

KinderSign – Sponsor Backdating Transactions

Backdating allows sponsors to enter attendance for past dates. Sponsors have up to **45** days to backdate.

- A** Use the keypad to enter your 10-digit phone number. Tap **Next**.



- B** Enter your 4-digit **PIN** and tap **Verify**.

- C** From the Sponsor **Activities** screen, tap **Attendance**.



Note: Transactions cannot be backdated when tablet is offline.

- D** Tap **Authenticate** to take your picture and proceed to the check-in screen.

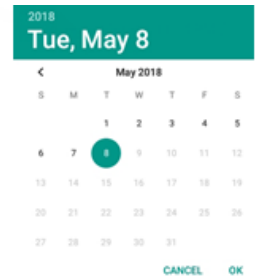
AUTHENTICATE

- E** Tap on the **Date** to open the calendar.

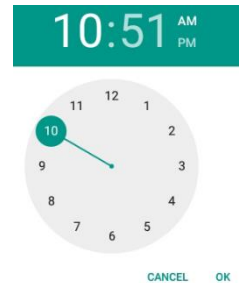
08-27-2018, 11:04 PM

If using an Android tablet:

- F** Tap on the arrows next to the month and year to move to other months. Select the target date and tap on it. Tap **OK** to open the clock.

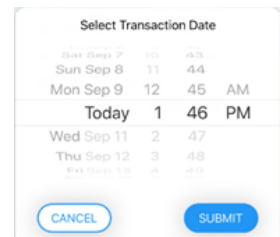


- G** Tap the **Hour** and move the hands to adjust to the desired hour. Then tap the **Minutes** and move the hands to adjust to the desired minutes. Select the time of the day by tapping **AM** or **PM**. Press **OK**.



If using an iPad:

- H** Use your finger to roll until you have lined up the date and time desired. Tap **Submit**.



- I** Select the child or children you will **Sign In** or **Sign Out**. Once all attendance has been entered, tap **Submit**. The Parent/Sponsor signs in the space provided. Tap **Submit**.

