

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!*

# 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

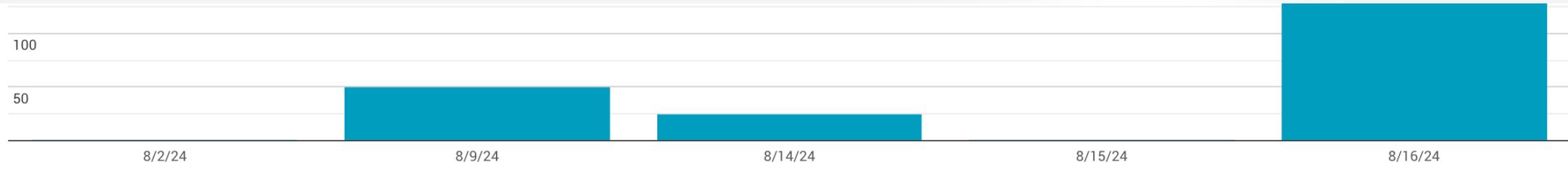
1. Intro
2. Guest Check-In
3. Tutorials
  1. Web App
  2. Mobile App
  3. Post-Event
4. Tips and Tricks
5. Q&A
6. Close



# Event Check-In Intro

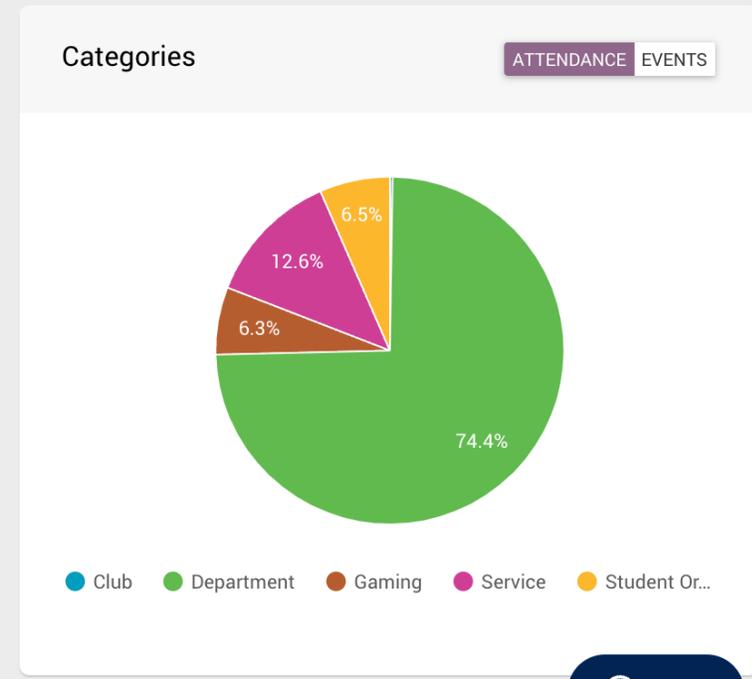
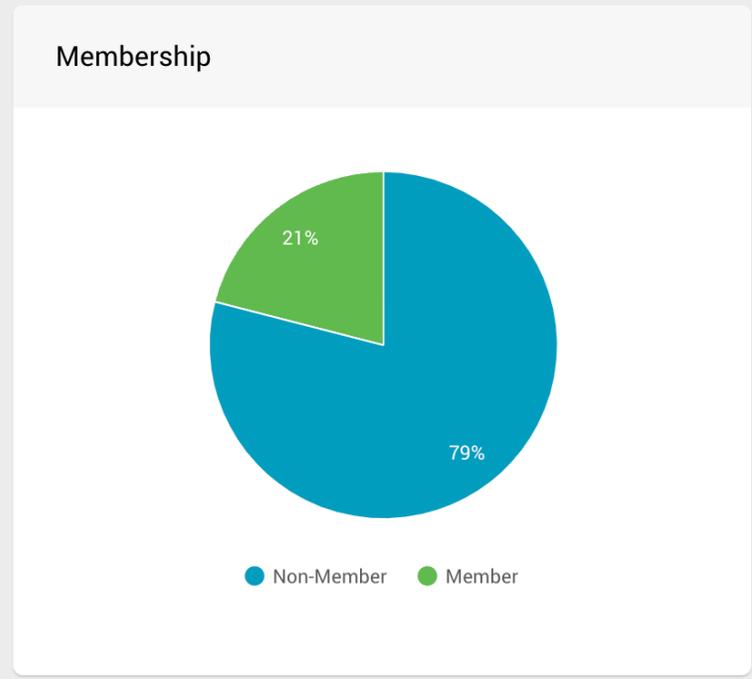
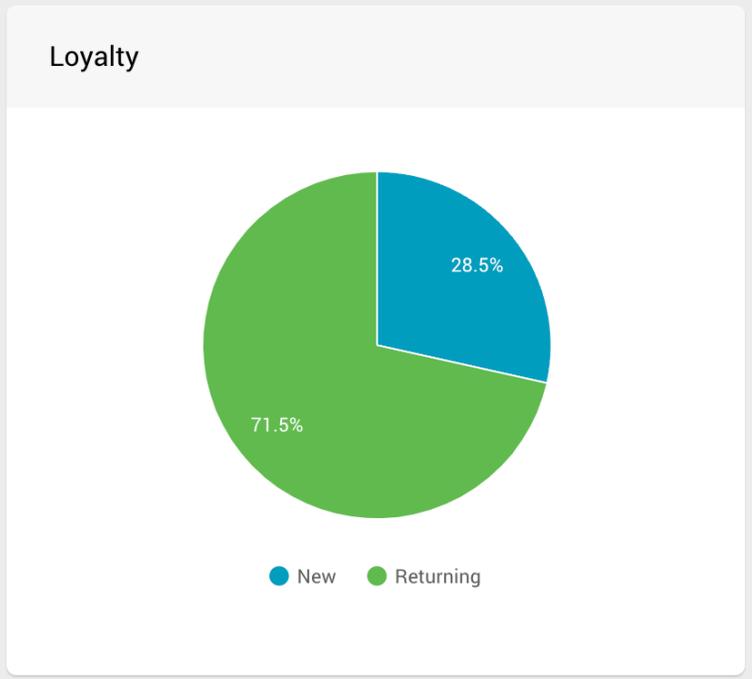
# Event Check-In





