




HOW TO TAKE THE REGISTER

YOU MUST TAKE THE ONLINE REGISTER AT EACH SESSION YOU RUN.

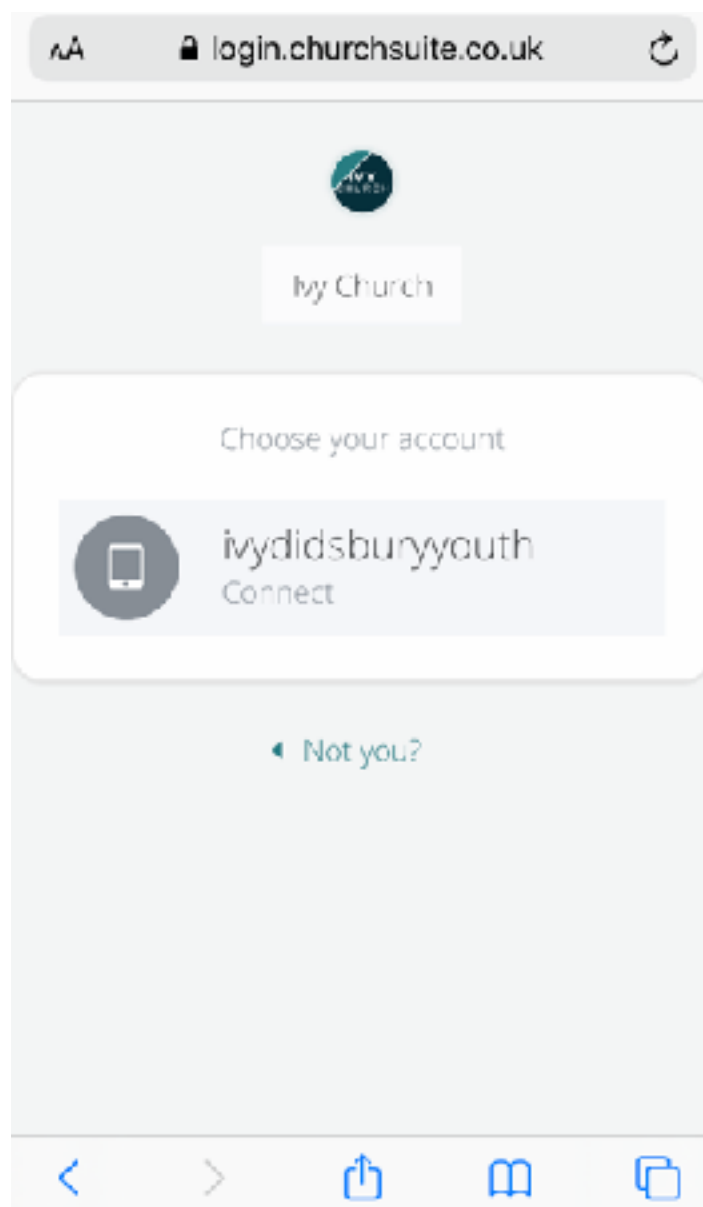
It may seem like another job, but it is so important to keep a record of who comes. It helps Ivy Youth Central track attendance, and also notice if a young person isn't there for a while, and allows us to connect better with them.

This is how you do it:

Watch online here: [ivyyouth](https://www.youtube.com/watch?v=ivyyouth) 

STEP 1: SIGN IN ONLINE ON YOUR PHONE, THE TABLET OR COMPUTER TO

<https://ivy.churchsuite.co.uk/connect>



STEP 2: SIGN IN WITH YOUR SITES ID EITHER:

