Introduce yourself in the chat!
What is your institution and where in the world are you?

I'm in Philly, but originally from Birmingham, AL!

modern campus

Event Check-In

This webinar is suited to all Involve user!
We will learn how to check in on the web, on the app, and a few tips and tricks!

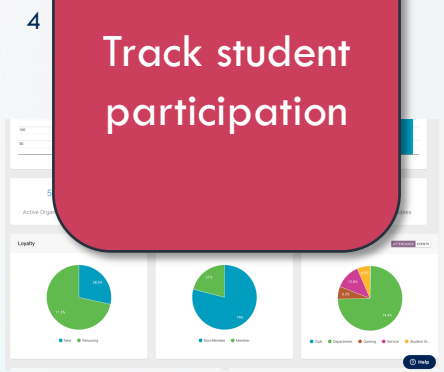
Agenda

1. Intro
2. Guest Check-In
3. Tutorials
    1. Web App
    2. Mobile App
    3. Post-Event
4. Tips and Tricks
5. Q&A
6. Close

Event Check-In Intro

Event Check-In

Track student participation



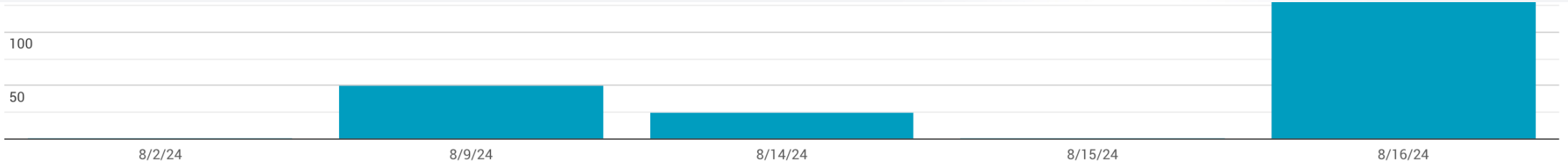
Gather poll data

Accountability

Follow Up

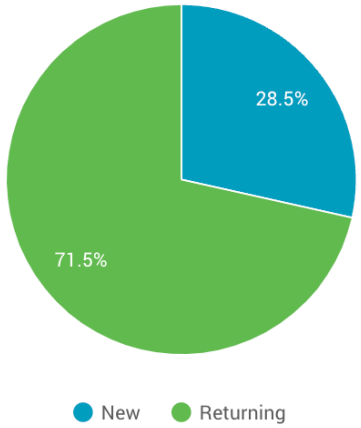
Grow Organizations

Sign waivers!

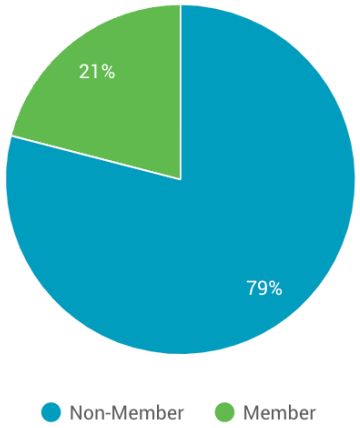


5	5	372	340	74.40
Active Organizations	Attended Events	Total Attendees	Unique Attendees	Average Attendees

Loyalty

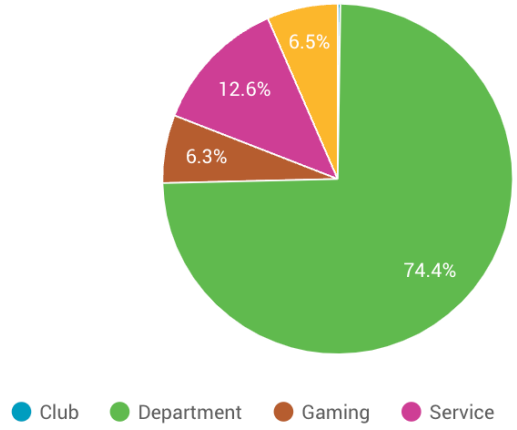


Membership



Categories

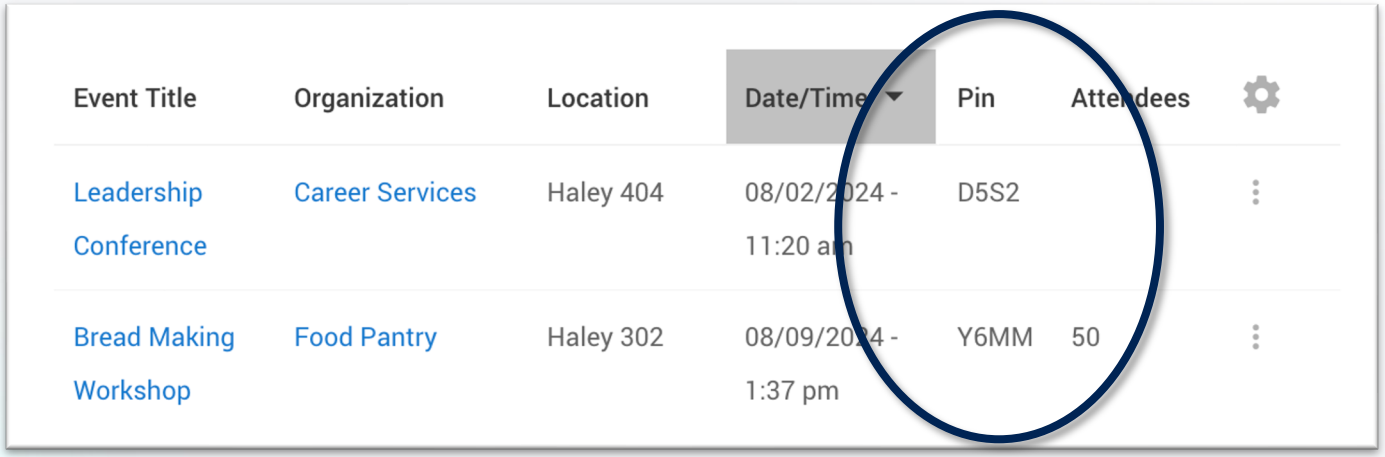
ATTENDANCE EVENTS

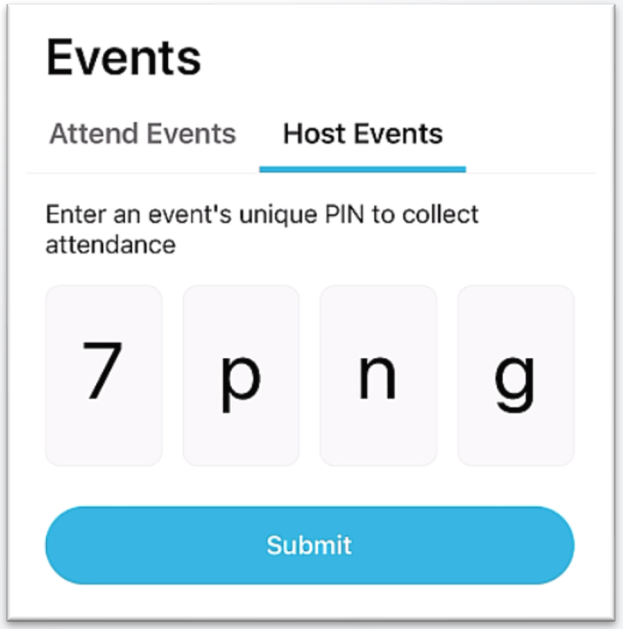


Help

Who can do check-in?

- Anyone with the event PIN can do mobile check-in

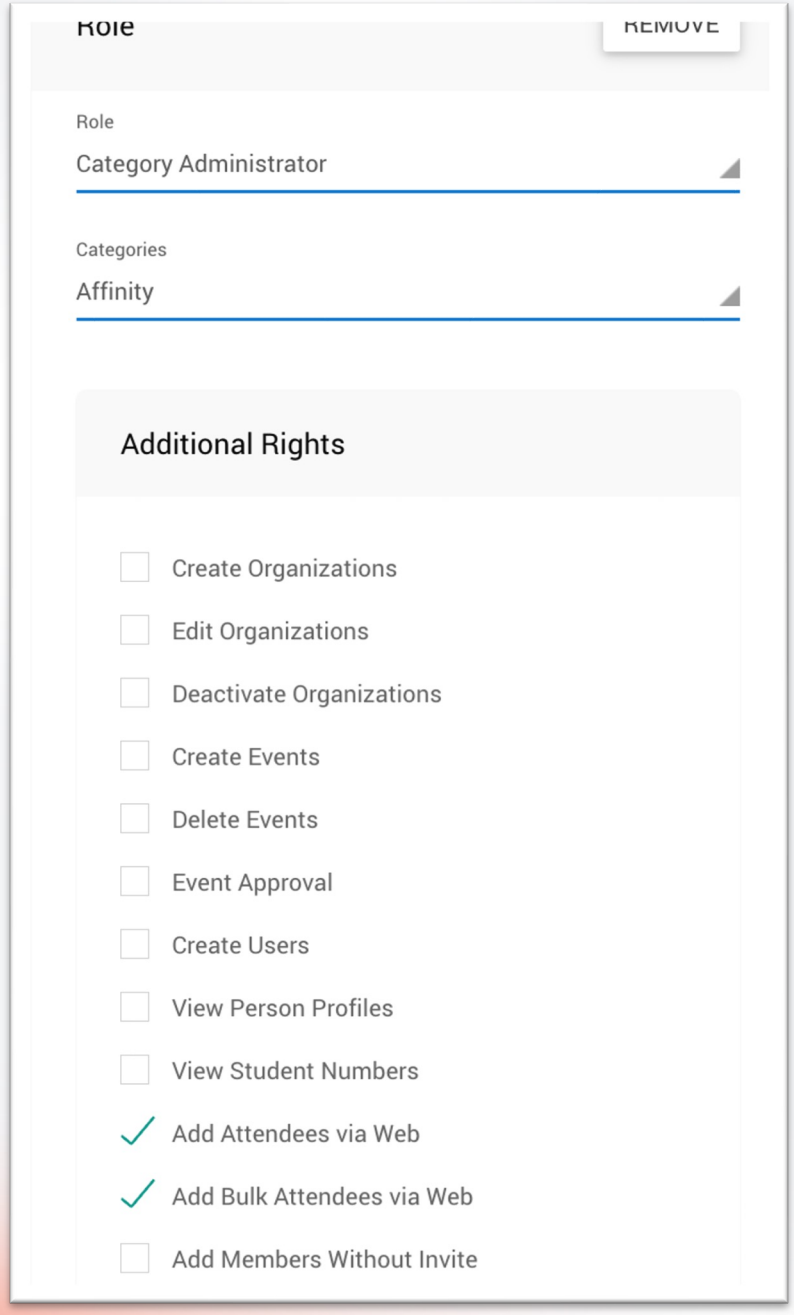




Show how to find the PIN

Who can do check-in?

- Via web app, must have admin permission enabled



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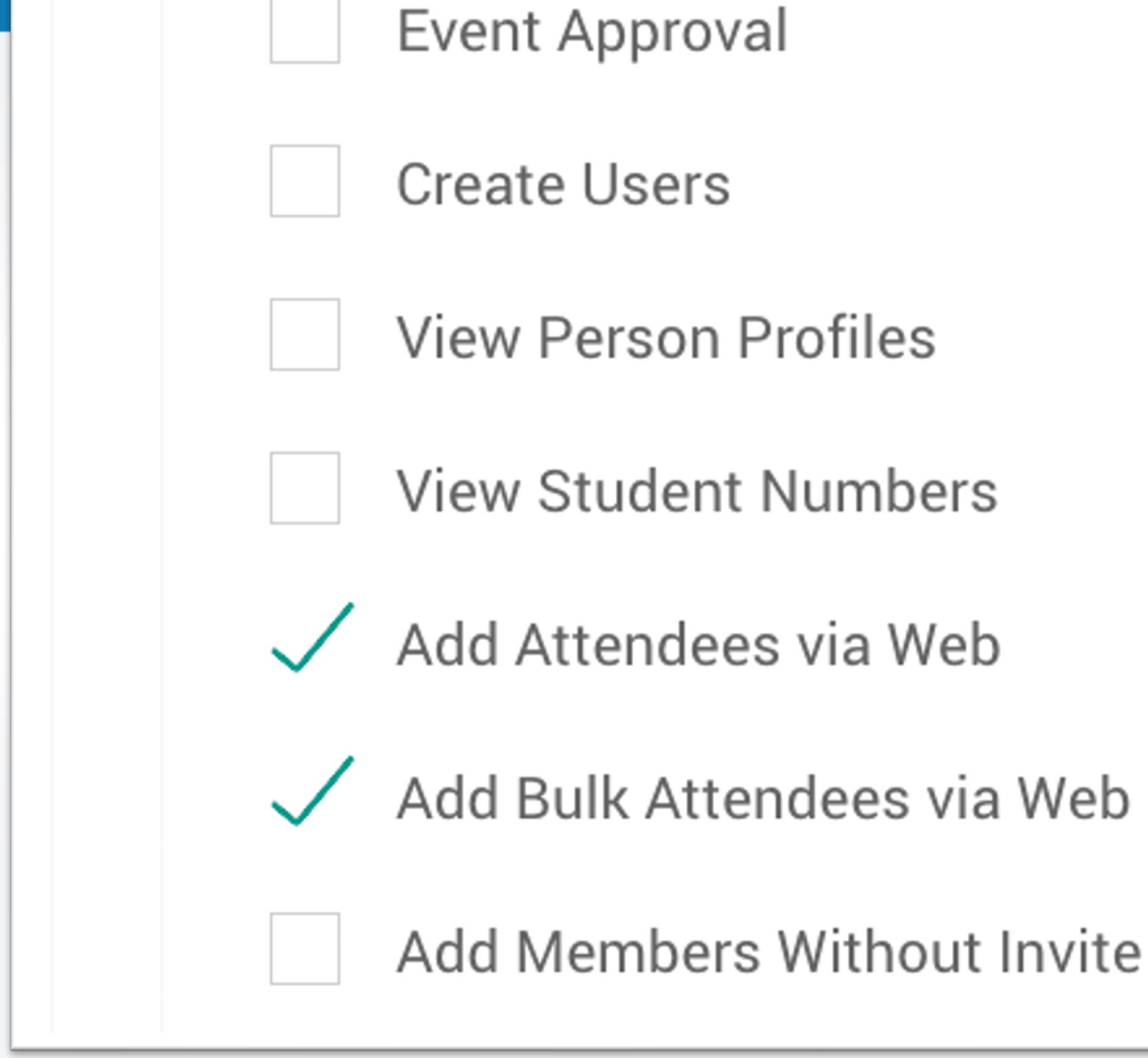
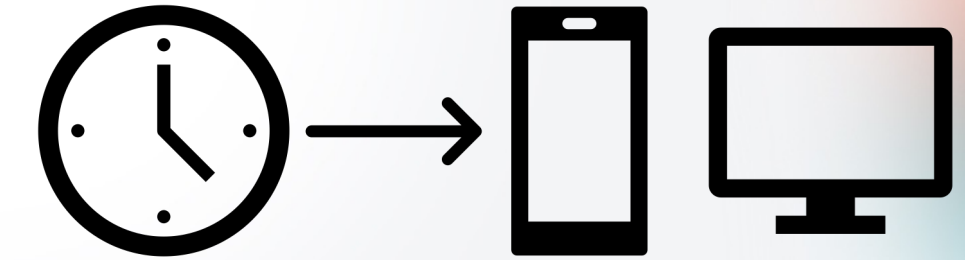
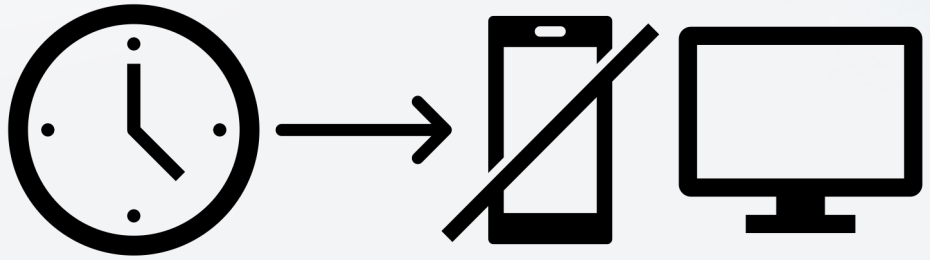


