

Simplify Your Child's Check-In

Remote Check-In from Shelby Next Membership App

When church members get within ½ mile of the church, they can check in their children (both preschool and elementary) using the Shelby Next membership app (Note that this is not the UBC app).

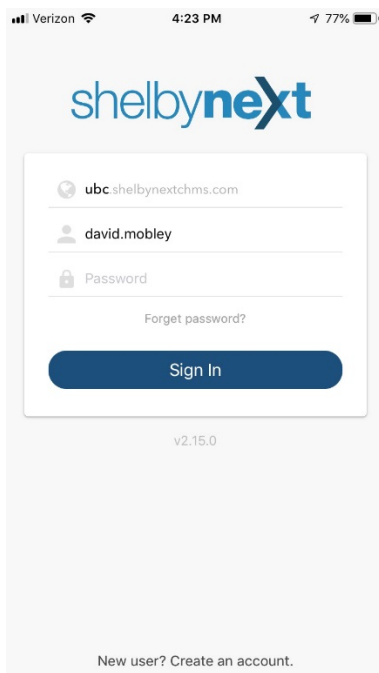
You may select to print the labels at the Preschool Welcome Desk or the Children Welcome desk. If you only have elementary age children, please select the children welcome desk.

The labels will be printed and awaiting your arrival. This will help cut down the check-in lines and make for a much more efficient check-in process!

NOTE: You will be allowed to print both preschool and elementary age labels all at once. However, your child, birth through 3rd grade, must be escorted to their class. We know many of your kids are very comfortable at UBC but please help us provide excellent security by making sure they arrive safely at the class.

Self Check-in Setup

1. Download the Shelby Next Membership App from your phone's app store
2. Domain Name: ubc
3. User Name: FirstName.LastName

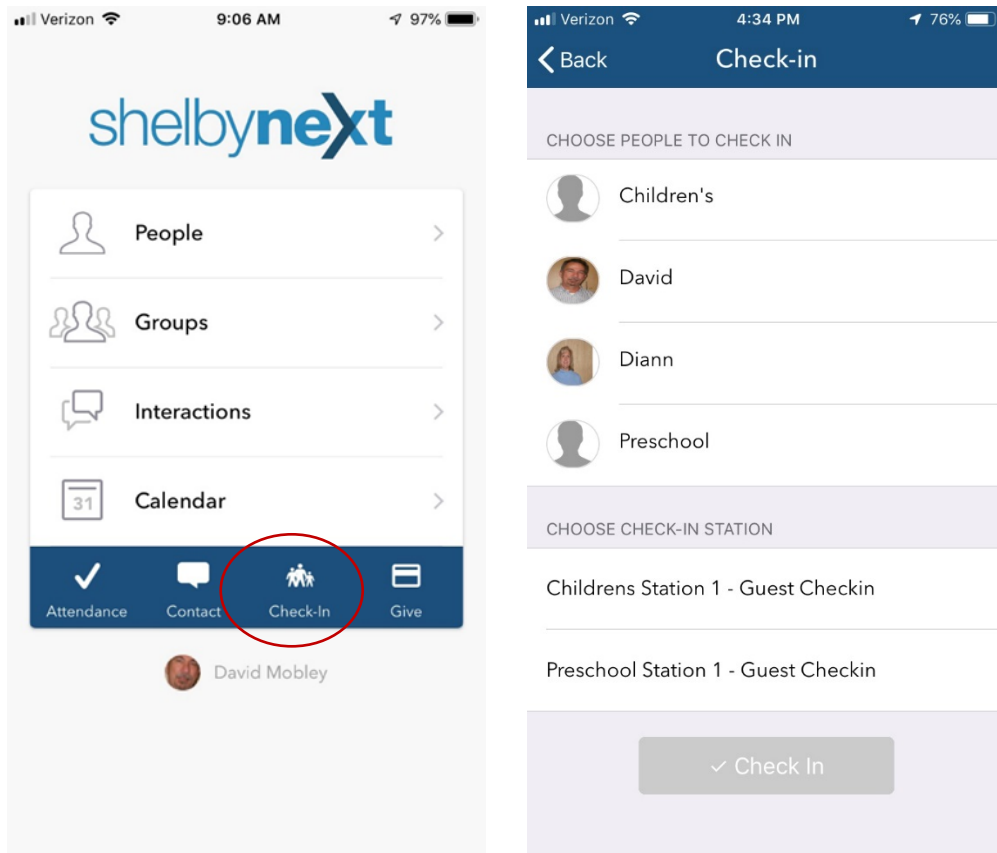


4. Password:
If you have a password already to Shelby Next then use it here.
If not, then select “Forgot Password” and follow the instructions.
This can be the tricky part. Let us know if you have any issues.

Usage:

Once logged into the app you see a screen similar to below but note that the actual options depend on the roles you fill at UBC.

1. Select Check-In
2. Select the child you wish to register
3. Select the class(es) they will attend
4. Repeat for each child
5. Select the location to print
6. Pick up labels at the guest check-in area you selected



Thank you for helping our check-in process.

If you run into issues, please email janet.kuhlman@UBC.org (preschool) or linda.goodale@ubc.org (children).