KinderSmart – Sponsor Backdating Transactions

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

A Open the KinderSmart app on your phone.

B Once the **Activities** screen opens, tap *Attendance*.

C Tap **Scan** to enable the QR Code reader.

D To scan, move the QR code on the *Provider Mobile Sign In Sheet* into the view of the phone camera so that it can be seen on the phone screen. As soon as the whole QR code is visible to the phone camera, the phone scans the QR automatically.

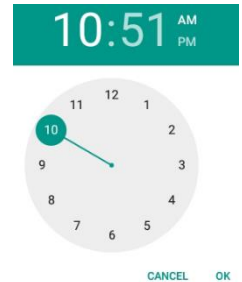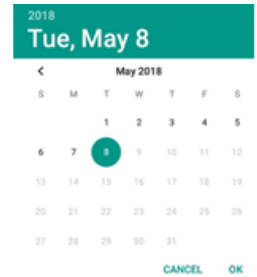Please scan the barcode to sign in children.

E The list of children displays. Tap on the date to open the calendar.

08-09-2018, 9:27 AM

F If using an Android phone:

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**.

H If using an iPhone:

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

I You can now tap to make your selection (*Sign In*, *Sign Out*). Once all attendance has been entered, tap **Submit**.

J A pop-up stating "*The attendance you submitted contained backdated transactions. Would you like to enter more attendance?*"

- Tap *Yes* to continue checking children in and out without reauthenticating.
- Tap *No* to return to the *Activities* screen