|                           |                      |                        |                         |                            |
|---------------------------|----------------------|------------------------|-------------------------|----------------------------|
| 5<br>Active Organizations | 5<br>Attended Events | 372<br>Total Attendees | 340<br>Unique Attendees | 74.40<br>Average Attendees |
|---------------------------|----------------------|------------------------|-------------------------|----------------------------|

5



[? Help](#)

# Who can do check-in?

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

| Event Title           | Organization    | Location  | Date/Time             | Pin  | Attendees |   |
|-----------------------|-----------------|-----------|-----------------------|------|-----------|---|
| Leadership Conference | Career Services | Haley 404 | 08/02/2024 - 11:20 am | D5S2 |           | ⋮ |
| Bread Making Workshop | Food Pantry     | Haley 302 | 08/09/2024 - 1:37 pm  | Y6MM | 50        | ⋮ |

### Events

Attend Events   **Host Events**

Enter an event's unique PIN to collect attendance

7

p

n

g

Submit

# Show how to find the PIN

7

# Who can do check-in?

- Via web app,  
must have admin  
permission  
enabled

8

Role REMOVE

Role  
Category Administrator

Categories  
Affinity

### Additional Rights

- Create Organizations
- Edit Organizations
- Deactivate Organizations
- Create Events
- Delete Events
- Event Approval
- Create Users
- View Person Profiles
- View Student Numbers
- Add Attendees via Web
- Add Bulk Attendees via Web
- Add Members Without Invite

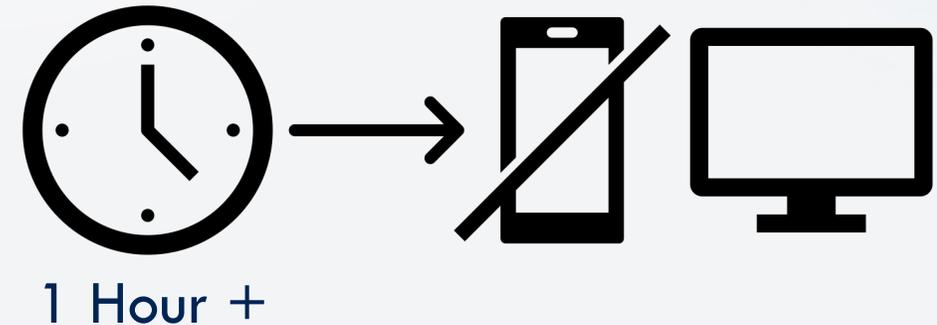
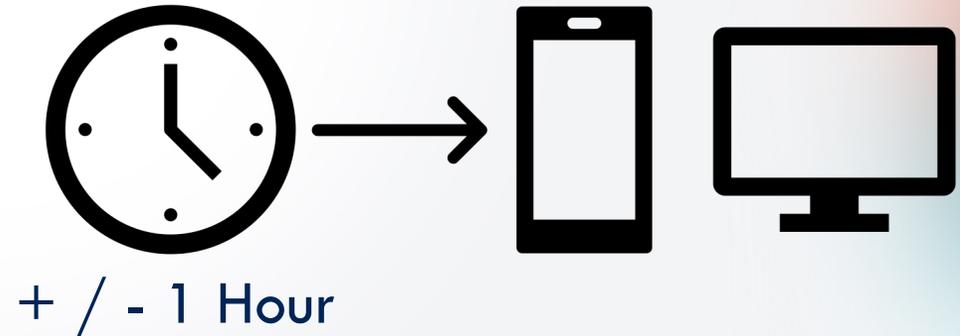
# Who can do check-in?

