KinderSign – How does a Sponsor Approves Attendance Transactions
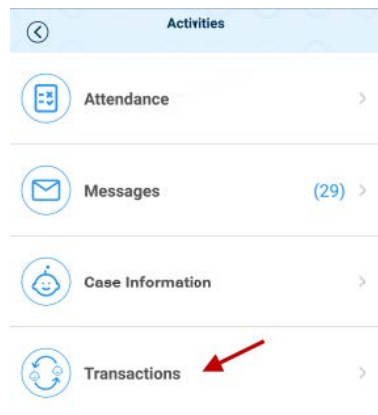
A Use the keypad to enter your 10-digit telephone number. Tap **Next**.
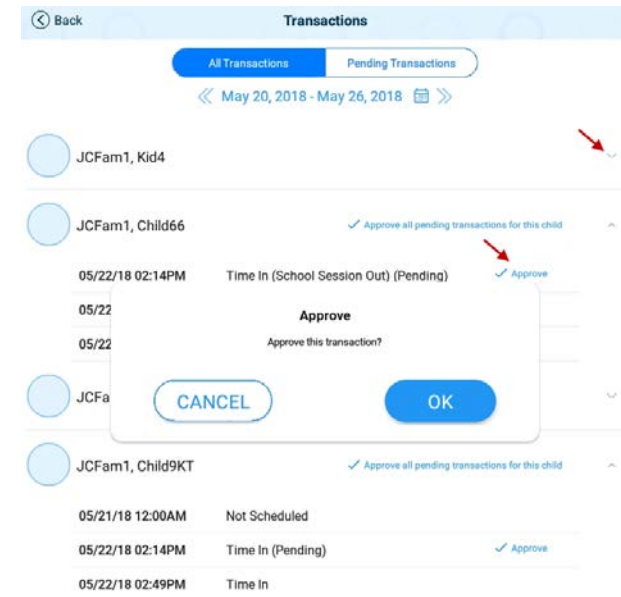
B Enter your 4-digit *PIN* and tap **Verify** to display the **Activities** screen.

C Tap *Transactions*.

D When the list of *Transactions* appears, tap to select *All Transactions* or *Pending Transactions*. Tap the drop-down arrow on the right to expand the details.

E Select *All Transactions* to view and/or approve every transaction individually. Tap **Approve**, then tap **OK** to confirm.

F Select *Pending Transactions* to view and/or approve only the children with transactions pending approval. Tap **Approve all pending transactions for all children**, then tap **OK** to confirm.

✓ Approve all pending transactions for all children

G When you finish approving attendance transactions, tap *Back* to return to the previous menu.