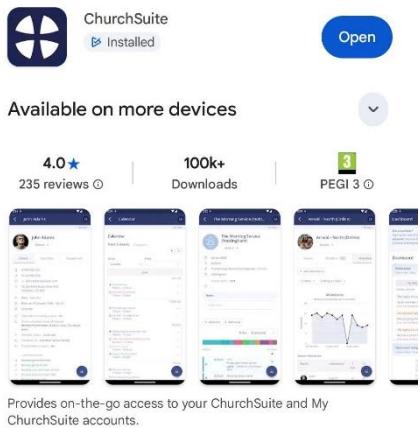
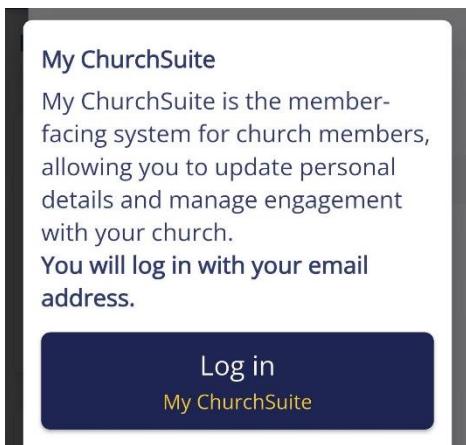