- Via web app,  
must have admin  
permission  
enabled

- Event Approval
- Create Users
- View Person Profiles
- View Student Numbers
- Add Attendees via Web
- Add Bulk Attendees via Web
- Add Members Without Invite

# When in check-in available?

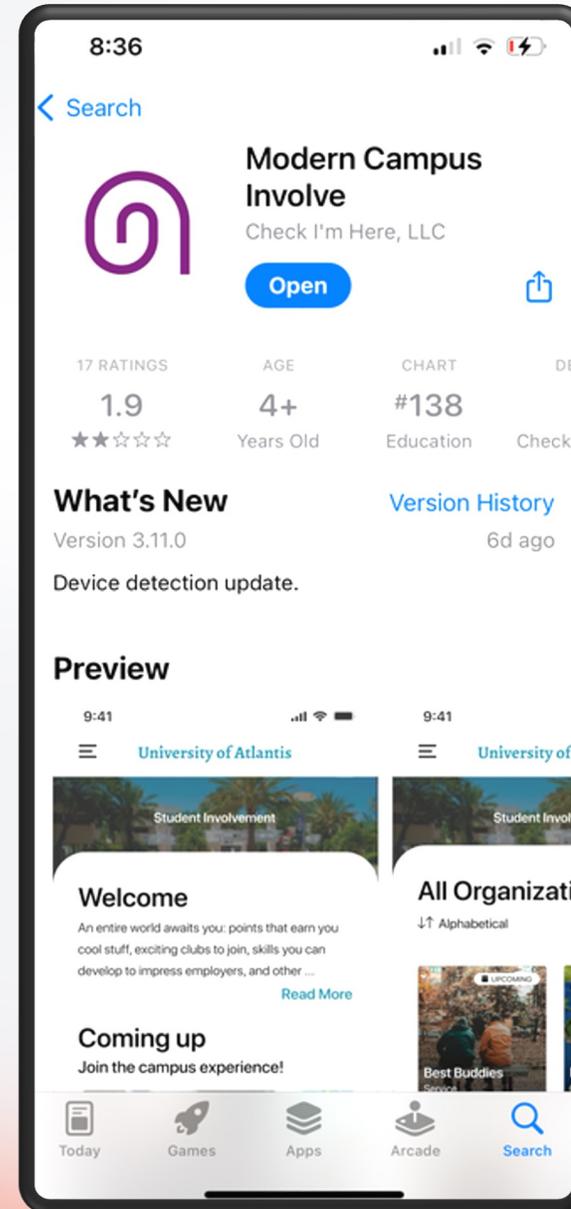
- Up to an hour **BEFORE** the event
- Up to an hour **AFTER** the event
- **Post Event: On the web portal!**
  - Must have user ID



# 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

11



# 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

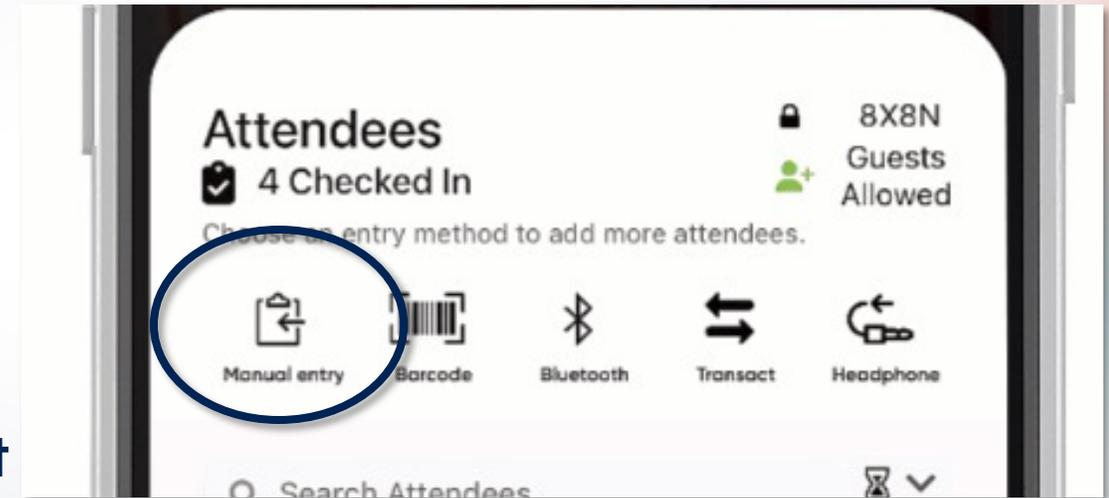
- **Guest = does not have an Involve account**
  - Off campus visitors!
- **NOT automatically turned on!**
  - Campus-Level Setting
  - Enabled by Involve Support or your Account Manager
- **Option must be turned on per event**
  - Scroll to the bottom of your event registration form

