

Patron Tracker

Quick Start Guide

Main/Login

Follow these steps:

1. Enter your email address in the box next to Email.
2. Enter your password in the box next to Password: (write your password down).
3. If you wish, you can Register for Classes or Events.
 - a. Select an event or class from the dropdown box (arrow on far-right side)
 - b. Click the check box on the right labeled Yes.
 - c. Repeat steps a and b for each additional Event or Class you want to register for.
4. Is this your first visit (to this FamilySearch Center), if so, click Yes. If not, leave it blank.
5. Reason for Visit: Click the box next to each item you plan to do.
 - a. Example: If you are here for a class, click Attend Class.
6. Now, for the buttons at the bottom:
 - a. If the Login button is active, click the Login button and you are done.
 - i. Your Reason(s) for your visit and any classes or events you registered for are recorded.
 - b. If this is your first time at this center, the Create Profile button is activated. This means we need to have you build your Profile (It's not hard).
 - i. All the information you entered or clicked on the Login screen will be copied to the Profile screen.

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Create Profile

:

1. Retype the password you typed in the Login screen.
 - a. Forgot your password, no problem. Just type a new password in the Password field and then retype it in the Confirm Password field. (write down your password)
2. Type in a PIN number. It must be 4-6 digits, NO letters. (write down your PIN)
 - a. The PIN is used to confirm you are authorized to access certain screens.
3. You can skip the First Name field if you have your attendance marked.
 - a. Enter your First Name.
 - b. Enter your Middle Initial (or your Middle Name if you desire).
 - c. Enter your Last Name.
 - d. Enter your Address.
 - e. Enter your City.
 - f. Select your State from the dropdown list.
 - g. Enter your Zip (this only allows no more than /no less than 5 digits)
4. Are you LDS?
 - a. If you are not a member of The Church of Jesus Christ of Latter-Day Saints, then click No.
 - i. Patron is automatically selected, and the Save Profile button is active. Click Save Profile. Your information is saved, and you are logged in for the day.
 - ii. See below for a screen shot of what your screen should be looking like.
 - b. If you are LDS, click Yes
 - i. You will have the option to select Patron or Staff.
 - ii. Now you need to select your Stake and/or Ward.
 1. The Denton Stake and Wards are pre-loaded, you can select them as appropriate.
 2. If your Stake and/or Ward is not listed, you can type in your Stake and/or Ward name, and they will be recorded.
 - iii. Click the Save Profile button and all your information is now saved, and you are logged in for the day.

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Patron Report

Accessible from the Patron Menu on the Main Screen.

Patron:

1. Click Select Name. Your name will appear and cannot be changed.
2. Type in your PIN, the red box will turn green if the PIN is correct.
3. Click Generate Report. Your report will appear in the window.
4. You can now print or save your report. Click your choice, Print or Save, follow their instructions.