When in check-in available?

- Up to an hour BEFORE the event
- Up to an hour AFTER the event
- Post Event: On the web portal!
  - Must have user ID



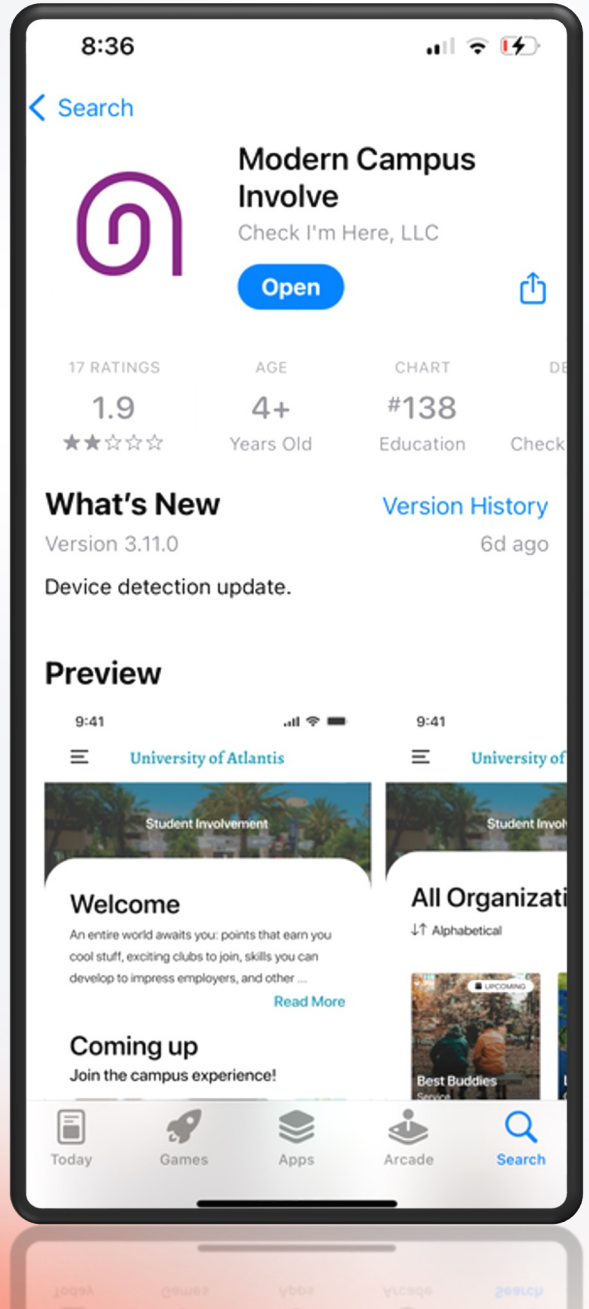
+ / - 1 Hour



1 Hour +

Involve Mobile App

- All in one!
  - Browse Events + Orgs
  - Event Check-In
  - Digital ID
- What about the other apps?
  - Campus branded apps have been sunset
  - Checkpoint and Digital ID apps will be sunset soon



Pop Quiz!

Answer on the Zoom pop-up!

1. Where can you find data on event check-in? (Single choice)

- ◯ The analytics dashboard
- ◯ Email support
- ◯ We don't keep data on event check-in

2. Which method for mobile check-in can be used by ANYONE? (Single choice)

- ◯ Logging into your admin account
- ◯ Using the PIN

3. To check-in on the web portal, you must have the permission enabled. (Single choice)

- ◯ True
- ◯ False

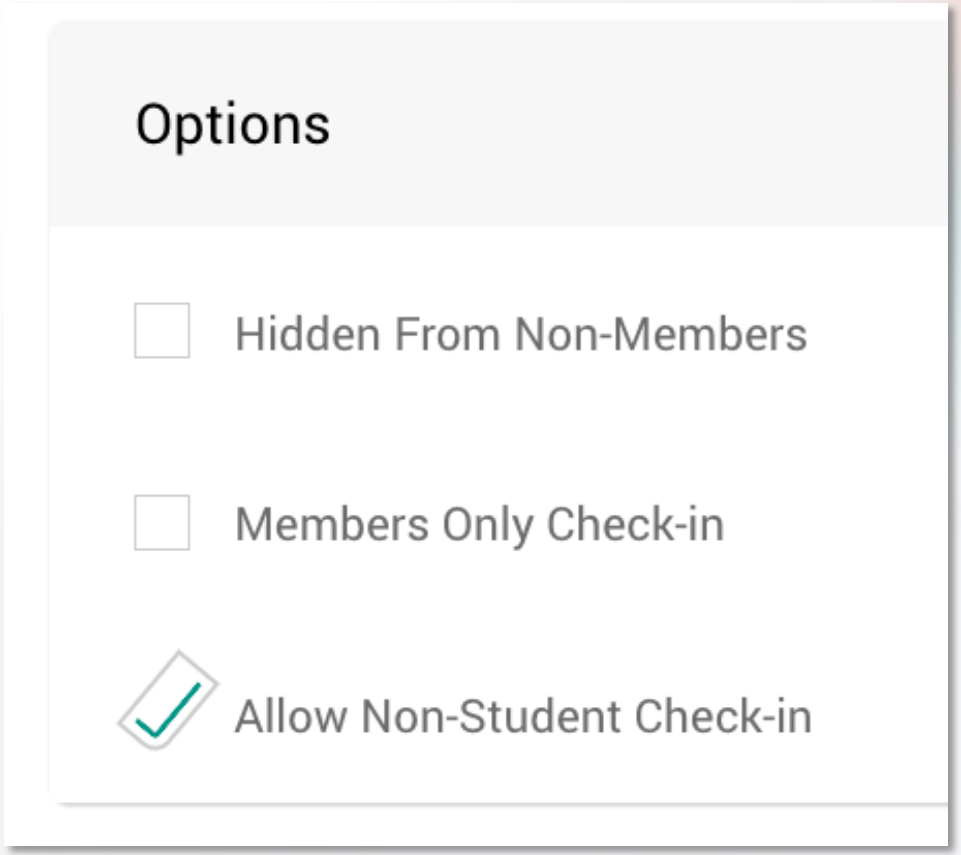
4. You can check in using the mobile app... (Single choice)

- ◯ At anytime
- ◯ Up to an hour before, during, or an hour after the event time
- ◯ Up to 2 hours before, during, or 2 hours after the event time

Guest Check-In

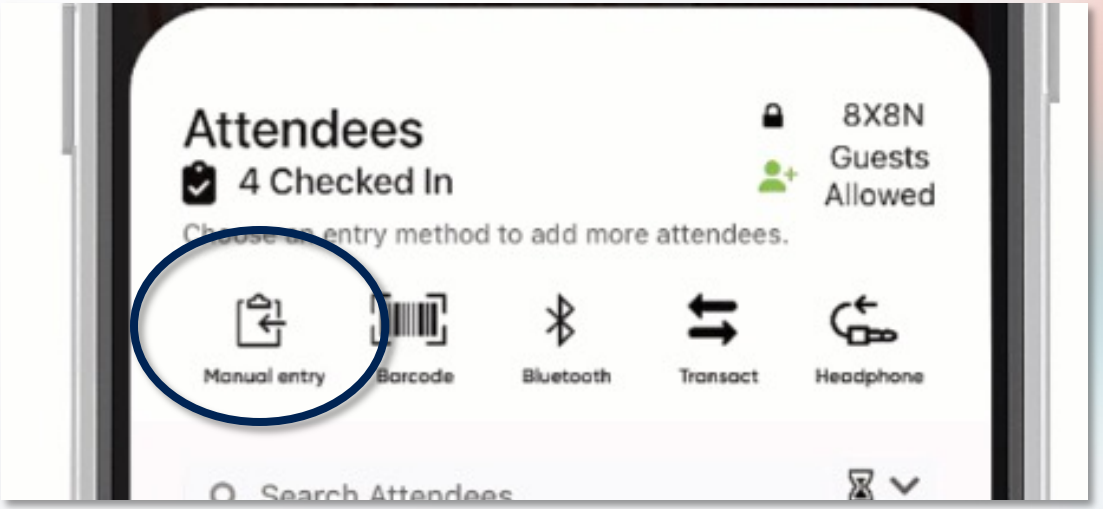
Guest Check-In

- Guest = does not have an Involve account
  - Off campus visitors!
- NOT automatically turned on!
  - Campus-Level Setting
  - Enabled by Involve Support or your Account Manager
- Option must be turned on per event
  - Scroll to the bottom of your event registration form



Guest Check In

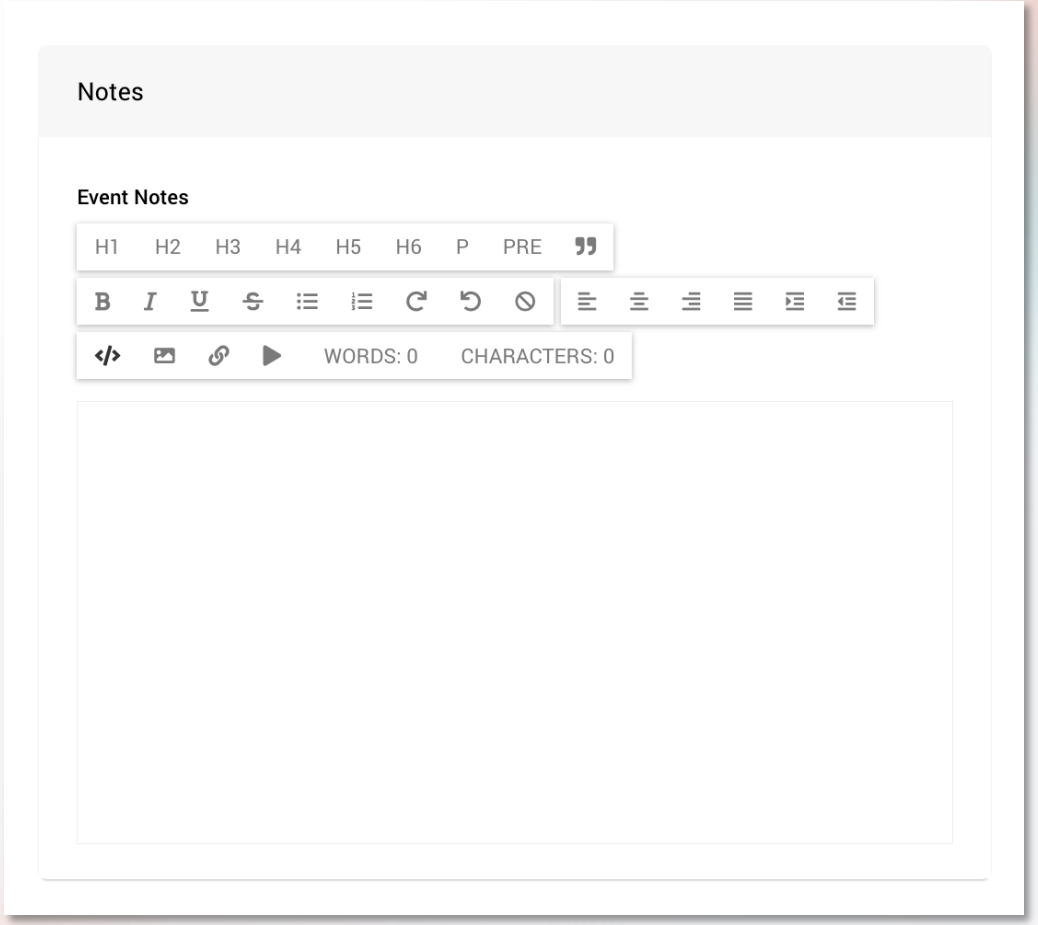
- Must choose manual entry on app
- Must use email address
- Cannot do post event check in
- FIRST TIME a guest attends will prompt
- Data
  - They will appear on attendee list
  - They will appear in analytics