## Options

- Hidden From Non-Members
- Members Only Check-in
- Allow Non-Student Check-in

# 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

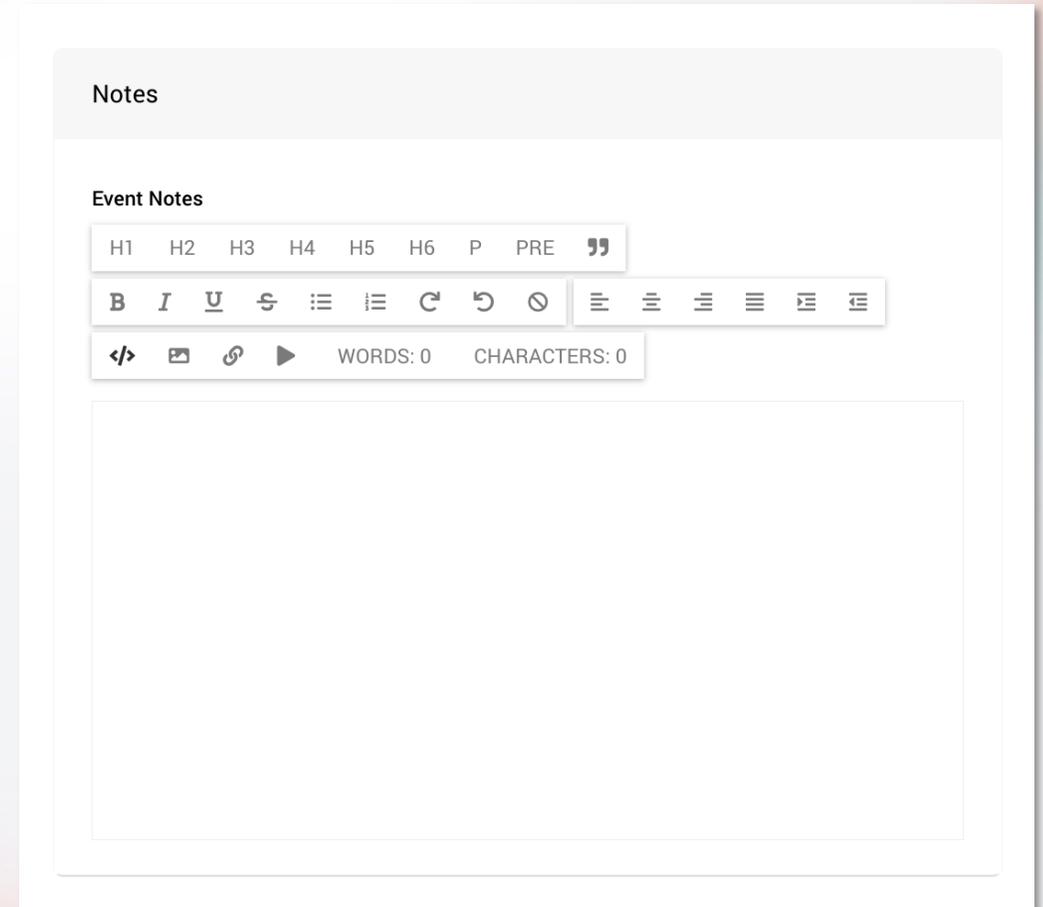


# Demo turning on guest check-in

# 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

17



The screenshot shows a 'Notes' section within an event registration form. At the top, the word 'Notes' is displayed in a light gray header. Below this, the section is titled 'Event Notes'. A rich text editor toolbar is visible, containing various icons for text formatting: H1 through H6 for headings, P for paragraph, PRE for preformatted text, bold (B), italic (I), underline (U), strikethrough (ABC), bulleted list, numbered list, link, unlink, redo, undo, and a clear icon. Below the toolbar, there are icons for code, image, link, and play, followed by 'WORDS: 0' and 'CHARACTERS: 0'. The main area of the form is a large, empty white text box for entering notes.

# Demo notes check in

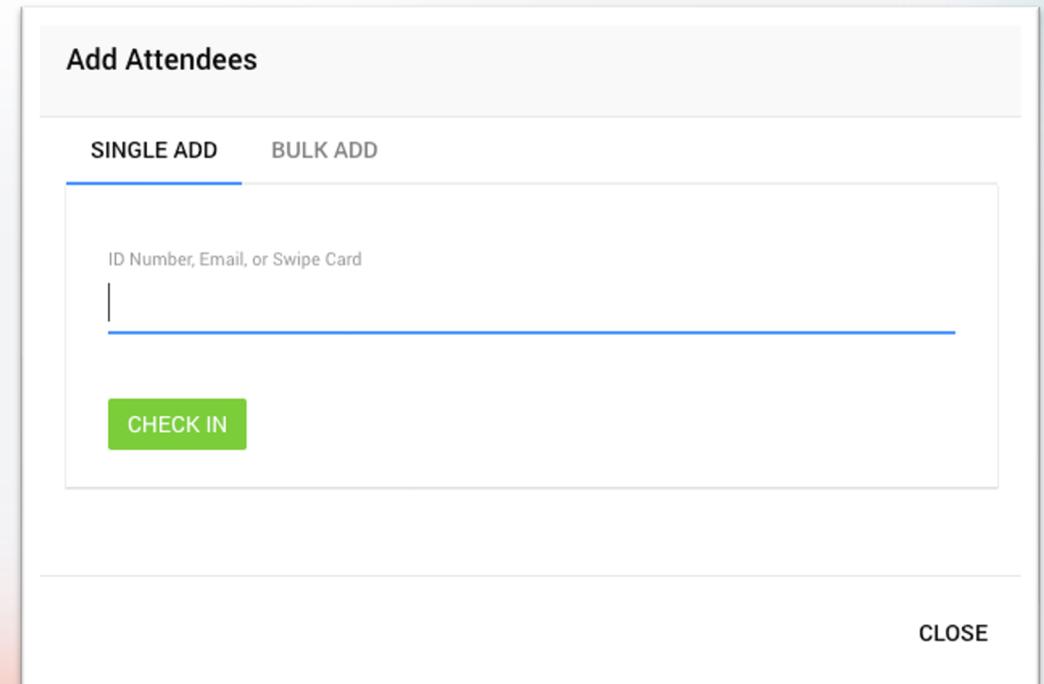
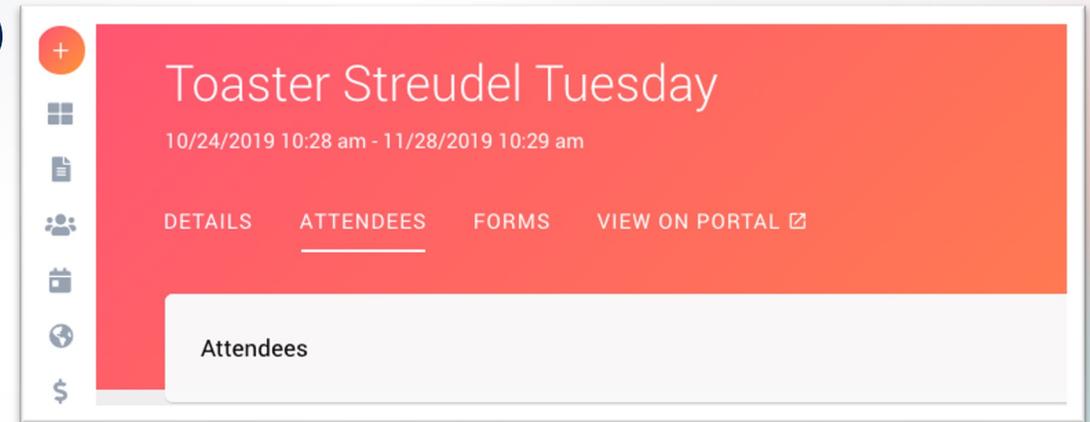
18

