

CHECK-IN ON SUNDAY MORNING

On Sunday morning, please ensure you have completed the following to streamline the Check- In process:

1. Pre-Register the Worship Event

- i. Highly recommend you use the Church Center App to enhance your pre-registration and Check-In experience

2. Complete the "Health Self Assessment" Form on Sunday morning

- i. Electronic Form link is available on the SCBC website or scan QR code at SCBC's entrance
- ii. Paper Form link is available to download & print from SCBC website. Make sure you bring it with you.

Remember: One "Health Self Assessment" Form per PERSON!

WHEN YOU ARRIVE AT SCBC

STEPS:

- 1) Temperature Screening & Hand Sanitizing
- 2) Check-In at one of the Check-In Stations ([see details below](#))
 - i. Express Check-In: ONLY for Church Center App users
 - ii. Manual Check-In: NOT using Church Center App
- 3) Show your completed "Health Self Assessment" Form to the designated Usher
 - i. Electronic Form (on your phone): Show your SCORE to the Usher
 - ii. Paper Form: Show your completed Form to the Usher and put on the designated table

Remember: One "Health Self Assessment" Form per PERSON!

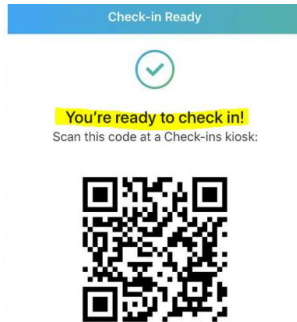
HOW TO CHECK-IN AT THE CHECK-INS STATIONS (a.k.a TABLET)

Express Check-In (Touchless process):

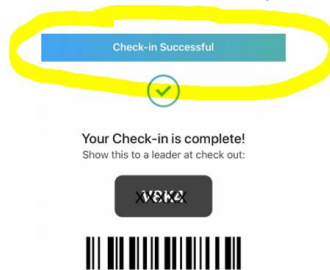
SELF Check-In via Church Center App on your own phone.

Steps (a - d) can be done prior walking into the church building:

- a) Click “Check-In” (at the bottom)
- b) Select Name(s) who have registered for the Event
 - i) Worship location should be the same as what you’ve registered
 - ii) If not correct, please click the “ > ” & select the correct location or see Usher for assistance
- c) Click “Next”
- d) The “Pre-Check-in QR code” will be generated (sample below):



- e) **SCAN** this QR code in front of the tablet camera at the Express Check-Ins Station
- f) If Check-in is **SUCCESSFUL**, your phone will show this:



Manual Check-In (with Usher):

NOT using Church Center App

- a) Check-in with Usher by providing your Phone # or Name
- b) If you did not pre-register, please provide:
 - i) Full Name
 - ii) Phone #
 - iii) Email address (optional but recommend)
 - iv) Read the Declaration Statements

Again, we highly recommend you install the Church Center App for the touchless check-in procedure.

Watch this video: <https://www.youtube.com/watch?v=VRcjaUF12jI>