



## Registering Parent Keytags

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Registering a keytag to a guardian is a very simple process. By default, the keytags you received from KidCheck (or had made for your organization) are completely unregistered and are not associated with any guardian, so to give a new guardian a keytag, it doesn't matter which one you choose to give them.

**\*\* If you're using a Symbol scanner, make sure it's properly programmed prior to using it with KidCheck.\*\***

### Step 1

With check-in running, enter in the guardian's phone number to bring up their guardian account.

### Step 2

Click in the barcode registration box and scan in the keytag.

**Make sure you only hear a single beep after scanning.** If you hear 2 beeps from your scanner in a row, it may have inadvertently scanned in the barcode twice. If this is the case, simply click in the registration box again & re-scan the keytag.

If the keytag was successfully registered to the guardian's account, KidCheck will notify you.



## Special Note

One common error we see customers make is to pull up a guardian's account and register a keytag to the account owner, then trying to register another keytag for the guardian's spouse from the same screen. In doing so, KidCheck will unregister the first keytag and assign the second keytag to the guardian. Then when the guardian returns, the keytag they were originally given will not pull up any account information from the check-in station as it is no longer associated with any account.