Demo turning on guest check-in

Best Practices

- Enable for large-scale community events
- Utilize the ”Notes” section on your event registration form
  - Note how many guests
  - Note anything you want to reflect on about the event

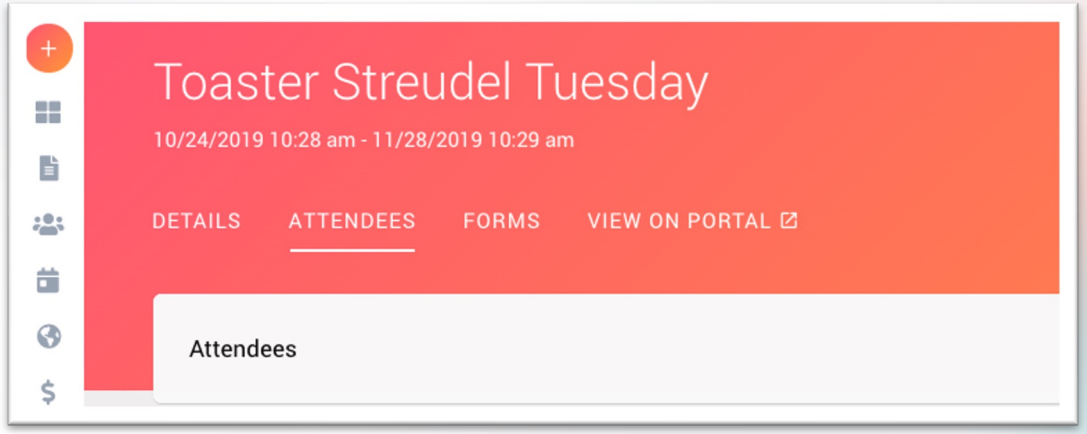


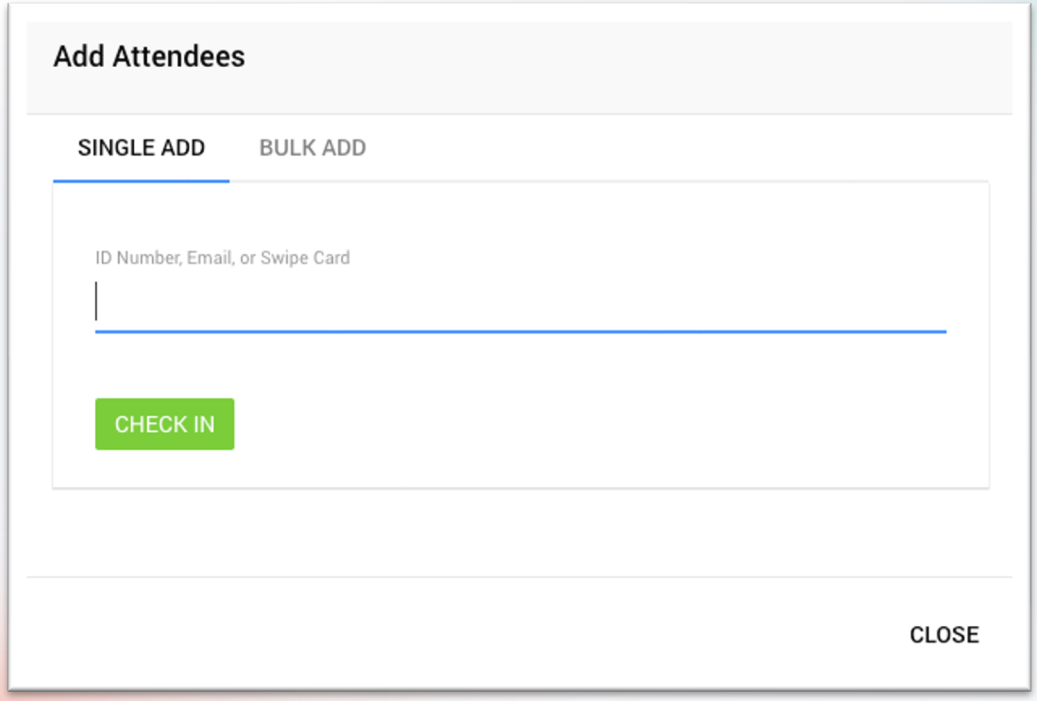
Demo notes check in

Check In Tutorial: Web Portal

Add Attendees via Web

1. Navigate to your event
2. Select the attendees tab
3. Select ”single add” or “bulk add”
4. Add email or ID number
5. Check in!

