

# Customizing Images for Self Check-in

You can customize your check-in screen with images you create, or use one of our pre-designed seasonal or ministry themes. Custom images display to the left side of the Express Check In/Out screens, and are handy for advertising upcoming events or displaying the church's logo and vision. You can use your choice of image editing software as long as you save them to the correct sizes and file types.

To resize your check-in image, you must first determine the recommend image size for your monitor.

Screen Resolution in pixels (w x h)	Recommended Image Size in pixels (w x h)
1024 x 768	185 x 736
1152 x 864	209 x 835
1280 x 1024	232 x 995
1280 x 800	232 x 771
1280 x 960	232 x 931
1680 x 1050	304 x 1021

After you resize the image, you can import it into Checkpoint. Then, depending on how your Checkpoint sessions and templates are set up, you may want to use the image for specific sessions and templates, (or all of them).

- If some sessions already have an image on file, setting a global image will not affect those sessions.
- Global image changes only affect sessions with no designated image on file.
- Setting an image for specific sessions or templates also removes any previously assigned global images.

## Pre-designed Themes

You may also want to explore the pre-designed seasonal and ministry themes available in our Checkpoint Themes Gallery. To select a pre-designed theme, log in to the [client portal](#) and download the **Checkpoint Themes** file.

1. On the computer and monitor that you plan to use for check-in, open ACS People Suite.
2. Under **Advanced Tools**, click the **Settings** tab.
3. In the drop-down list, select **Checkpoint** and click **Go**.
4. In the left pane, click **Check In/Out Colors**.
5. Under **Express Check In/Out Global Image**, the recommended image size is listed.
6. To resize the image, use an image editing program to open the image file.
7. Enter the recommended pixel width and height.
8. Save the image.

1. Under **Advanced Tools**, click the **Settings** tab.

2. In the drop-down lists, select **Checkpoint** and click **Go**.
3. In the left pane, click **Check In/Out Colors**.
4. Under **Express Check In/Out Global Image**, click **Browse**.
5. In the window, navigate to and select the image, then click **Open**.
6. To preview the image, click **Preview**.
7. Click **Apply** to save your changes.
8. Open Checkpoint Express Check In/Out to verify that your changes saved correctly.

1. Under **Advanced Tools**, click the **Settings** tab.
2. In the drop-down lists, select **Checkpoint Sessions** and click **Go**.
3. Select the session you want to apply an image to, and click **Edit**.
4. Under **Select Image**, click **Browse**.
5. In the window, navigate to and select the image, then click **Open**.
6. To preview the image, click **Preview**.
7. Click **Apply** to save your changes.
8. Open Checkpoint Express Check In/Out to verify that your changes saved correctly.

1. Under **Advanced Tools**, click the **Settings** tab.
2. In the drop-down list, select **Checkpoint Templates** and click **Go**.
3. Select the template and click **Edit**.
4. In the left pane, click **Check In/Out Colors**.
5. Under **Express Check In/Out Global Image**, clear **Use Image from Checkpoint Setup**.
6. Click **Browse**.
7. In the window, navigate to and select the image, then click **Open**.
8. To preview the image, click **Preview**.
9. Click **Apply** to save your changes.
10. Open Checkpoint Express Check In/Out to verify that your changes saved correctly.

## Suggestions for Self Check-in Images

You can use images to promote events such as Easter Sunday egg hunts, or to match the theme of sessions, like Sunday School or Awana .Or, you can use images that reflect your organization's culture. Examples 2 and 3 are included in the ACS Checkpoint Themes Pack download. [Log in](#) to download free Checkpoint themes.

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Example 1 – Easter Events

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Example 2 – Fall Theme

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Example 3 – Ocean Theme