



Welcome to Church4Kids!

Church4Kids has three main interfaces – admin, sign-in and classroom monitoring.

1. The admin system allows administrators to configure the system, view and manage families, generate reports etc.
2. The sign-in system is used during services to allow people to sign-in.
3. The classroom monitoring interface allows teachers to view real time class lists on their mobile device.

Each type requires a separate login to access its features.

Step 1: Create your organisation and admin accounts

- If you have not already created your admin account, complete this step. Otherwise go to Step 2.
- Go to www.church4kids.com and select the Sign-in System menu and click on Create Account.





The following page is displayed:

Welcome!

To create your new organisation and associated admin account, please complete all of the following fields. Once your account has been successfully verified, you will be able to login and begin using the system.

Username:

Password:

Reenter Password:

Email Address:

Organisation Code:

Organisation Description:

Local Time Zone:

- Follow the process to create your organisation and admin account
- The organisation code only accepts capital letters, numbers and underscores. For example: NRBC (representing Northern River Baptist Church)

Step 2: Login to the administration system

- Go to <https://www.church4kids.com/app/login> to login to the administration system
- Enter your username, password and organisation code for your admin user

Church4Kids Login

Username:

Password:

Organisation:

Forgot your [Password](#)?

First time here? [Create Organisation](#).

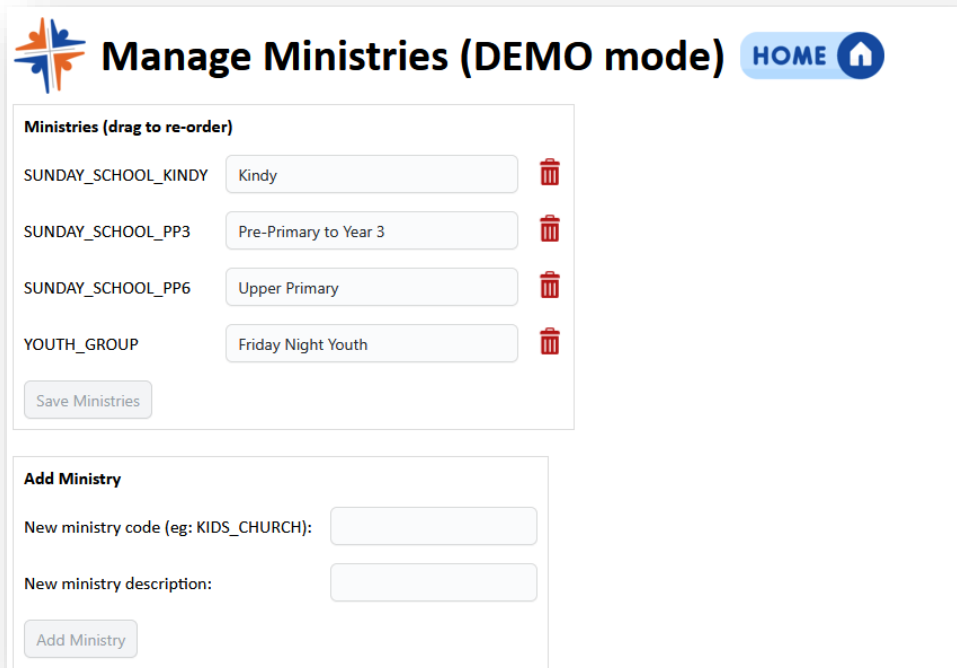
Return to the website at www.church4kids.com.

Step 3: Create the ministries that represent your Church

- When you login for the first time it will direct you to setup the ministries that represent your church.



- Click the “Manage Ministries” link to setup your church’s ministries



- Add a new ministry code and description for each ministry level you wish to assign children for. For example, you may have – Kids level 1, Kids level 2, Kids level 3 and Youth Group, or a setup like what is displayed in the image above.
- Each ministry level requires a code and a description. The code only accepts capital letters, numbers and underscores. For example: KIDS_LEVEL_1 or SUNDAY_SCHOOL_PP3.



