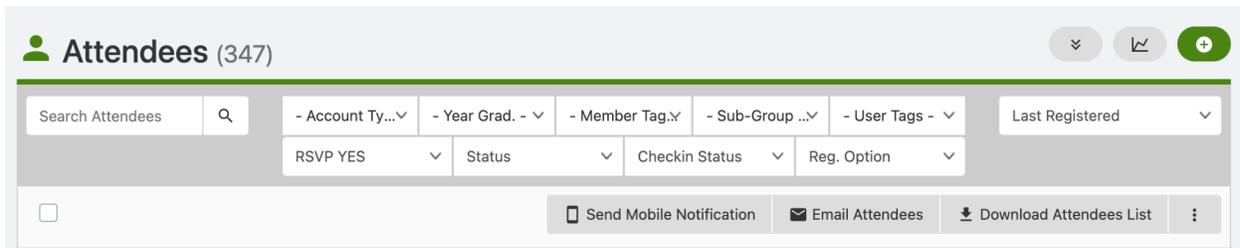


How to Manage and Check-in Attendees

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

Manage Attendees



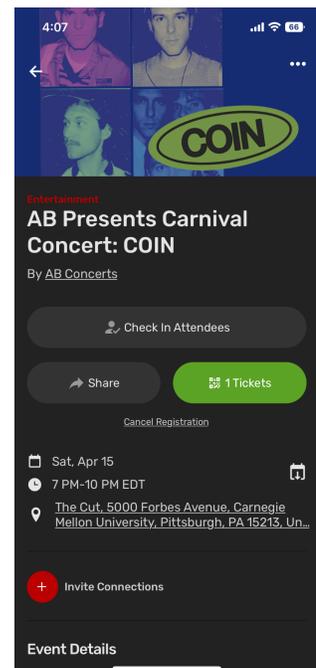
- There are options you can select to filter your attendees.
- To contact all attendees, click the selection box on the left, and then **Select all Attendees** if there are more attendees than can fit on the page. Then choose **Send Mobile Notification** or **Email Attendees** to send your message.
- 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:**
 1. 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

- Click on **Check-in Attendees** at the top right

Option 1: Track attendance with a computer

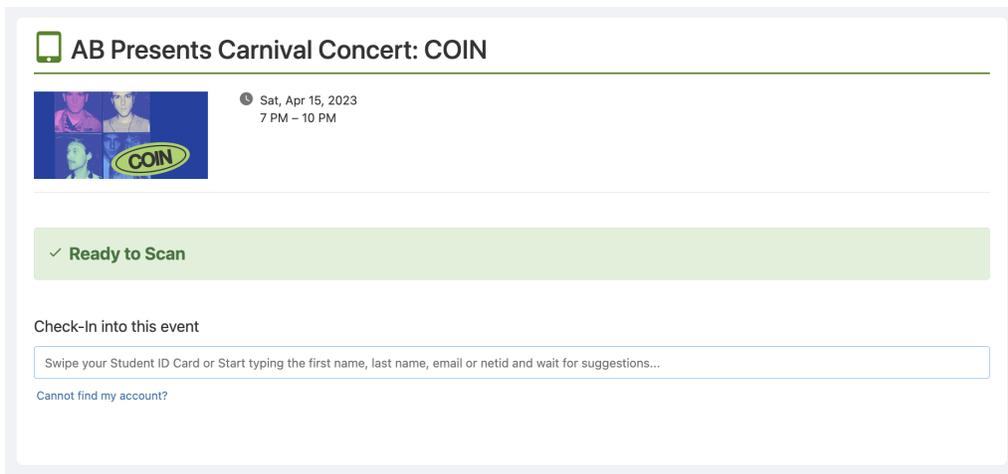
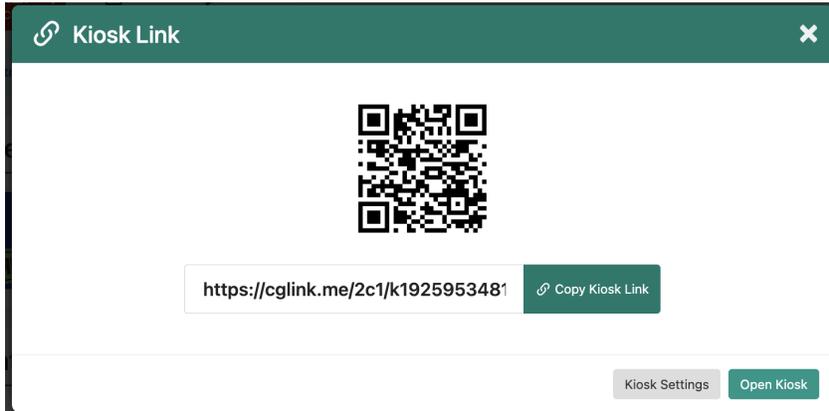
- This will need someone sitting at a table checking people in
- You can use card reader to swipe/scan IDs or manually type in their name or Andrew ID

Option 2: self check-in QR code

- This presents a QR code for attendees to scan to check themselves in

- 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



- 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.

8 Advanced Options

