

# KinderSign – How to View and Enter Missing Attendance

**A** Enter your 10-digit telephone number. Tap **Next**.

Note: If more than one Parent/Sponsor shares the same telephone number, a list of their names displays; select your name from the list.



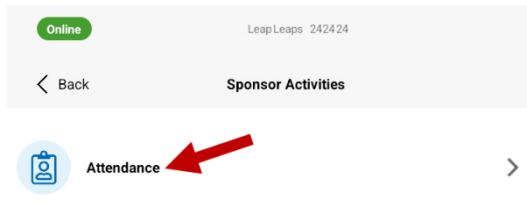
**B** Enter your PIN and tap **Verify**.



**C** On the **Account Verification** screen, select **Skip for now**.

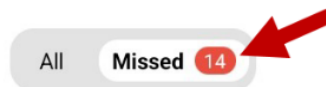
**D** A message will appear with terms for using KinderSign, tap **Agree**.

**E** On the **Sponsor Activities** screen, tap **Attendance**.

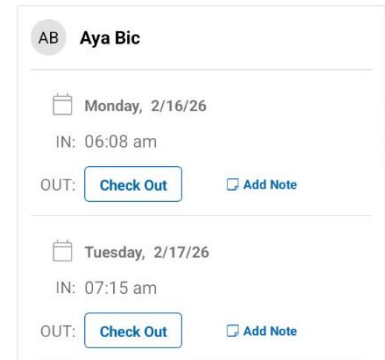


**F** The tablet will take a picture. Position your face in the center of the camera and press **Authenticate** to capture the picture.

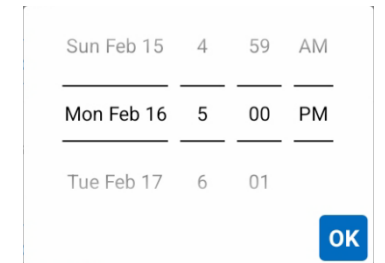
**G** Tap the **Missed** tab at the top.



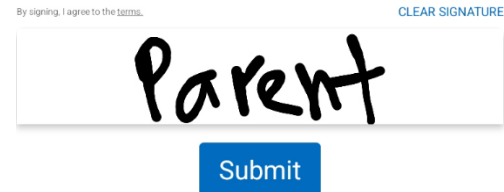
**H** A list of missed attendance appears. Select **Check In** or **Check Out** by tapping the corresponding box(es) to enter the missing attendance.



**I** Use your finger to roll until you have lined up the desired date, hour, minutes, and AM/PM. Then tap, **OK**.



**J** Sign and tap **Submit**.



**K** A confirmation message will appear, and the screen will return to the telephone keypad and is ready for the next Parent/Sponsor to sign in.



Attendance successfully submitted for missed days