Step 4: Create Users

- Select the settings cog at the top right of the screen and click “Manage Users”

Manage Users (DEMO mode) HOME

10 entries per page Search:

User	Access Level	Email address (Admins only)	Actions
admin	Administrator	support@church4kids.com	
demo	Read Only Account		
monitor	Classroom Monitor		
signin	Sign In System		

Showing 1 to 4 of 4 entries

Add New User

Username:

Password:

Access Level: Please Select

Email Address: Only required for Admin Accounts

- Add the users you would like to have access to the system
- There are 5 different access levels. Each one is described below:
 - Administrator**
 - Full administration access
 - Ministry Leader**
 - Similar to the Administrator level access, but without permissions to settings
 - Read Only**
 - Similar to the Ministry Leader but cannot make any changes to data
 - Classroom Monitor**
 - Special logon to show who is currently signed in. Used predominantly by classroom teachers to monitor classroom attendance
 - Sign In System**
 - Provides access to the sign in system for the tablet
- Please note that you will need **a sign in user in order to access the sign in system**. It is recommended that you create one admin user and one sign in user to get started.



Step 5: Add families to the system

- Return to the home page and click the Add Family button to add your first family

Registered Families

Filter Families: All Ministries ☐ Include Archived

10 entries per page Search:

Parent's Name	Parent's Surname	Children	Status	Last Signed In (any child)	Actions
No families found. Click the Add Family button to begin.					

Showing 0 to 0 of 0 entries

[Add Family](#)

- Complete the family details and click “Save Details”
- The dashed red borders represent mandatory fields

Family Details (DEMO mode) [BACK](#)

Parent/Guardian Details

First name:

Surname:

Phone number:

Email address:

Second Authorised Adult

First name:

Surname:

Phone number:

Email address:

Emergency Contact

First name:

Surname:

Phone number:

Family Status: Active

[Save Details](#)

Registered Children




First name	Surname	Date of birth	Gender	Medical	Comments	Ministries	Last Signed In	Actions
No children found.								

[Add Child](#) [Back](#)



Step 6: Add children

- Add each child to the family

Child details for (DEMO mode) **BACK**   

First name:

Surname:

Date of birth:

Gender: ☐ Male ☐ Female

Medical Conditions:

Comments:

Ministries: ☐ Kindy ☐ Pre-Primary to Year 3 ☐ Upper Primary ☐ Friday Night Youth

Custom fields

Hobbies:

Photos allowed: ☐

School attending:

Save & Close **Back**

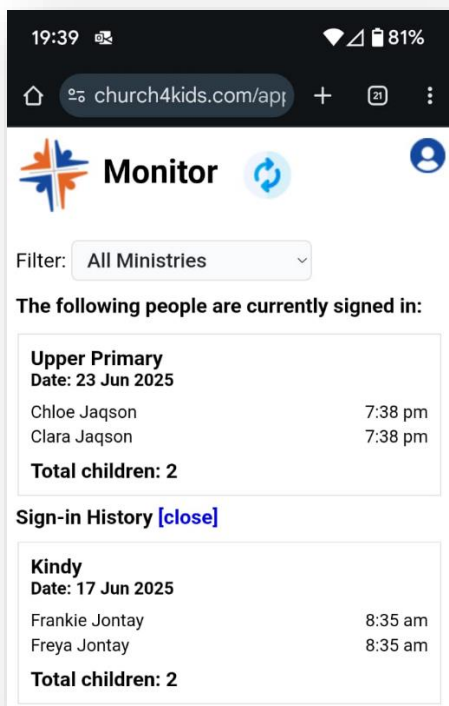
Step 7: Test out the sign-in process on the tablet

- Login to the system using the sign-in user you created earlier using the same login URL <https://www.church4kids.com/app/login>
- Click “Sign In” and search for a child to sign in (note: the “Sign Out” function is optional and can be switched off under the “Manage Organisation” settings in the admin site)
- You can also change the background image under the “Manage Organisation” settings



Step 8: Test out the classroom monitoring user on a phone or mobile device

- If you created a classroom monitor user, login to the system using that user and you will be presented with a screen that looks like this:





Other Features

- The Admin system has many other features that you may find useful, including
 - a. Maintenance of family and child data
 - b. Custom fields
 - c. Teachers and adult guests
 - d. Attendance reports in PDF or graphical output
 - e. Family reports in PDF or CSV
 - f. Sign-in history with the ability to cancel or add retrospective sign-ins (for children, teachers and adult guests)
 - g. Transferring children between families
 - h. Sign out function
 - i. Custom organisational graphics for the sign-in system

If you have any questions please reach out to us at support@church4kids.com.