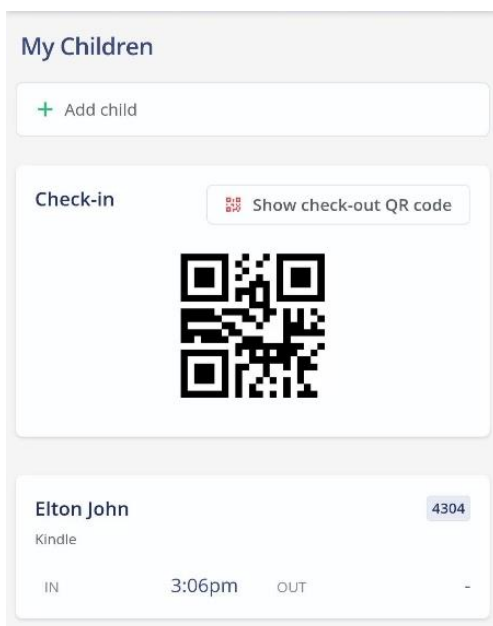


Signing your child into their Sunday morning group with a QR code

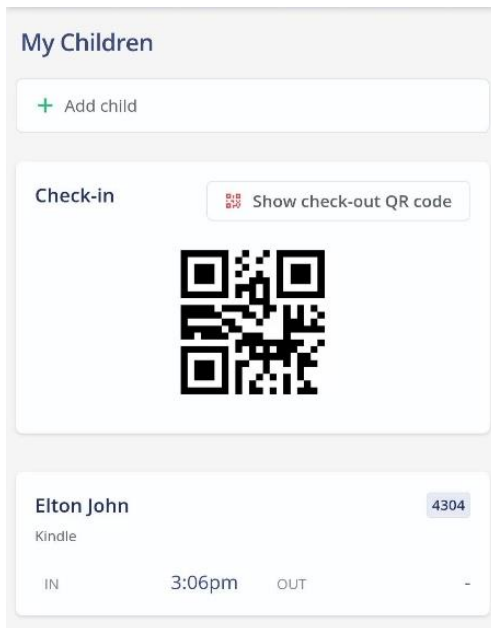
1. Open the ChurchSuite app and select 'My Children'.



2. Select 'Check-in' and you should receive a QR code and a 4-digit code for your child. This will only be visible once check-in has opened on a Sunday morning. You can then sign your child(ren) into their group by scanning the QR code on the iPad at the check-in desk at church. (If the QR code doesn't work, it can also be done manually.)



3. To collect your child from their group, select ‘Show check-out QR code’.



4. When you go to collect your child, your child’s group leader will need to scan the QR code to check them out. If you are collecting a child on behalf of their parent/ carer, you can also give their leader their 4-digit code.

