How to Manage and Check-in Attendees

After you have created an event, you can click on the event to manage and check-in the attendees.

Manage Attendees

Attendees (34	7)			* 2 +
Search Attendees Q	- Account Ty Year Grad	∨ - Member Tag.⊻ - Su	Sub-Group∽ - User Tags - ∽	Last Registered V
	RSVP YES V Status	✓ Checkin Statu	tus 🗸 Reg. Option 🗸	
		Send Mobile Notificat	ation 🛛 Email Attendees	Download Attendees List

- There are options you can select to filter your attendees.
- To contact all attendees, click the selection box on the left, and then **Select all** Attendees if there are more attendees than can fit on the page. Then choose **Send Mobile Notification** or **Email Attendees** to send your message.
- Click the + at the top right to add attendee or check people in by typing their name or Andrew ID.

Check in Attendees

You can track attendance through the Mobile Tartan Connect App or a Laptop. A benefit of using the Mobile App is that you can use your phone as a QR Code scanner to quickly scan tickets.

Mobile App

- Navigate to your event
 - Select your group under the Groups navbar tab, go to Events, and click your event. Or you can go to My Events under the Events navbar tab, and click your event.
- Click Check-In Attendees
- Ways to check someone in:
 - Click on the top right QR code symbol to scan the QR Code on the attendee's ticket which was emailed to them.
 - 2. Scan their personal QR code (only available if they have the mobile app).
 - To find their personal QR Code: Main Page > QR Code in the top right corner.



- 3. Type in their name and click the check mark.
- 4. If someone has not registered, you can search their name and manually register them.
- Only officers have the option to check-in attendees. If you need to give this role to • someone who is not an officer, make them an officer in the group to gain access.

Laptop

🗖 AB Prese	nts Carnival Cor	ncert: COIN	& Cop	y Link 🖌 Edit	🛛 Preview	✓ Check-in Attendees
	Sat, Apr 15, 2023 7 PM – 10 PM	• The Cut	1493 Registered	\$0.00 Sales		

Click on Check-in Attendees at the top right •

Option 1: Track attendance with a computer

曰 Check-In Attendee	S	< Back to Event
Checked-in: 0/1494	RSVP'ed at the door: 0	Multiple Check-Ins
	Don't have a card?	

- This will need someone sitting at a table checking people in ۰
- You can use card reader to swipe/scan IDs or manually type in their name or Andrew ID

🗟 AB Presents Carnival Concert: COIN - Saturday, April 15 at 7:00pm Back to Event Self Check-In Print As PDF Refresh QR Code every 30 seconds Instructions: CHECK-IN 1 Activate Self Check-In (ZActivate) AB PRESENTS CARNIVAL CONCERT: COIN 2 Edit your template. 20 3 Click on the 'Print As PDF' button and print it. 4 Display the QR Code flyer at the entrance of the event for attendees to so 5 If students don't have a QR Code scanner, they can open the link display Feel free to also share this link with students. https://cglink.me/2c1/c192595332124912 How to self check-in from the event QR Code with the iPhone app (1) Op How to self check-in from the event QR Code with the Android app 2 Select a Hut Click on OR Code sc Scan this QR Code and you are checked-in App Store 6 This presents a QR code for attendees to scan to check themselves in

Option 2: self check-in QR code

- Attendees can either scan the QR code with the Tartan Connect Mobile App or scan with their phone's regular camera app, which will then force them to log in
- Optional: Click on the option to refresh QR code every 30 seconds
 - This prevents people from sending pics of the QR code to friends.
 - However, if you have a printed QR code, it will expire.

Option 3: self check-in kiosk

		×
	https://cglink.me/2c1/k1925953481	ගි Copy Kiosk Link
		Kiosk Settings Open Kiosk
🔲 AB Presen	its Carnival Concert: COIN	
	Sat, Apr 15, 2023 7 PM – 10 PM	
Ready to Scan		
Ready to Scan Check-In into this even	nt	
Ready to Scan Check-In into this even Swipe your Student ID Ca	nt rd or Start typing the first name, last name, email or netid a	nd wait for suggestions

- This option is similar to option 1 but attendees will check in themselves
- You can copy the kiosk link or click **Open Kiosk**.
- Attendees can check themselves in by swiping/scanning their ID or searching their name/Andrew ID, depending on the settings of the event.