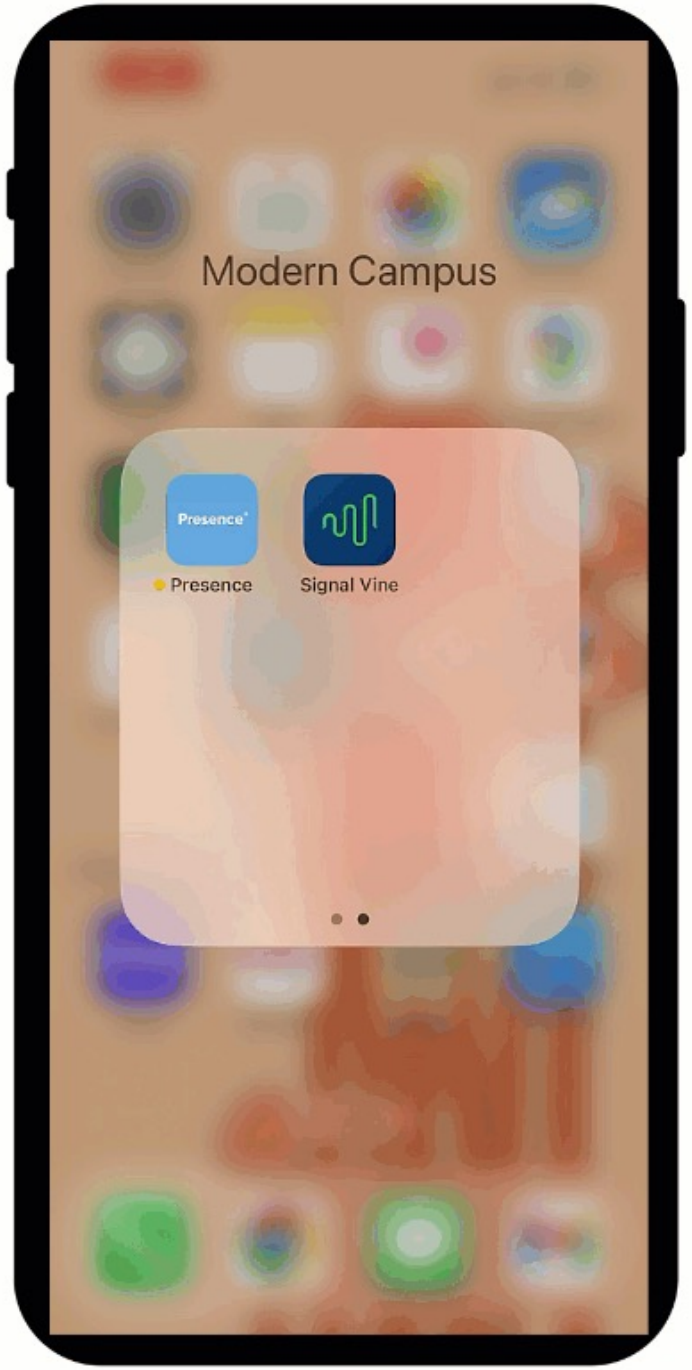




Demo Check-In via the Web

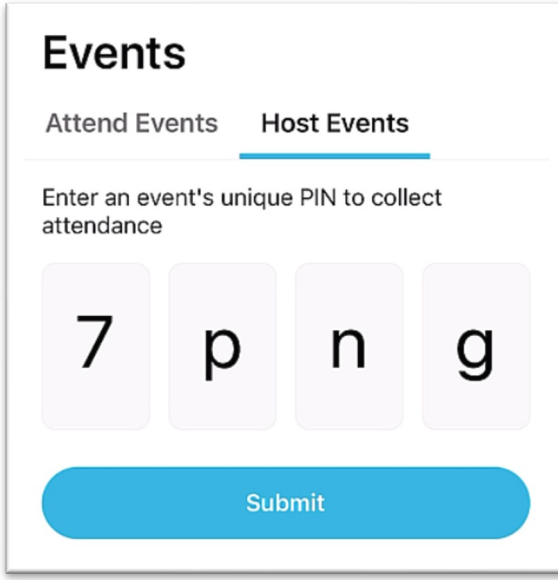
- CPR Certification Class

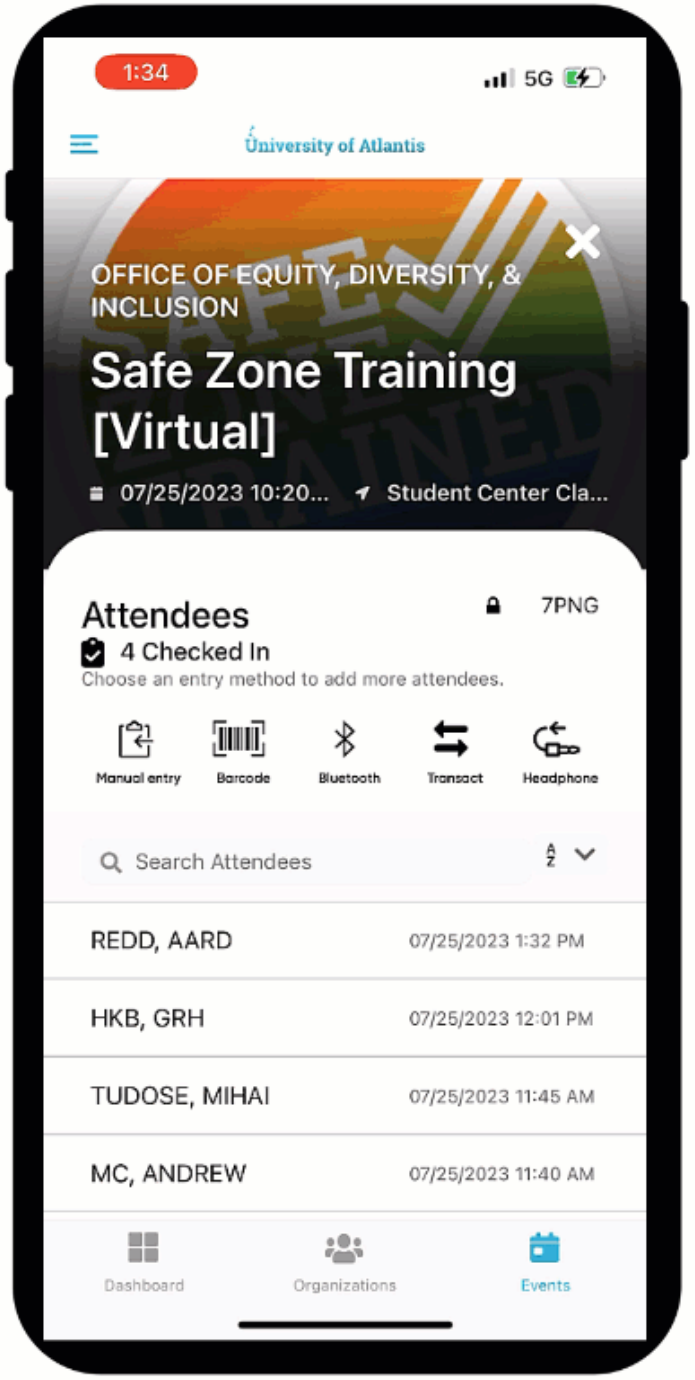
Check-In Tutorial: Mobile App



Navigate to Event Page - 1

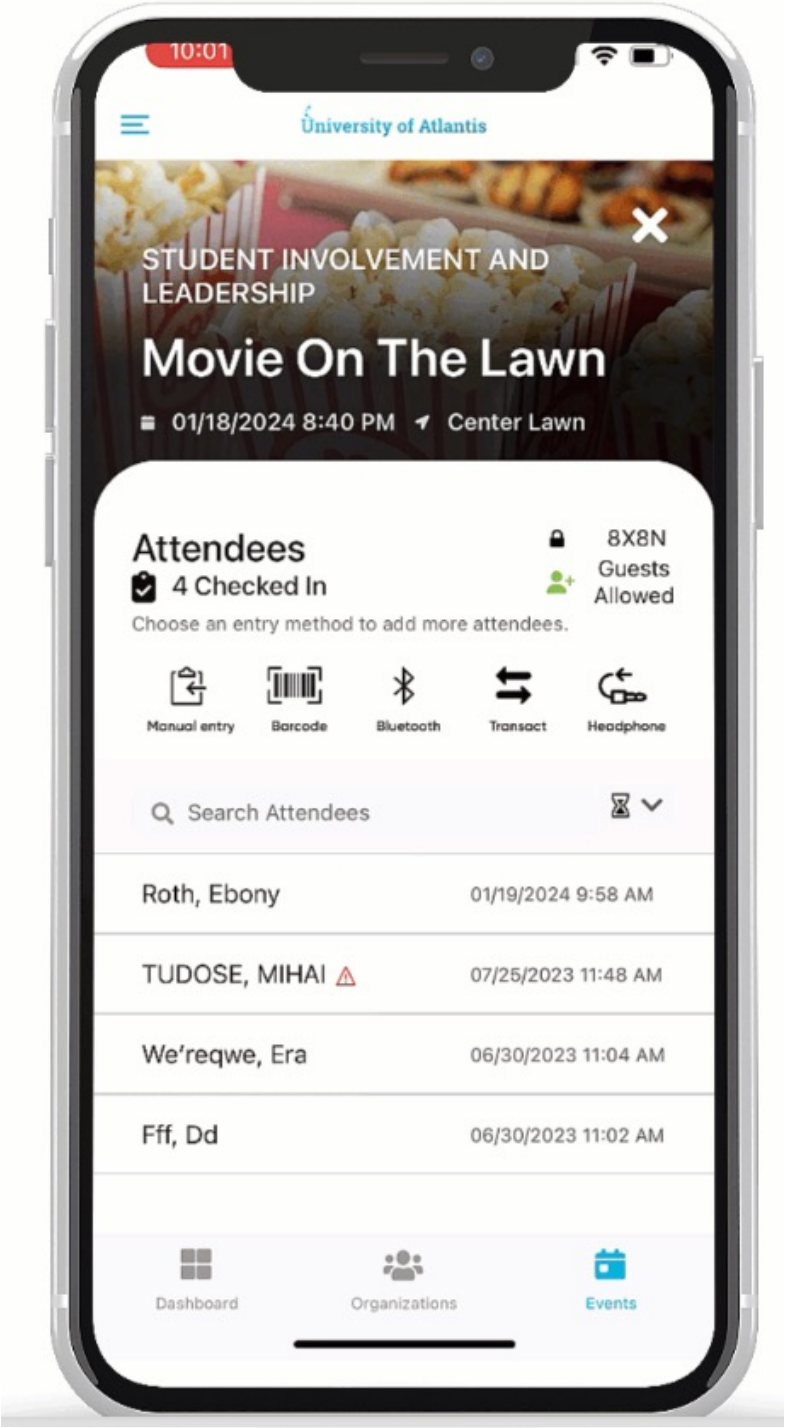
1. Tap Events on the bottom right side
2. Toggle over to “Host Events
3. Enter PIN





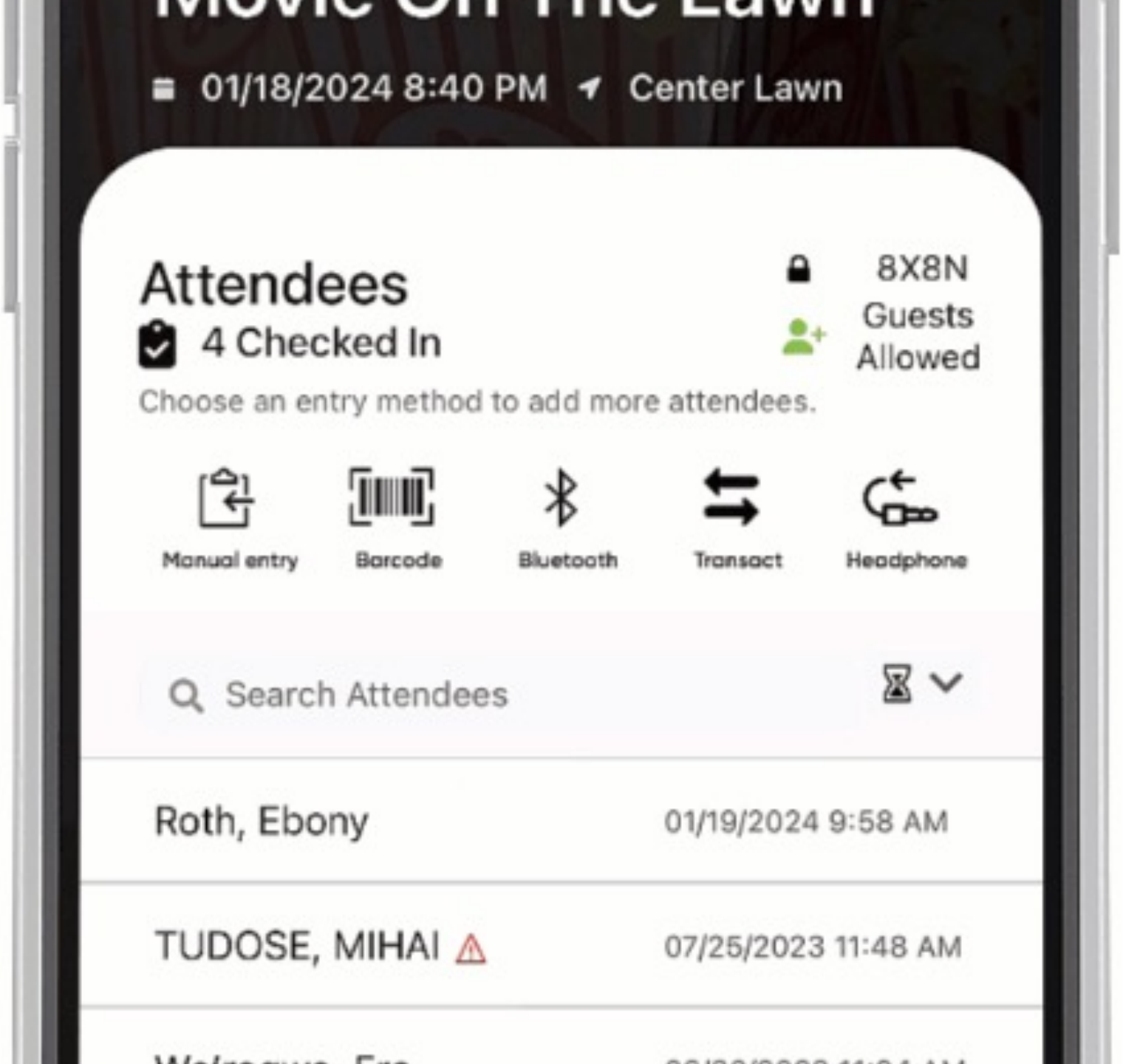
Navigate to Event Page - 2

1. Select menu on top left corner
2. Tab Collect attendance



Check-In Methods

1. Manual Entry
2. Barcode
3. Transact
4. Bluetooth
5. Headphone Jack



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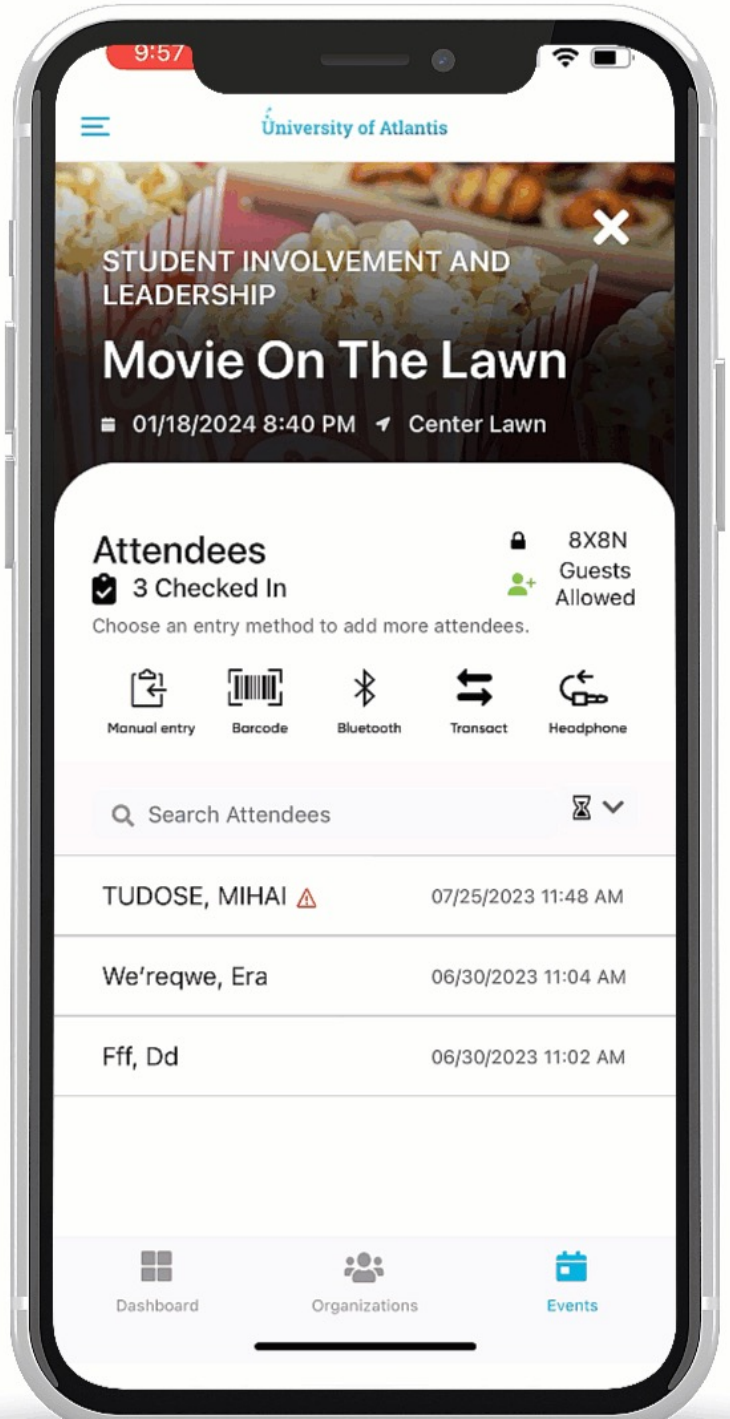
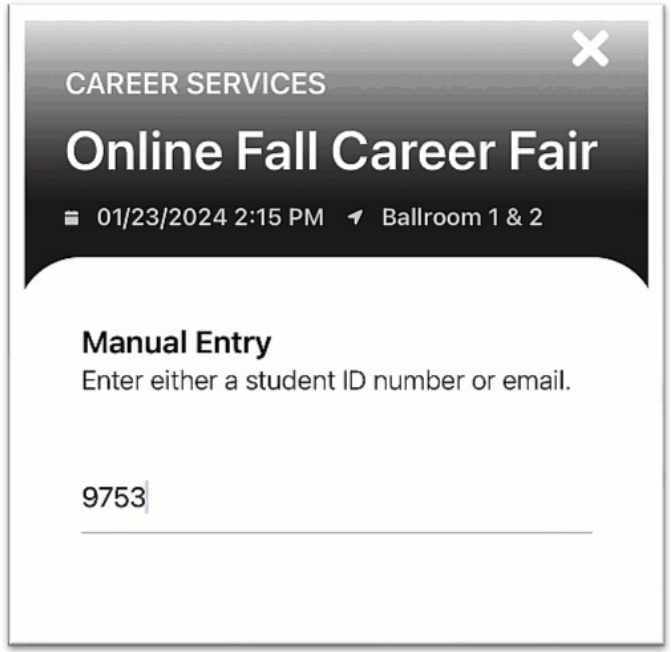
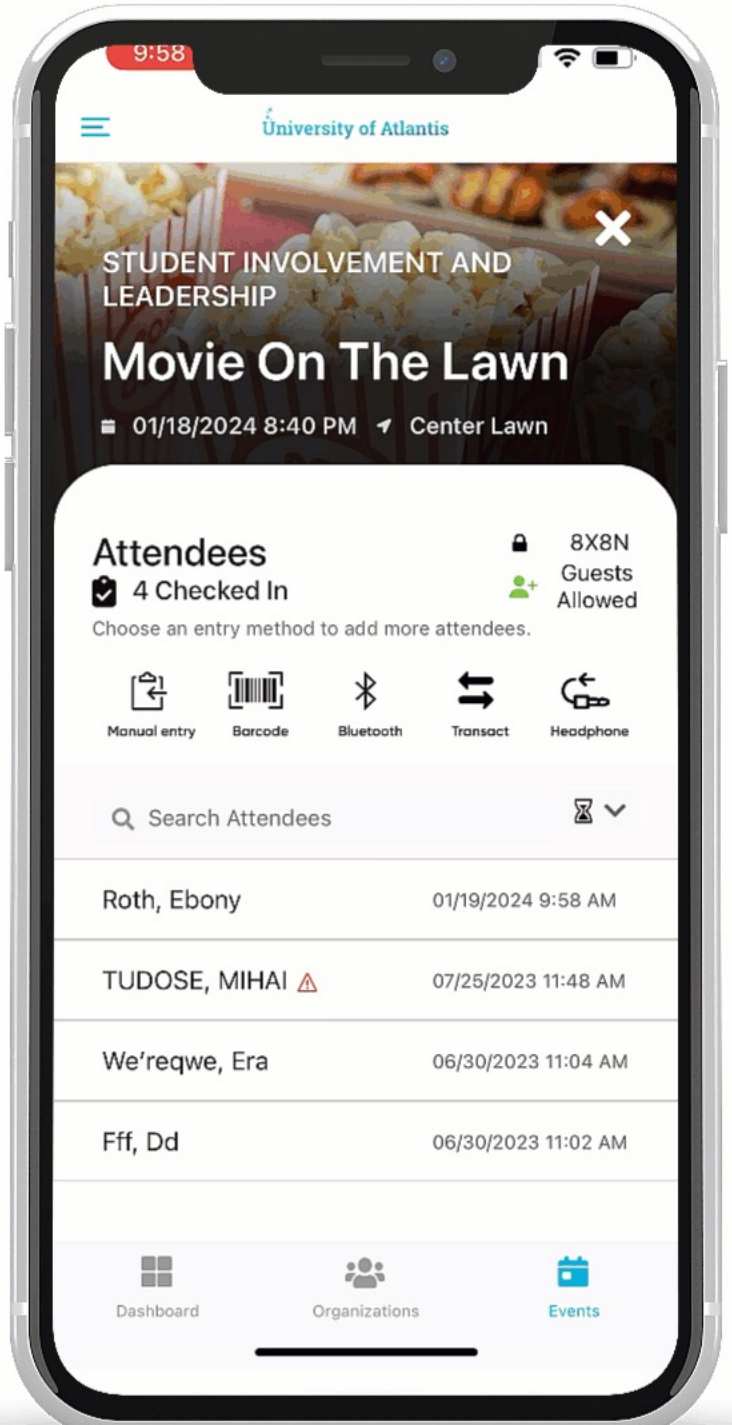