# 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!

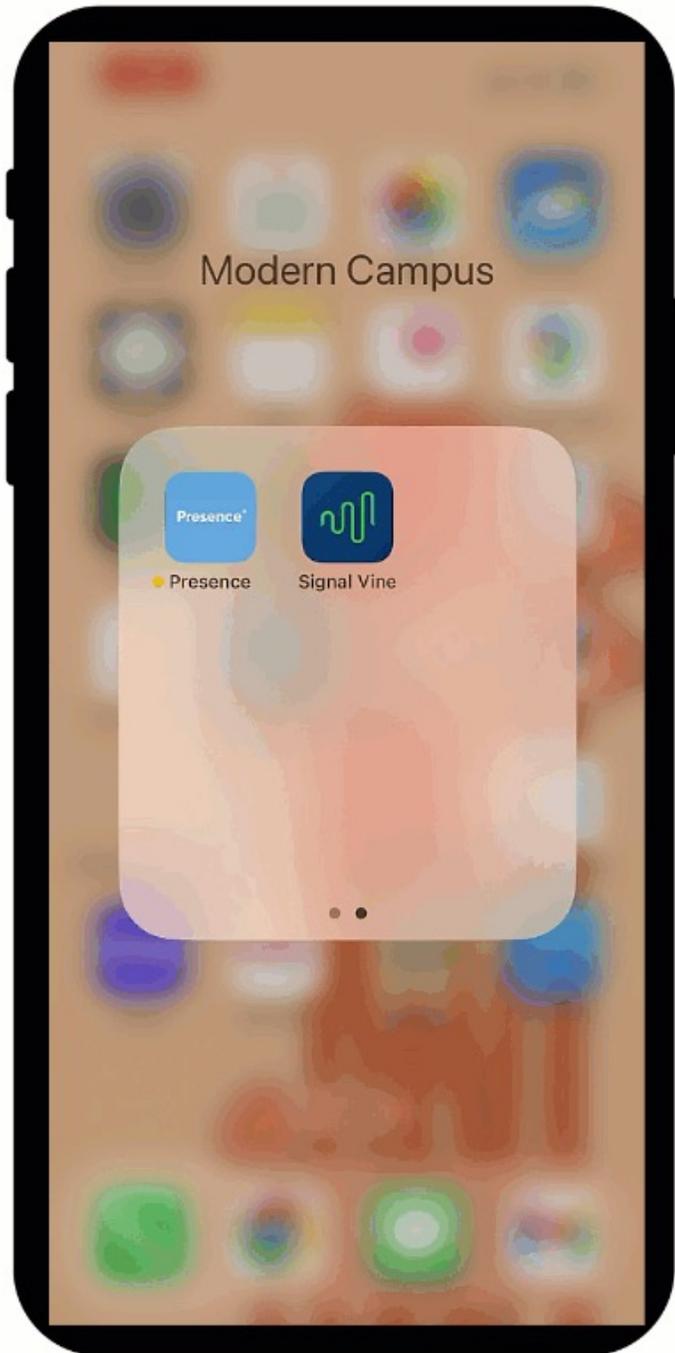
20



# 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

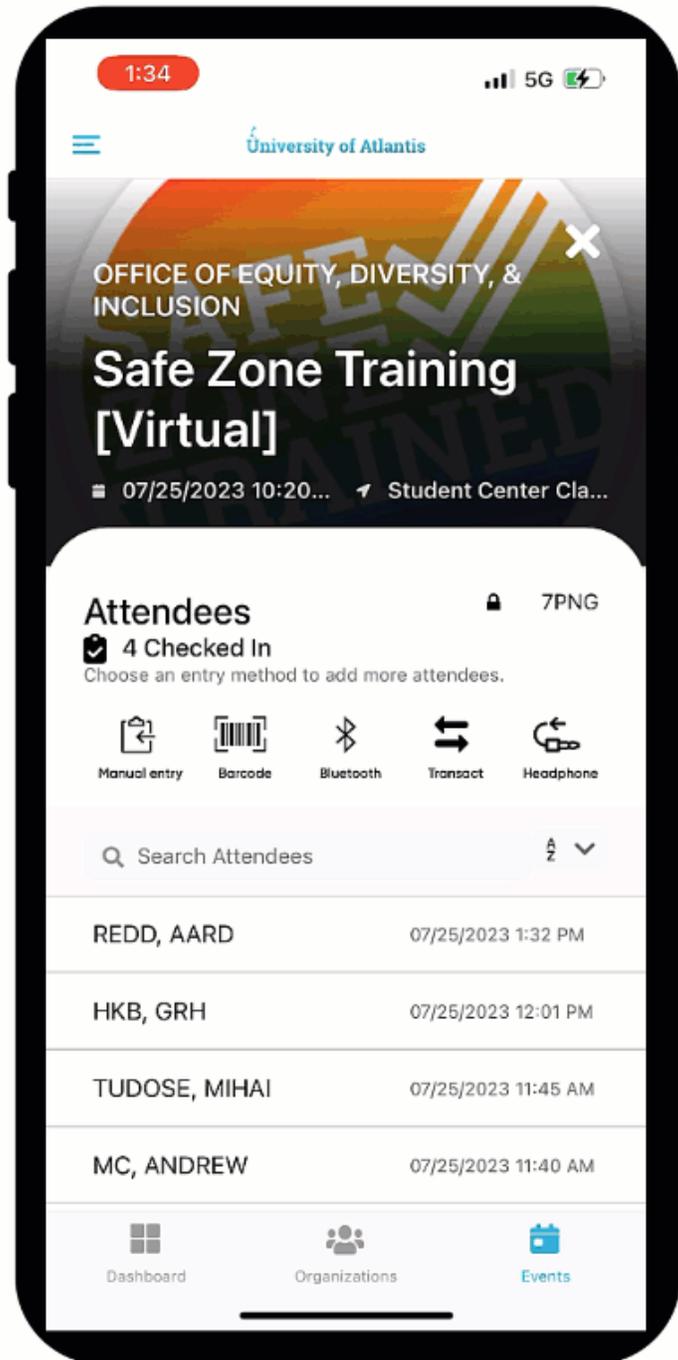
## Events

Attend Events Host Events

Enter an event's unique PIN to collect attendance