## QR check-in step by step guide for parents

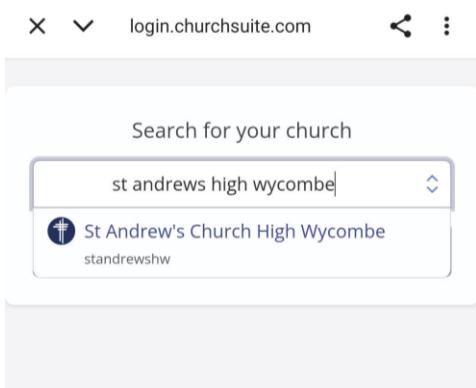
### 1. Download the ChurchSuite App



### 2. Sign in to My ChurchSuite



### 3. Search for St Andrew's Church High Wycombe



#### 4. Sign in with your email and password

X    V    login.churchsuite.com     

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 **My ChurchSuite**

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

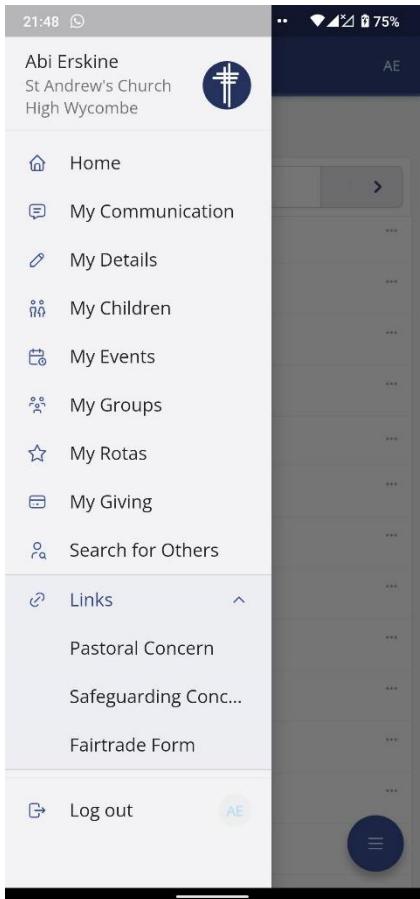
Email \*

Password \*

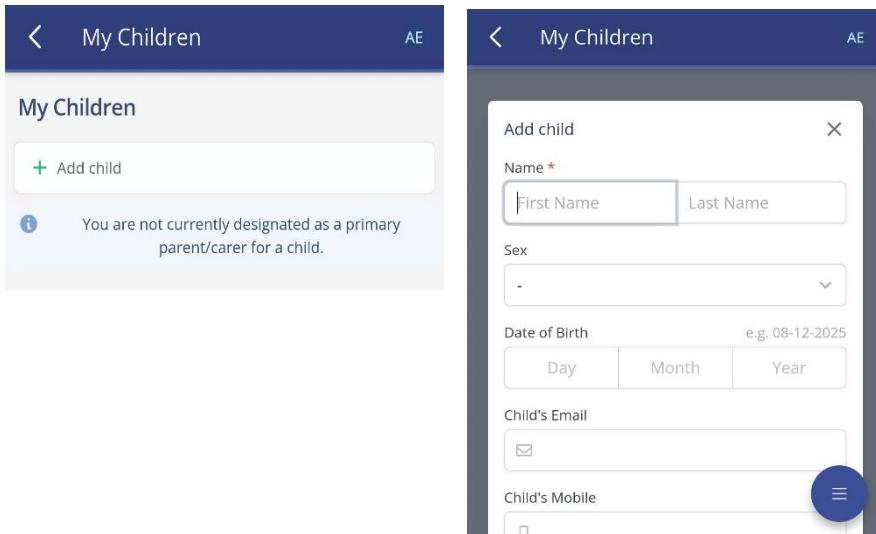


**Next**

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



## 6. Add your child(ren).



My Children

**Add child**

**Info** You are not currently designated as a primary parent/carer for a child.

Add child

Name \*  First Name  Last Name

Sex

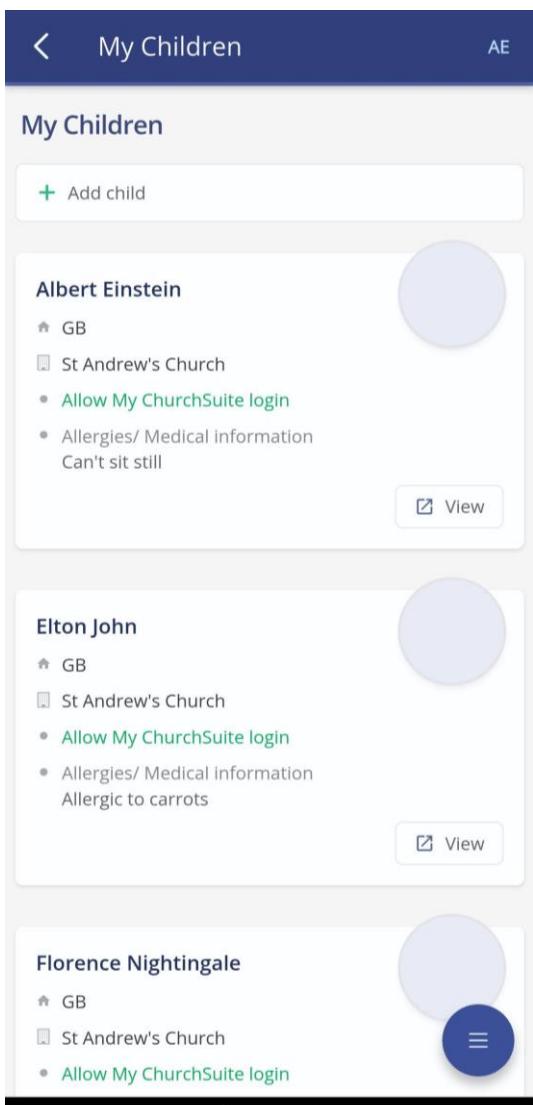
Date of Birth e.g. 08-12-2025

Day  Month  Year

Child's Email

Child's Mobile

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



My Children

**Albert Einstein** 

GB  
St Andrew's Church

- Allow My ChurchSuite login
- Allergies/ Medical information  
Can't sit still

**View**

**Elton John** 

GB  
St Andrew's Church

- Allow My ChurchSuite login
- Allergies/ Medical information  
Allergic to carrots

**View**

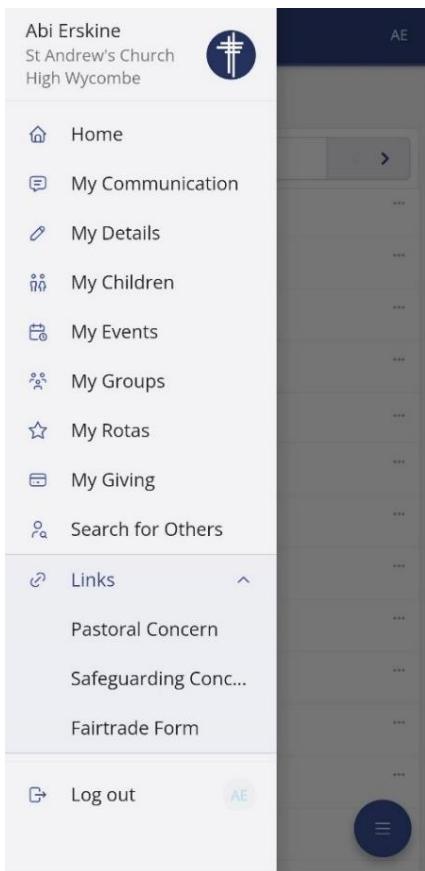
**Florence Nightingale** 

GB  
St Andrew's Church

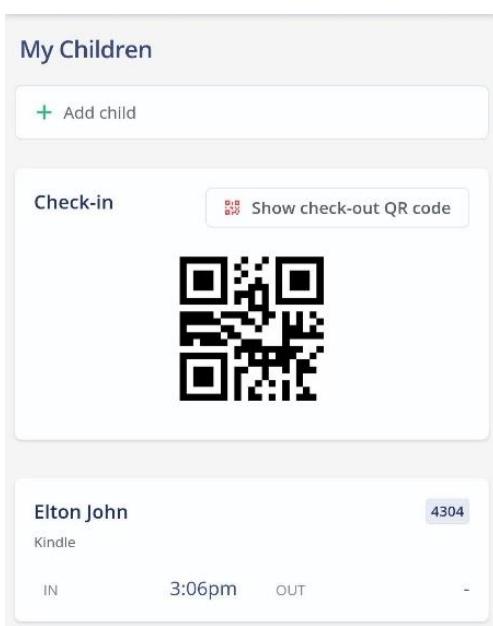
- Allow My ChurchSuite login

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

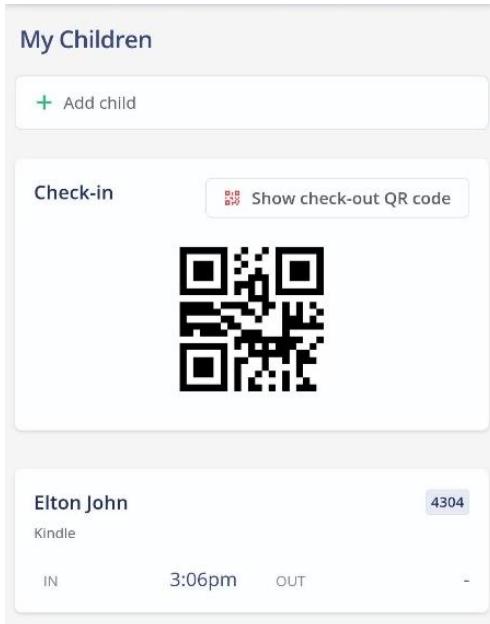
## 1. Open the ChurchSuite app and select 'My Children'.



**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.