ivydingsburyyouth

ivysharstonyouth

ivyfuseyouth

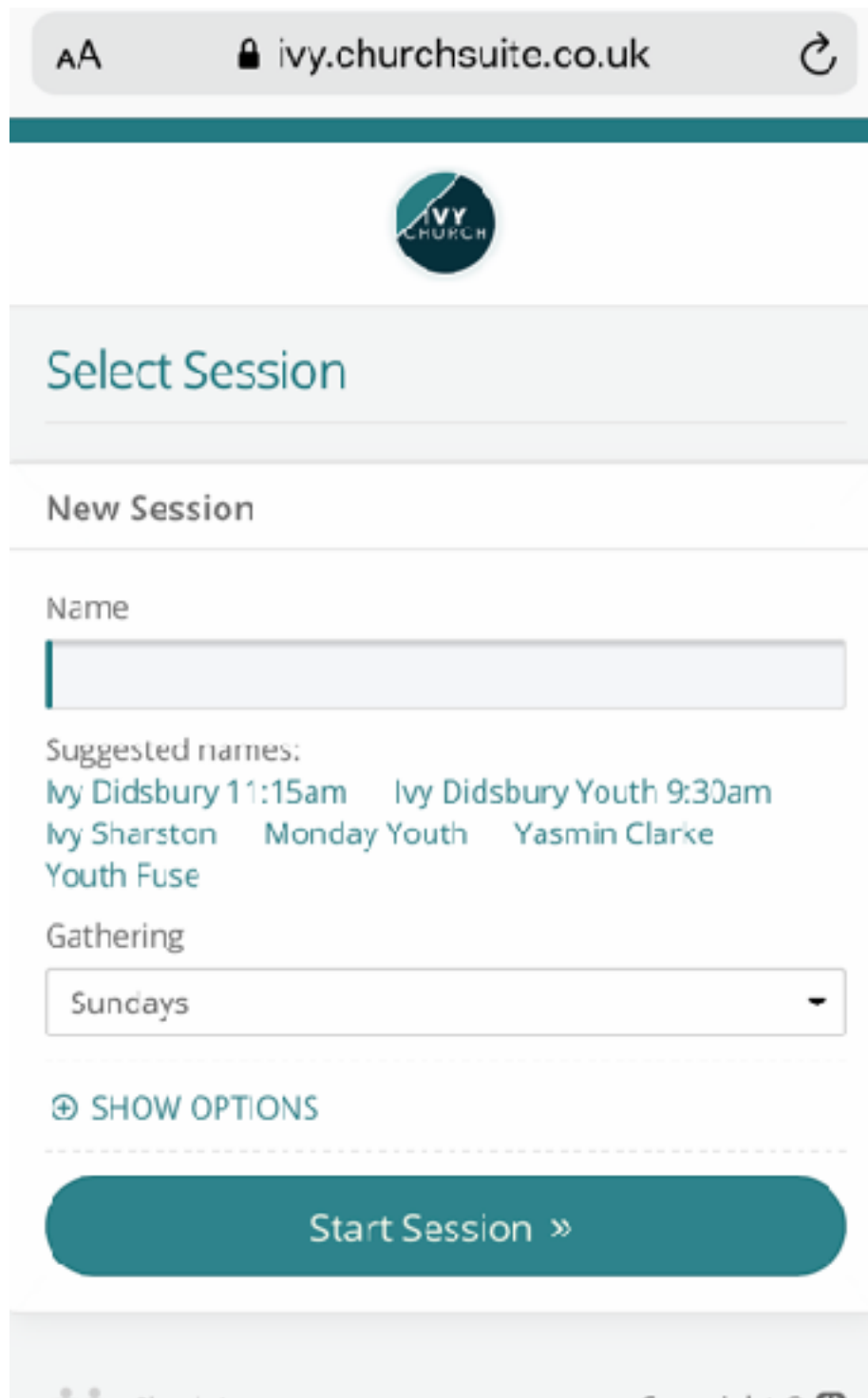
PASSWORD for ALL: IvyYouth1

STEP 3: START A CHECK-IN SESSION



STEP 4: START YOUR SPECIFIC GROUP'S CHECK IN SESSION -

LOOK FOR A PREVIOUS LINK AND CLICK THAT ONE.



The screenshot shows a web browser window with the address bar displaying 'AA ivy.churchsuite.co.uk'. The website header features the 'IVY CHURCH' logo. Below the header is a section titled 'Select Session'. Under this title, there is a 'New Session' section. It includes a 'Name' label and an empty text input field. Below the input field, it says 'Suggested names:' followed by a list of options: 'Ivy Didsbury 11:15am', 'Ivy Didsbury Youth 9:30am', 'Ivy Sharston', 'Monday Youth', 'Yasmin Clarke', and 'Youth Fuse'. There is a 'Gathering' label and a dropdown menu currently showing 'Sundays'. Below the dropdown is a link that says '⊕ SHOW OPTIONS'. At the bottom of the form is a large teal button with the text 'Start Session »'. The footer of the page is partially visible, showing icons and the text 'Copyright ©'.

AA ivy.churchsuite.co.uk

IVY CHURCH

Select Session

New Session

Name

Suggested names:

Ivy Didsbury 11:15am Ivy Didsbury Youth 9:30am
Ivy Sharston Monday Youth Yasmin Clarke
Youth Fuse

Gathering

Sundays


⊕ SHOW OPTIONS

Start Session »

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STEP 5: START REGISTERING THE YOUNG PEOPLE BY THEIR NAMES - YOU CAN ACCESS A LIST VIEW IN THE ADMIN DROP DOWN IF THAT IS EASIER FOR YOU. ADD ANY VISITORS IN, AND GET THEM TO DO AN [Online Registration Form](#).

Ivy Didsbury Youth 9:30am

 Admin

IvyYouth Didsbury

Boys **Girls**

	Aime Richardson - child Group IvyYouth Didsbury	✓
	Amani Bennett - child Group IvyYouth Didsbury	✓
	Amelia Robertson - child Group IvyYouth Didsbury	✓
	Antonio West - child Group IvyYouth Didsbury	✓
	Benjamin Shearer - child Group IvyYouth Didsbury	✓
	Benjamin Vannam - child Group IvyYouth Didsbury	✓

[Cancel](#) [Check-In »](#)

STEP 6: THAT'S IT!! ONCE YOU HAVE DONE THE REGISTER, CLOSE THE SESSION:

1. PRESS ADMIN BUTTON IN THE TOP RIGHT HAND CORNER
2. PIN: 1893 (YEAR IVY WAS BUILT)
3. IN MENU, SELECT: SESSION
4. CLOSE SESSION
5. TYPE: I CONFIRM.

DONE!!!!