7 p n g

Submit

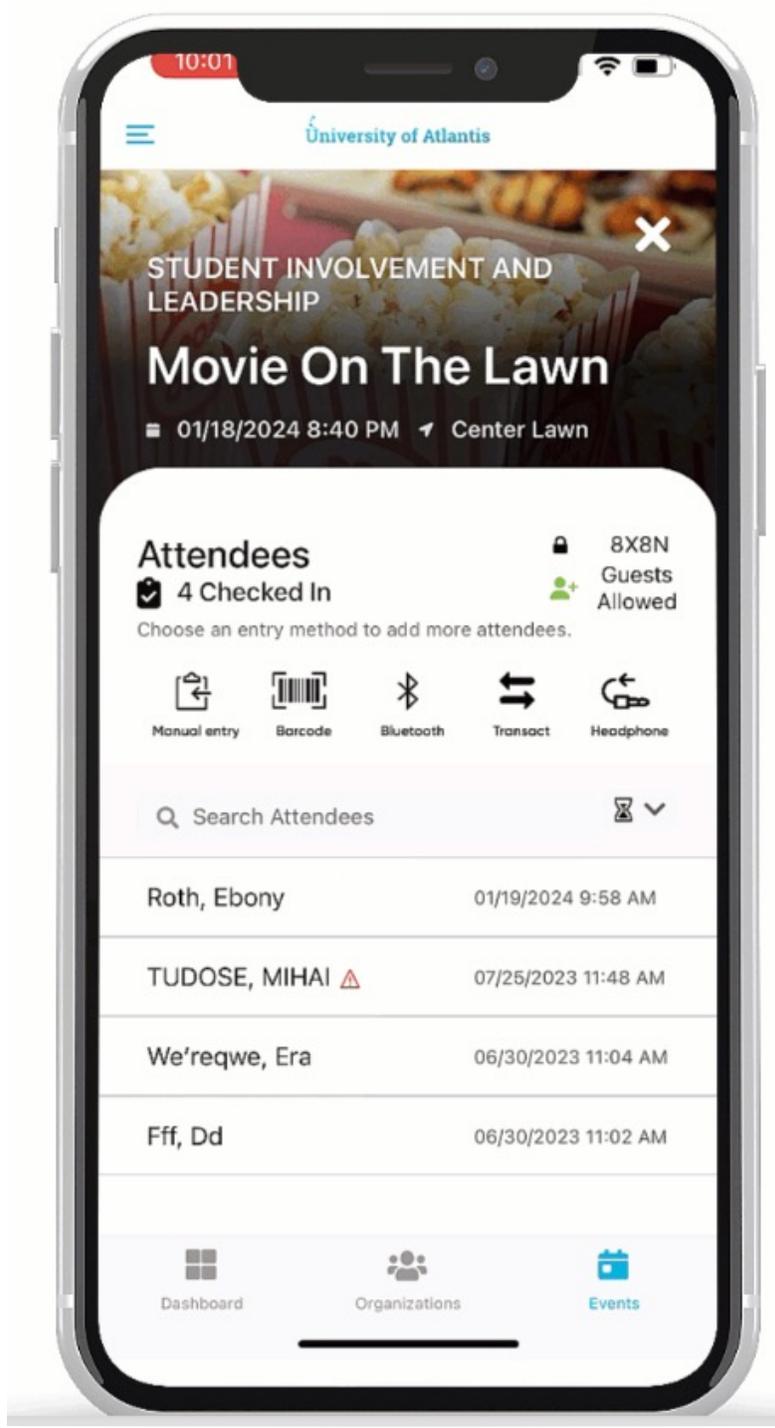


# Navigate to Event Page - 2

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



01/18/2024 8:40 PM Center Lawn

## Attendees

4 Checked In

8X8N  
Guests  
Allowed

Choose an entry method to add more attendees.



