

CHANGING STATIONS OVER

1. Login to Planning centre using your login or kids computer.
2. Click HOME on the top left of the screen.
3. Select CHECK-IN'S
4. Click 'STATIONS'
5. Open the Station you need to update, eg. 'Jam iPad 3'
6. Scroll down to drop down box called 'EVENT'
7. SELECT your event which is EKIDS 10AM
8. Click submit at the bottom of the page
9. Repeat for each iPad you need to use.