Manual Entry

1. Select "Manual Entry"
2. Type student ID or email
3. Press "Enter"

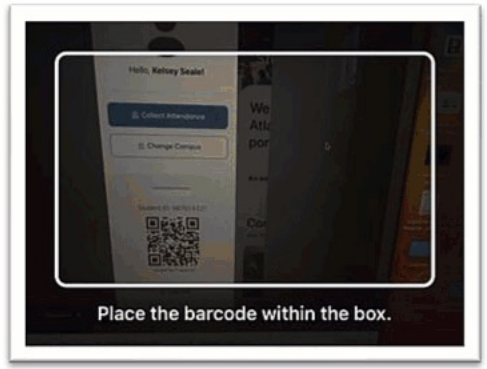




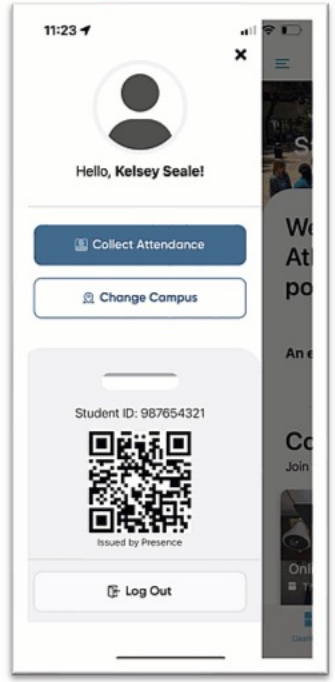
Barcode

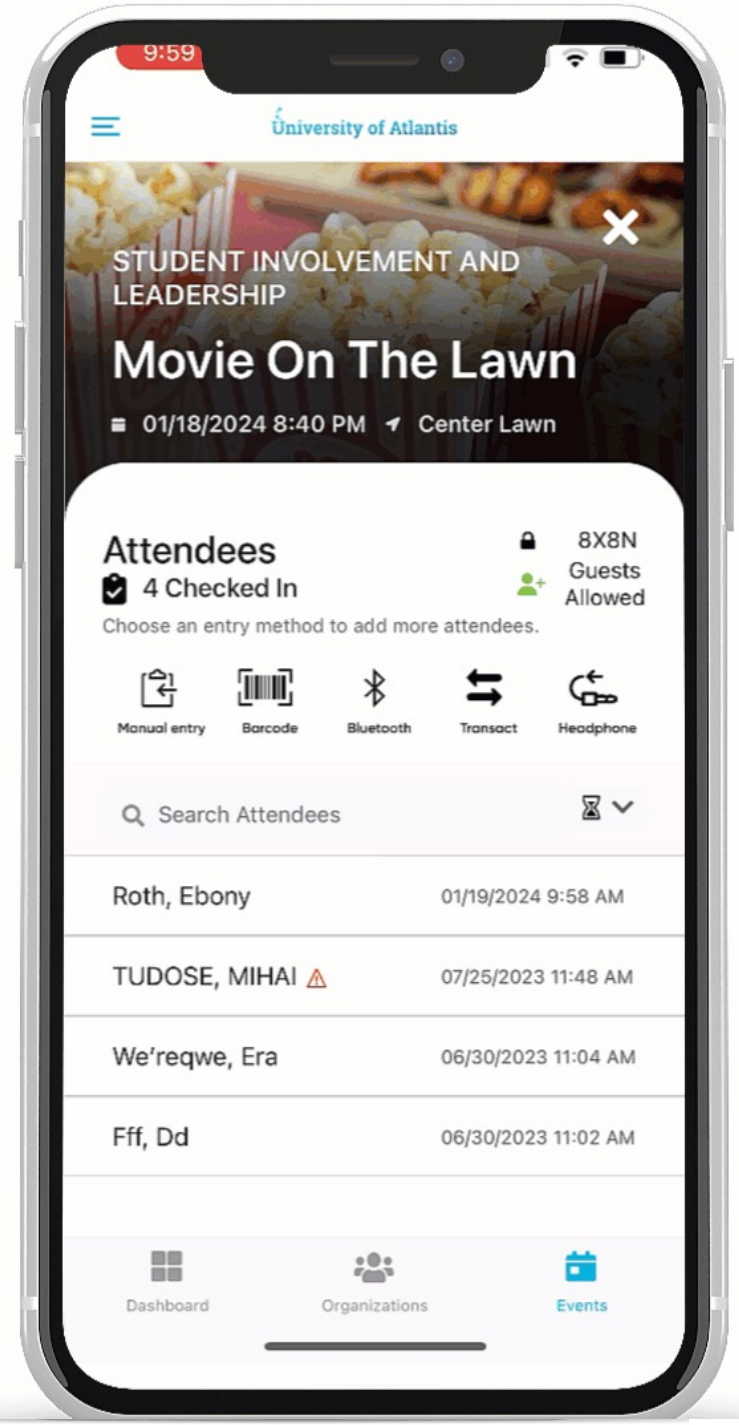
1. Select "Barcode"
2. Align window with barcode or QR code

ID Card



Digital ID





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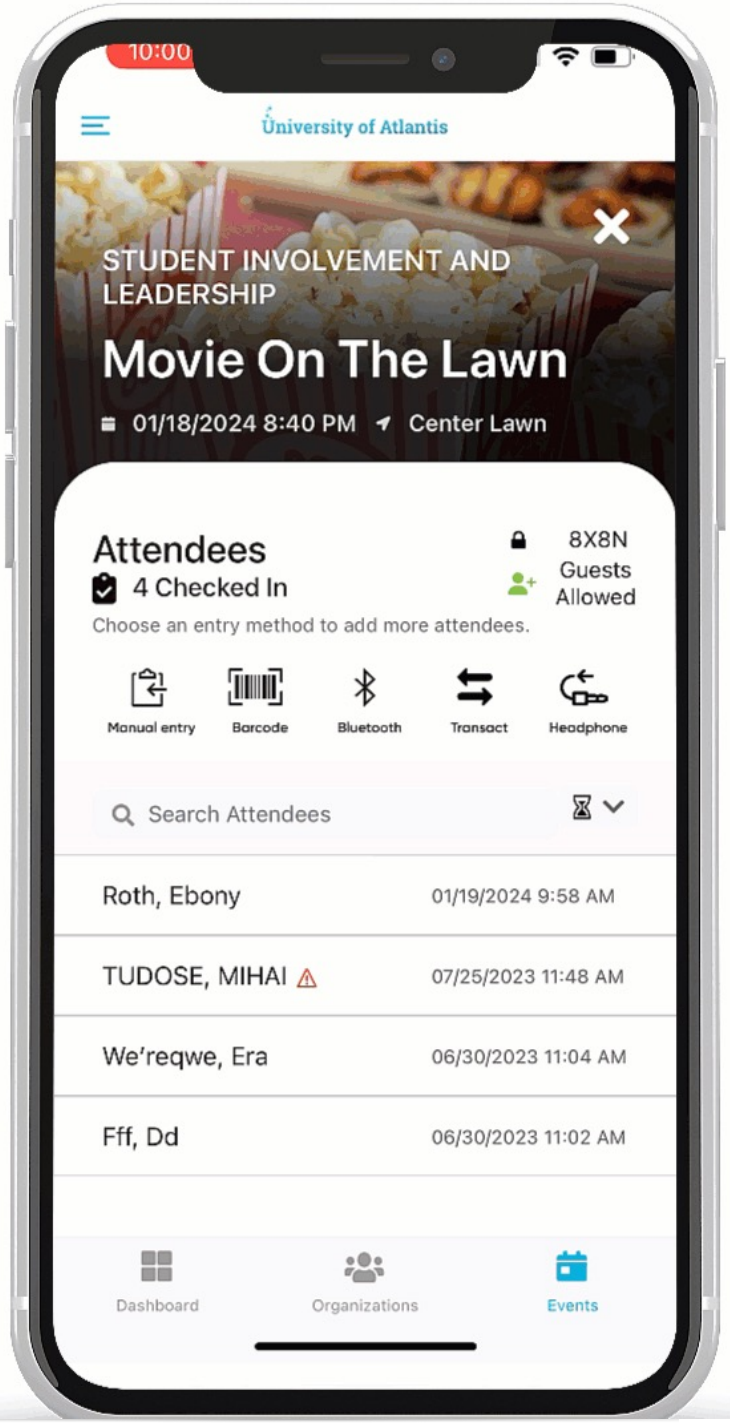
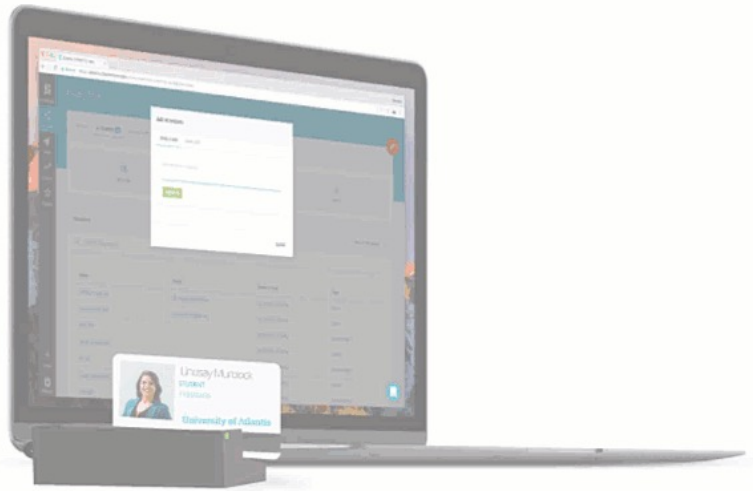
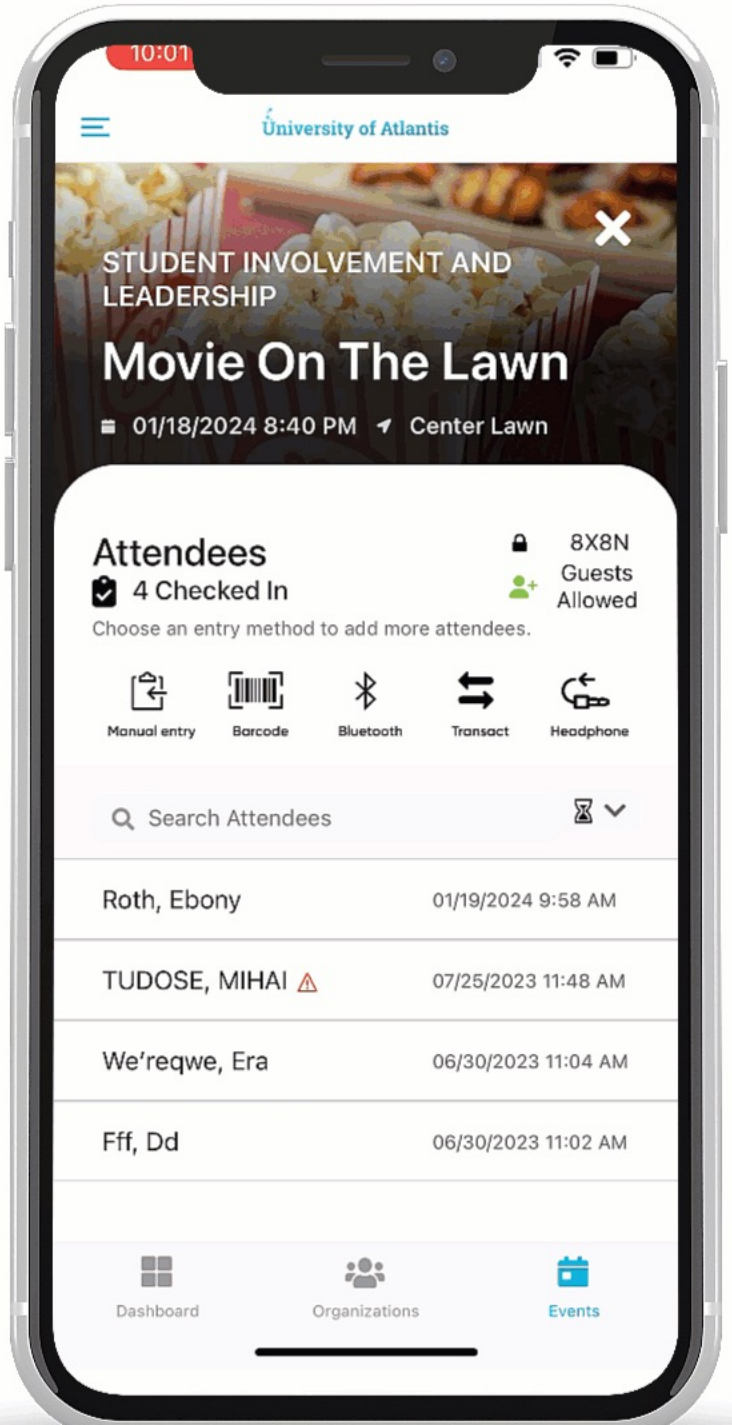