Manual entry



Barcode



Bluetooth



Transact



Headphone

Search Attendees



Roth, Ebony

01/19/2024 9:58 AM

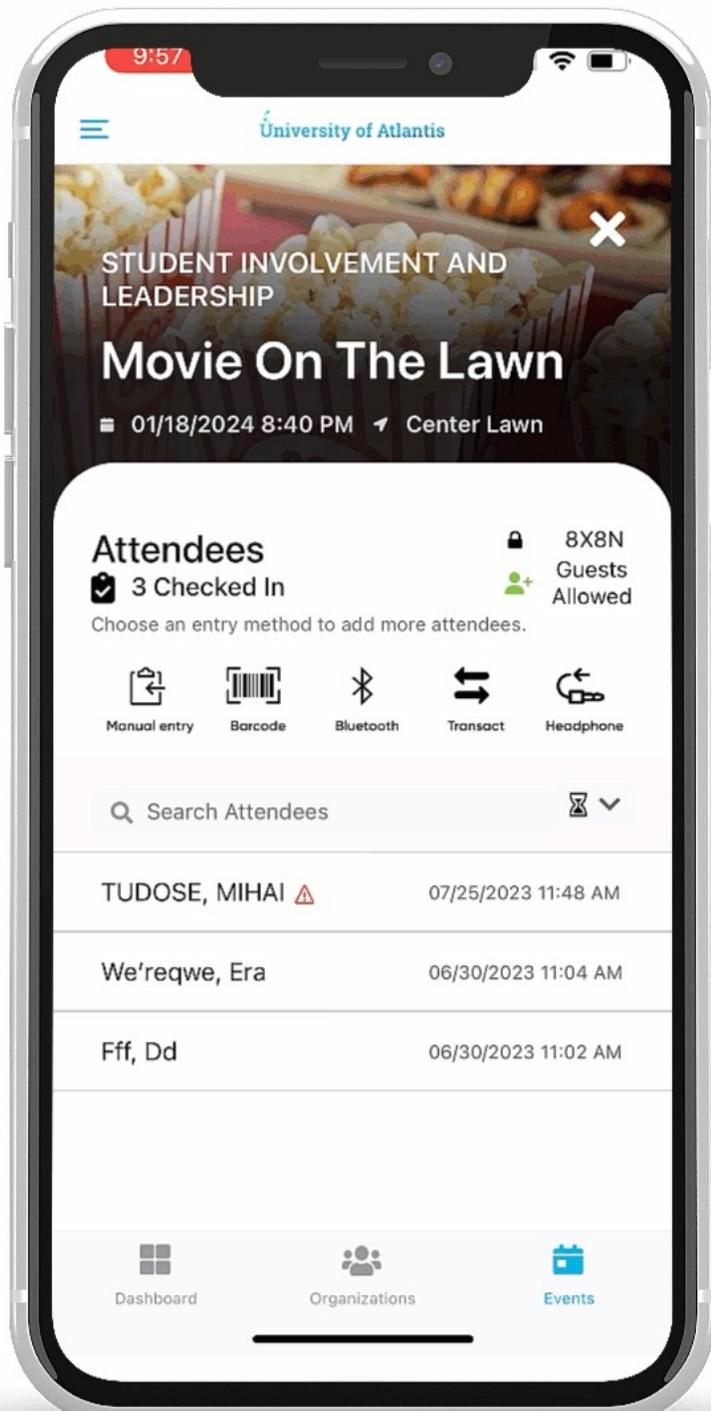
TUDOSE, MIHAI

07/25/2023 11:48 AM

Welton, Eric

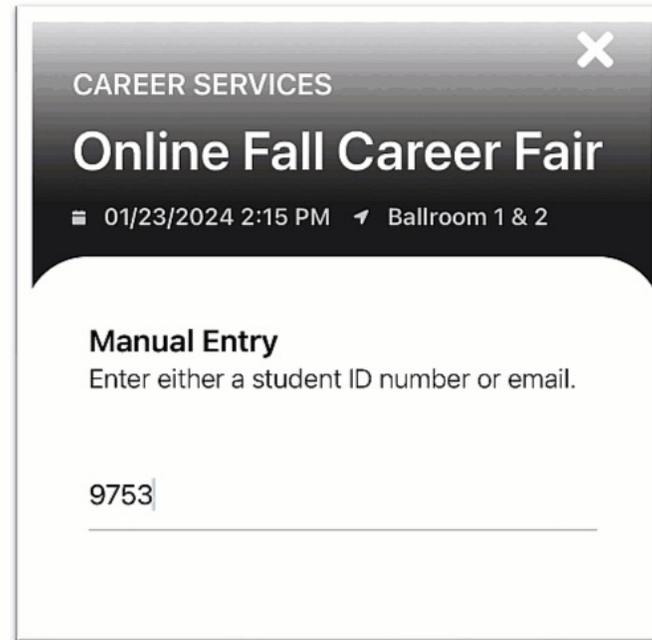
