



HOW TO ENABLE/DISABLE ATTENDANCE APP FOR CENTERS

11/6/2025

If your sponsorship/independent center is not yet enabled for app use, please contact CenterPilot to have function enabled: ayoung@centerpilot.com.

ENABLE CENTERS AND USERS:

Once sponsorship is enabled to use the app, please use these steps to enable app use for a center:

1. Facility/Facility Information – Select center to enable from the drop down list
2. Click on the Office Use Only Tab
3. Click in BOTH of these boxes:
 - a. Voice Attendance Function
 - b. Text Attendance Function
4. Click to Save Facility Setting
5. Notice the # of Approved Users is currently zero (0)

Now you will need to enable USERS for the center:

1. Admin/Manage Facility Users – Scroll to find enabled facility and click on EDIT next to user you wish to enable...note that if more than one (or all) users will be enabled, you will need to select them one by one

FACILITY: TEST NEW FACILITY :: 111 ANYWHERE ST. EL PASO, TX :: ANGELA YOUNG (915-123-4567)									
EDIT	tester123	LuxWine1231	☒	CenterAdmin	☐	☐	☐	☐	3/15/2024

2. Check in the boxes for BOTH Voice Attendance Function AND Text Attendance Function and click on SAVE USER...(note that this example is for a center admin level role, but asst. director, teacher and cook level roles may also be enabled).

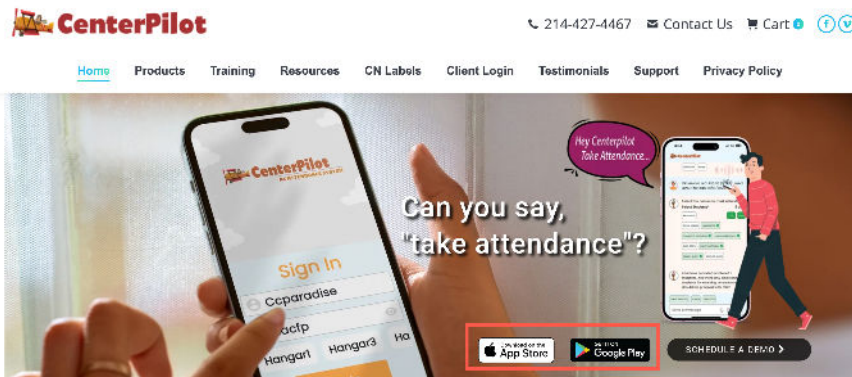
3. Note that on the SAVE, two boxes are now checked for this user

FACILITY: TEST NEW FACILITY :: 111 ANYWHERE ST. EL PASO, TX :: ANGELA YOUNG (915-123-4567)									
EDIT	tester123	LuxWine1231	☒	CenterAdmin	☒	☐	☒	☐	3/15/2024

4. If you choose, return to Facility Information/Office Use Only tab and verify that the site is now approved for one (1) user

FACILITY INFORMATION	ATTENDING MEALS	MEALS SERVED	OPERATING SCHEDULE	SPONSOR INFO	OFFICE USE ONLY	BANK INFO
Has Default Meal Attending: ☒		Requires Participant Validation: ☒		Facility Requires Age Block		
Allow Facility To View Monitor Support Doc: ☐		Summer Food Admin Type: SELECT		Fee Percentag		
Voice Attendance Function: ☒	# Of Approved Users: 1	Limit Voice Attendance to Center Meal Times on File: ☐				
PDF Attendance Function: ☐	# Of Approved Users: 0	Text Attendance Function: ☒		# Of Approved Users: 1		

5. Inform the center that they will need to download the app onto their phone. They may do so from centerpilot.com, directly through the Apple or Google Play store, OR from the Admin menu when logged into your CenterPilot.net account.



6. Center staff will log into the app using the same username and password as they use on the website. Please be sure they know which server they should select (Hangar1, Hangar3 or Hangar4). Note that sponsor level usernames will not work, ONLY center level usernames, and only those enabled by the sponsor.

DISABLE CENTERS AND USERS:

1. To discontinue paying for a center to use the app (and disable all users in the center), uncheck both boxes (Voice and Text Attendance Function) in Facility Information/Office Use Only tab and SAVE.
2. To lock out only a single user within a center (and continue usage for all other approved users), uncheck both boxes (Voice and Text Attendance Function) in Admin/Manage Facility Information (EDIT) and SAVE for single user only.