Transact

1. Enable Bluetooth on your mobile device
2. Select "Transact" in app
3. Swipe or tap cards



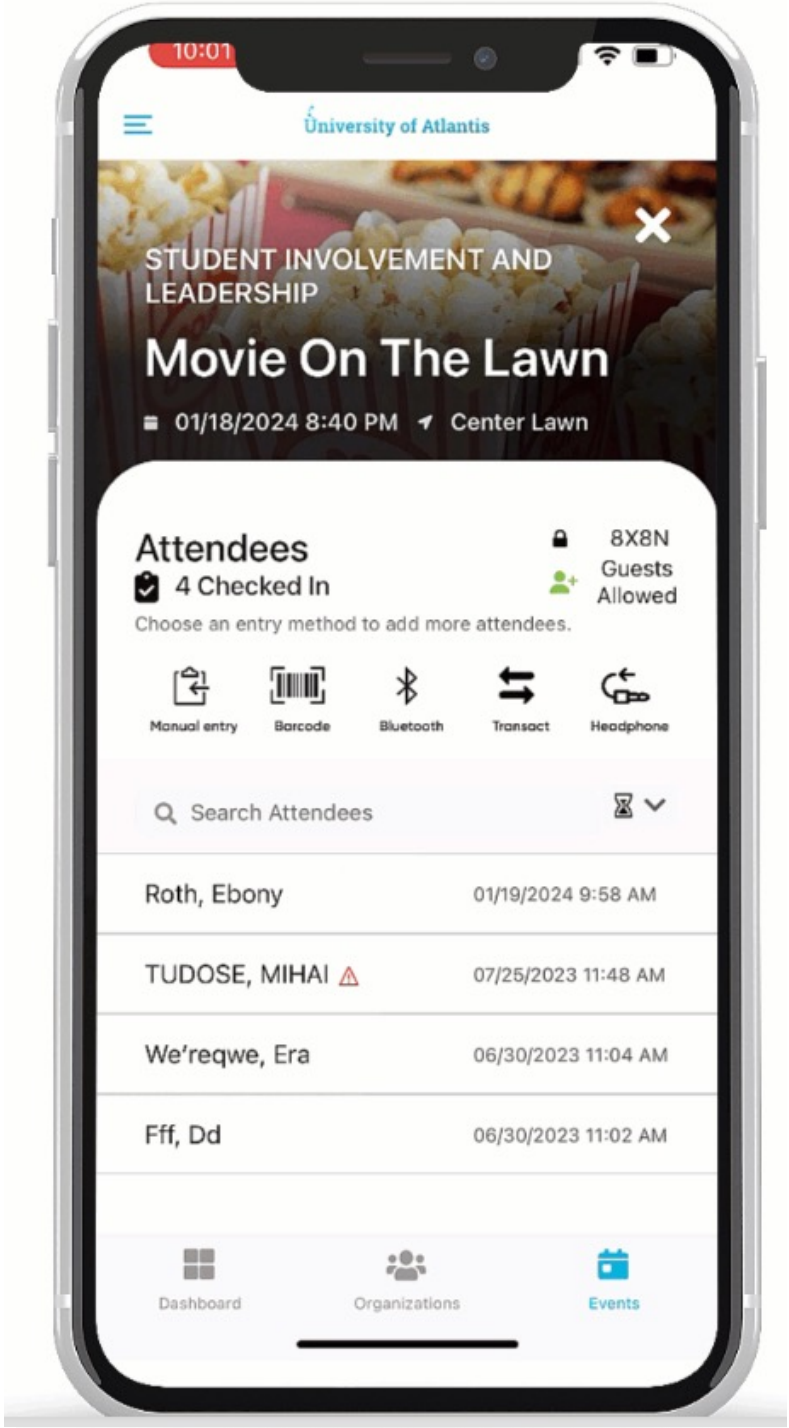


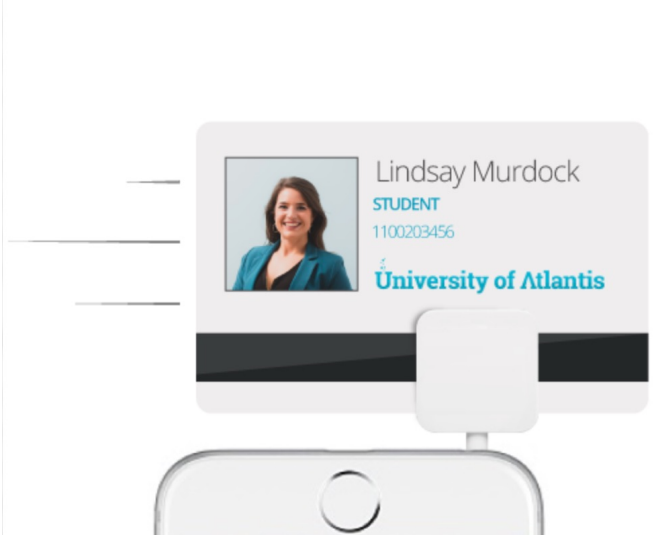
Bluetooth

1. Enable Bluetooth on your mobile device
2. Turn on the Bluetooth reader
3. Select "Bluetooth" in app
4. Swipe cards

Headphone Jack

1. Plug in your card reader
2. Select "Headphone Jack"
3. Swipe cards

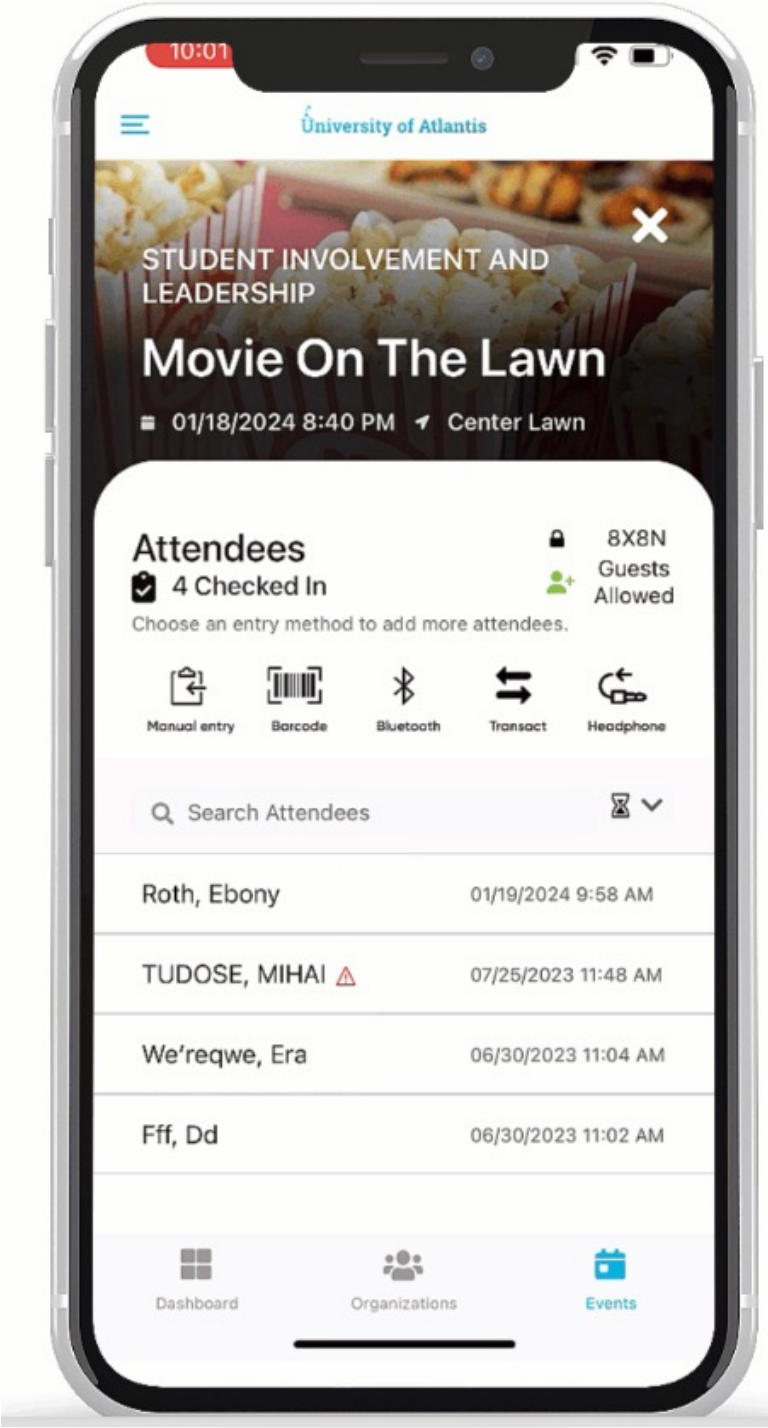




Card Reader

Apple Lightning Adapter

USB C Adapter



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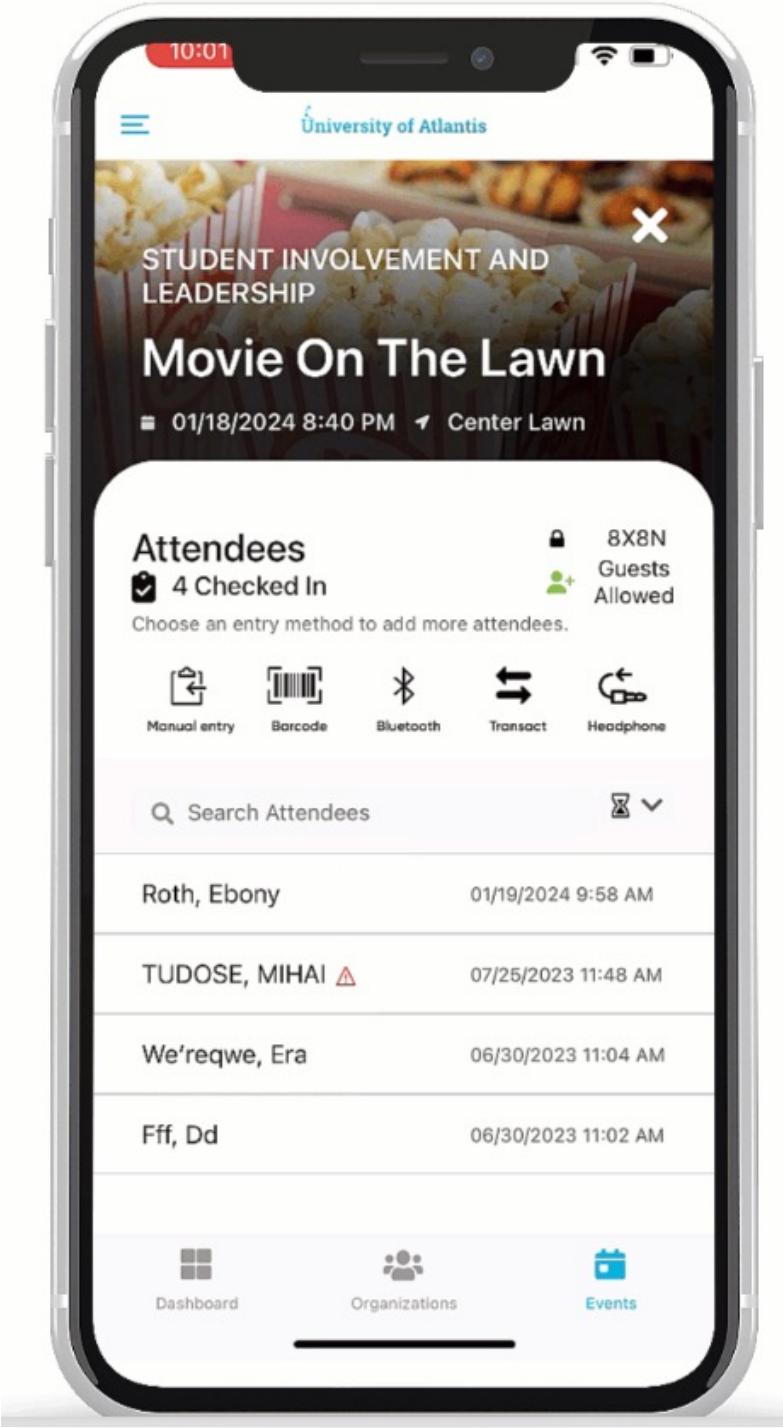
Apple Lightning Adapter

