

Managing Self Check-in Template Image

In templates, you can use the default self check-in image from Checkpoint Setup. Or, you can apply a different image to templates.



Image size suggestion

Because the keyboard area takes up the right side of the check-in window, it is usually best that the image occupies only the left side of the window.

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 how the image will appear at check-in stations, click **Preview**.
9. Click **Apply** to save your changes.

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. Click the images below to see examples of Checkpoint background images. Examples 2 and 3 are included in the ACS Checkpoint Themes Pack download. [Log in](#) to download free Checkpoint themes.

