



Using the Check-In Laptop

Setting up the tablet

- This laptop is a Chromebook is used at the entrance to the building to check-in those who have already signed-up to the meeting. It can also be used to hear the service as streamed to Facebook.
- **If anyone has not signed-up online to the service, then ask them to enter their details on the paper Welcome sheet.**

Turning on and Logging in

- Make sure that the Chromebook has its charger plugged in.
- To turn the Chromebook on simply open the lid. If it doesn't turn on after a few seconds, then press and release the power button at the top of the right-hand corner of the keyboard.
- When prompted login as the WCC user and enter password **WCCsteward5**.

Check-In attendees to the service using ChurchSuite

- If the Chrome browser window isn't already open, then open it by tapping/clicking on the Chrome icon on the extreme left of the screen.
- Click/tap on the **ChurchSuite** shortcut towards the top left of the browser window.
- You should now see the ChurchSuite **Enter your password** dialogue for **WCC stewards** and a row of dots in the password box. Just tap/click the **Next** button. If you don't see this, then the username is **stewards@wantagecc.org.uk** and the password is **WCCsteward5**.
- Once in ChurchSuite you should see today's service as the first item in the list of **Featured Events** on the home page. Tap/click on this to see the Sunday Service page.
- Tap/click on **Check-In** towards the top right of the page to open a new tab in the browser containing the list of people who have signed-up for the service. Those who are already checked-in appear at the top of the list, with those who have yet checked-in below them. Both lists are ordered alphabetically by surname.
- Tap/click on someone's name to sign them in. If a pop-up dialogue appears at this point, then tap/click on **Check-In** to confirm the check-in.
- If you need to undo a check-in then tap/click on their name once more and then on **Undo Check-In** in the pop-up dialogue.
- If you cannot find some-one in the list, then either tap/click the refresh button at the top of the browser window or the refresh button on the keyboard and check again. This will update the list to include anyone who has signed-up since you opened or refreshed the list of people.

After the meeting

- Close the Chrome browser window by tapping/clicking on the X at the extreme top right of the window.
- Turn off the Chromebook either by pressing and releasing the power button and then tapping/clicking **Power off** and then close the lid.