USB C Adapter



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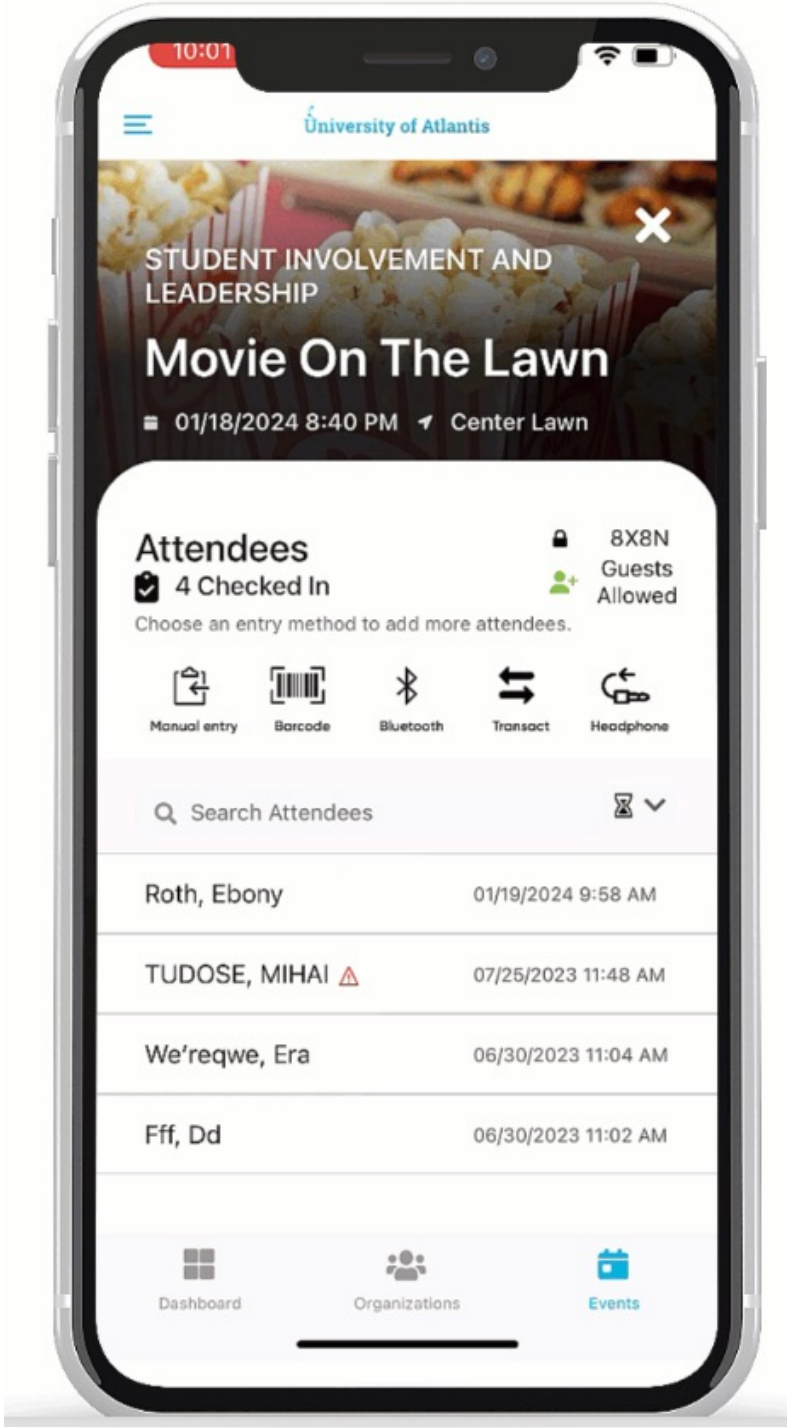
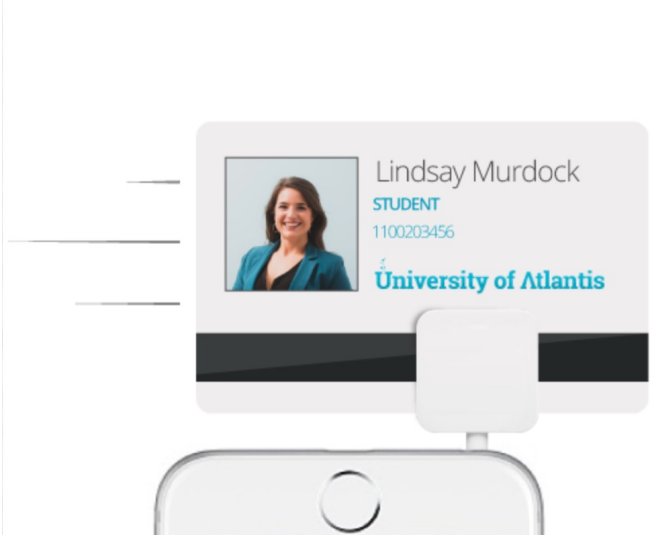




Card Reader

Apple Lightning Adapter

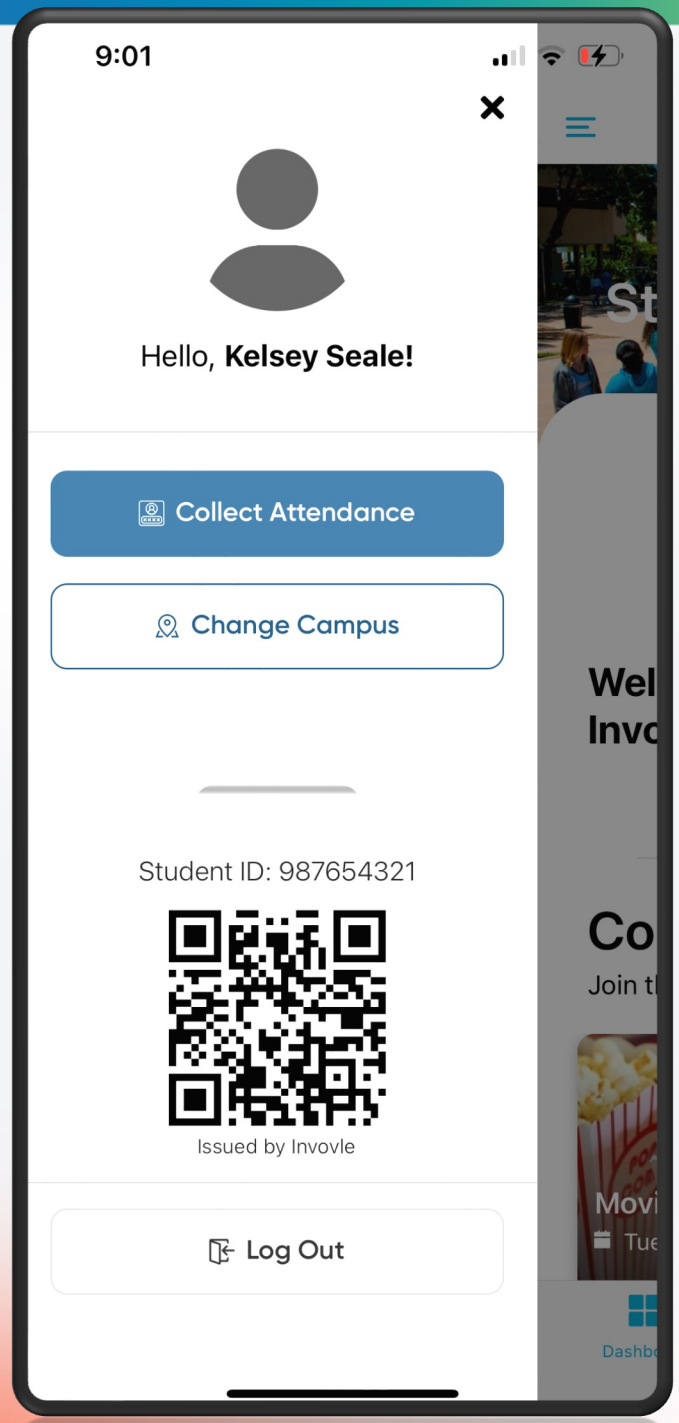
USB C Adapter

Quick Note on Mobile Check-In!

- EVERYTHING happens on YOUR mobile device
  - Polls
  - Waivers
- Great time to use an office iPad
- If you're using your personal device, make sure it's charged enough!

Demo Mobile App

- Show logging in
- Show Digital ID
- Navigate to event
- Movie on the Lawn
  - PIN: 8X8N
- Show manual check-in
- Show barcode check in

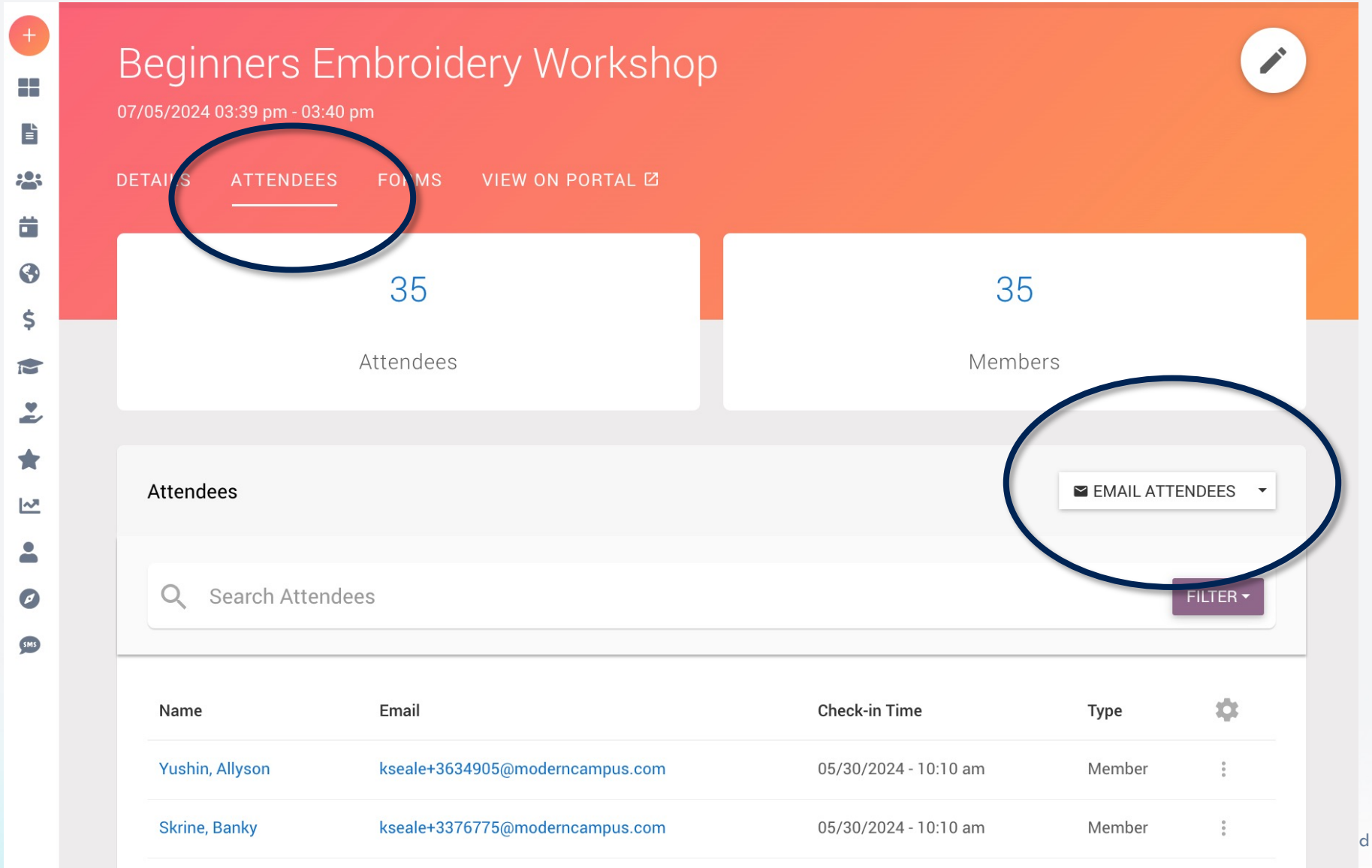


Check-In Tutorial: Post Event

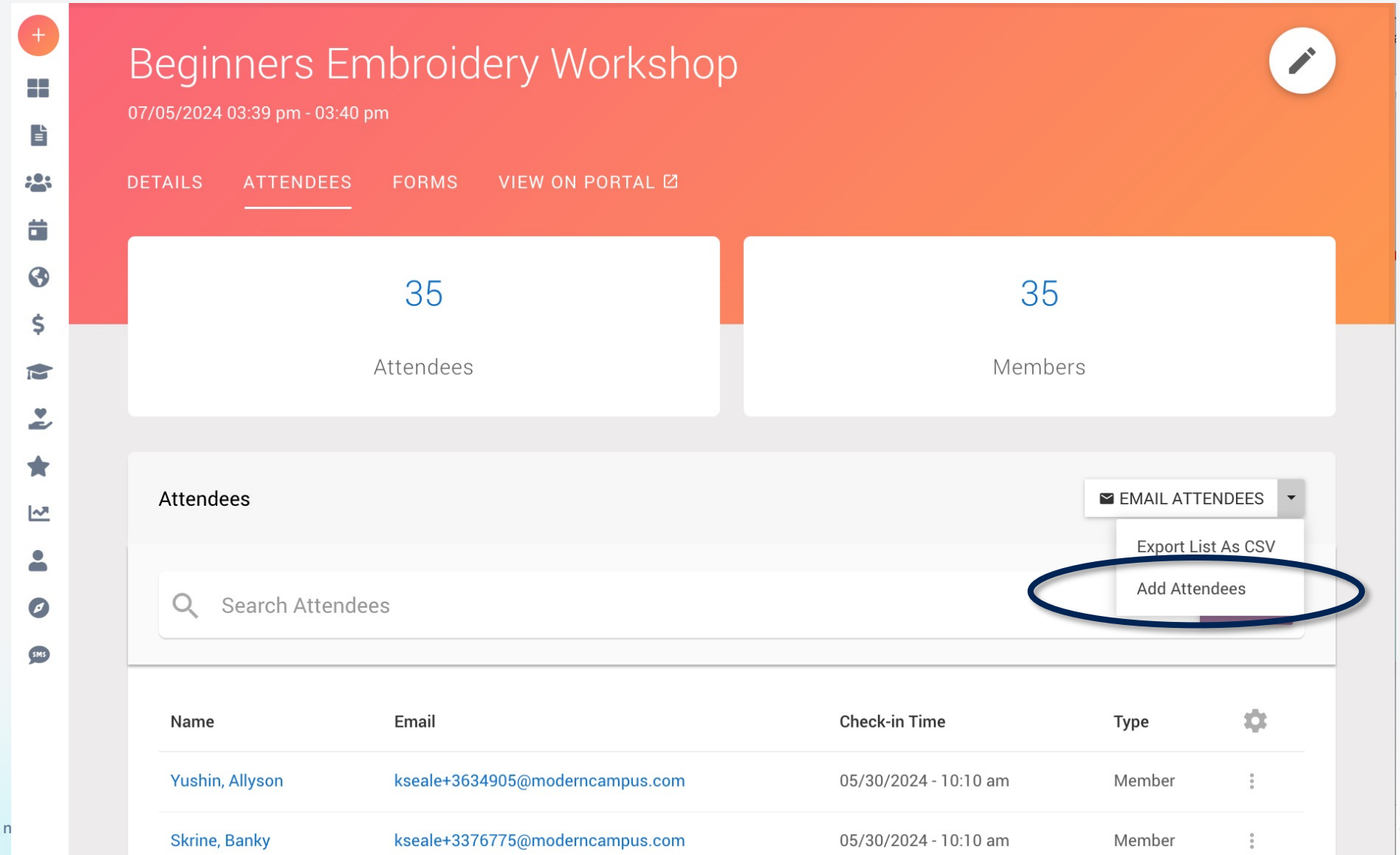
Post Event Check-In

- Must be done on the web portal!
- Must have student ID number (name / email will NOT work!)

Navigate to the attendees tab on your event page

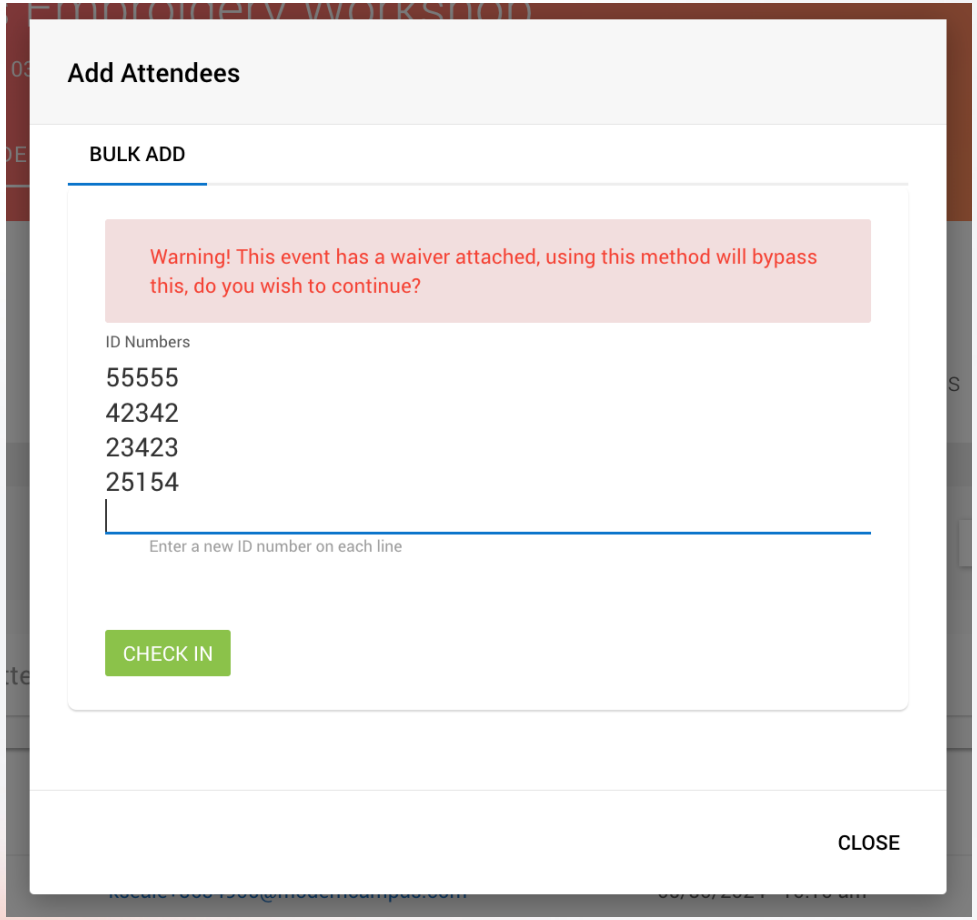


Select the ”Email Attendees” Dropdown



Finish the Check in!

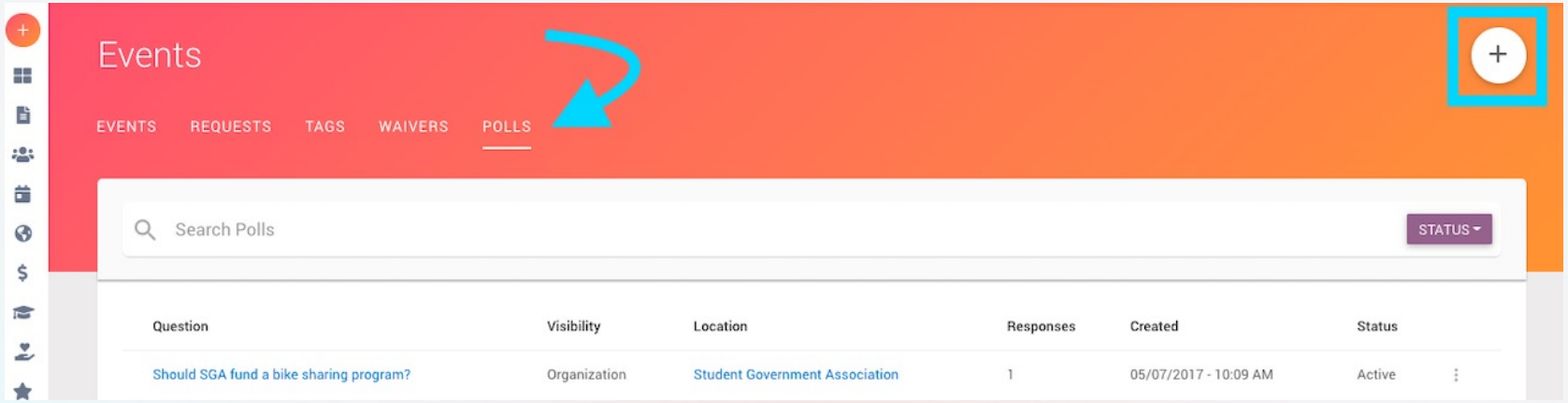
- Add the ID Numbers
- 1 number per line
- Bypass any polls / waivers

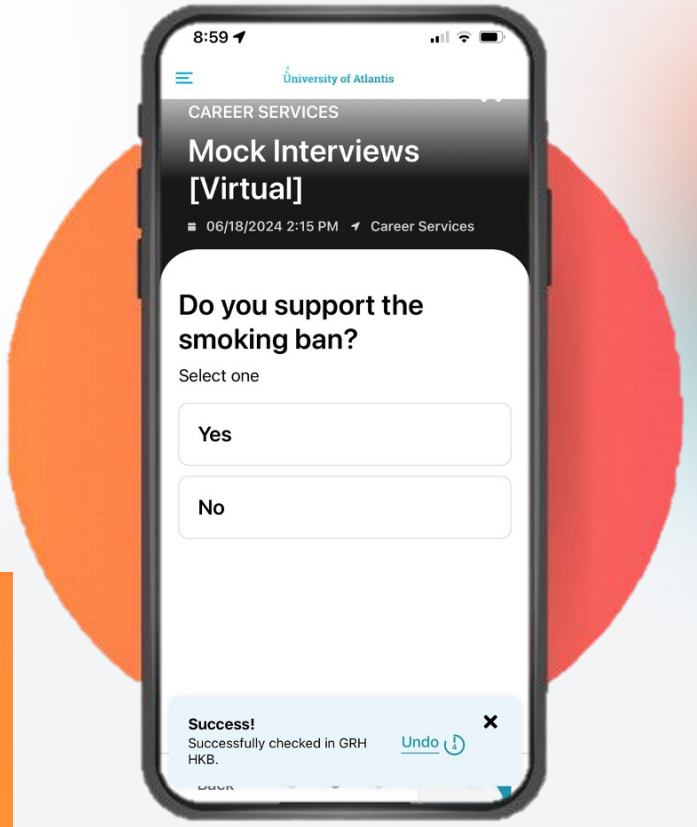


Tips & Tricks!

Polls

- Quick survey
- Pops up on check-in
- Get a bell weather of student thought

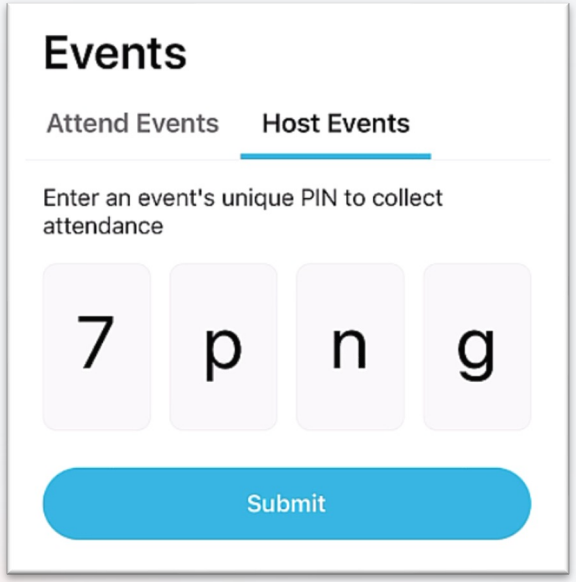




Demo poll

Self-Check In?

- No current option for self check-in.
- Need to do daily check?
  - Post the pin and show students how to do check in on the app
  - Requires separate event for each day



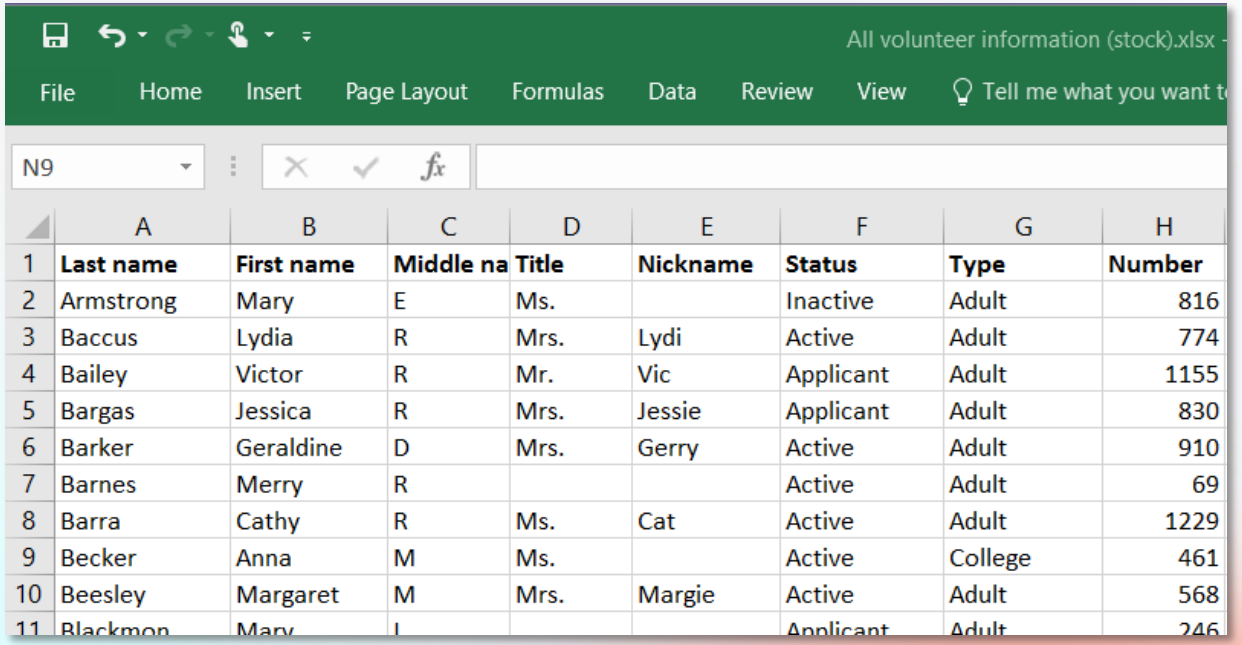
Avoid the Bottleneck

100's of guests? Required event? → Try collecting IDs!

1. Create a Form with "Name" and "Student ID"
2. Create a QR code that leads to that form
3. Use post event check-in with the list your form generates!

Use a 3rd party ticketing system?

1. Download student IDs from the system
2. Bulk add!



	A	B	C	D	E	F	G	H
1	**Last name**	**First name**	**Middle na**	**Title**	**Nickname**	**Status**	**Type**	**Number**
2	Armstrong	Mary	E	Ms.		Inactive	Adult	816
3	Baccus	Lydia	R	Mrs.	Lydi	Active	Adult	774
4	Bailey	Victor	R	Mr.	Vic	Applicant	Adult	1155
5	Bargas	Jessica	R	Mrs.	Jessie	Applicant	Adult	830
6	Barker	Geraldine	D	Mrs.	Gerry	Active	Adult	910
7	Barnes	Merry	R			Active	Adult	69
8	Barra	Cathy	R	Ms.	Cat	Active	Adult	1229
9	Becker	Anna	M	Ms.		Active	College	461
10	Beesley	Margaret	M	Mrs.	Margie	Active	Adult	568
11	Blackmon	Mary	L			Applicant	Adult	246

Is there check-out?

- There is no ”Check out”
- Want to ensure they stay?
  - Add check in at the END of your event!

What can you put into practice TODAY?

Q&A

Please put your questions in the Q&A box.

I'll get to as many as possible and follow up via email if more research is needed!

Thank You

See you next month!