08/20/2023 11:24 AM

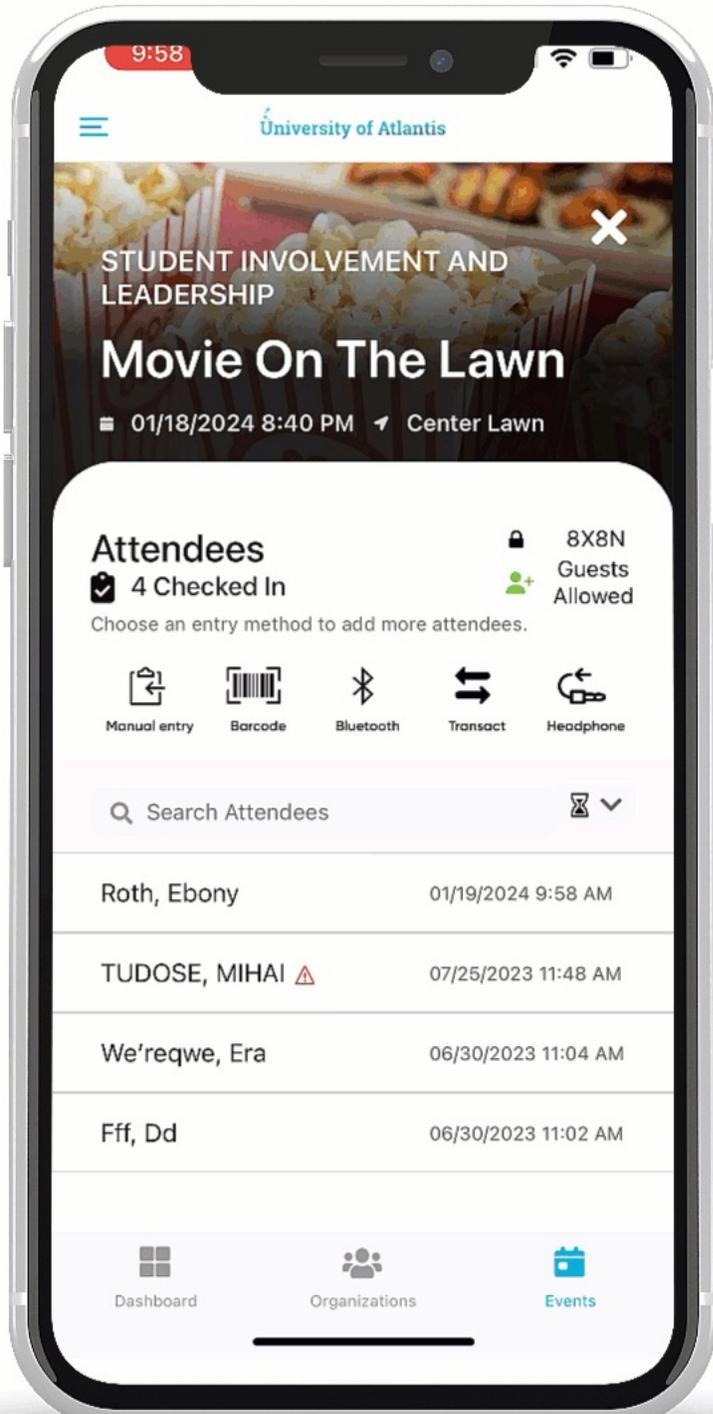
1. Manual Entry
2. Barcode
3. Transact
4. Bluetooth
5. Headphone Jack



# Manual Entry

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





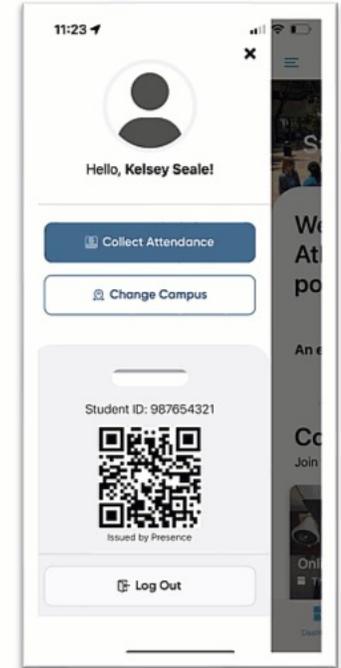
# Barcode

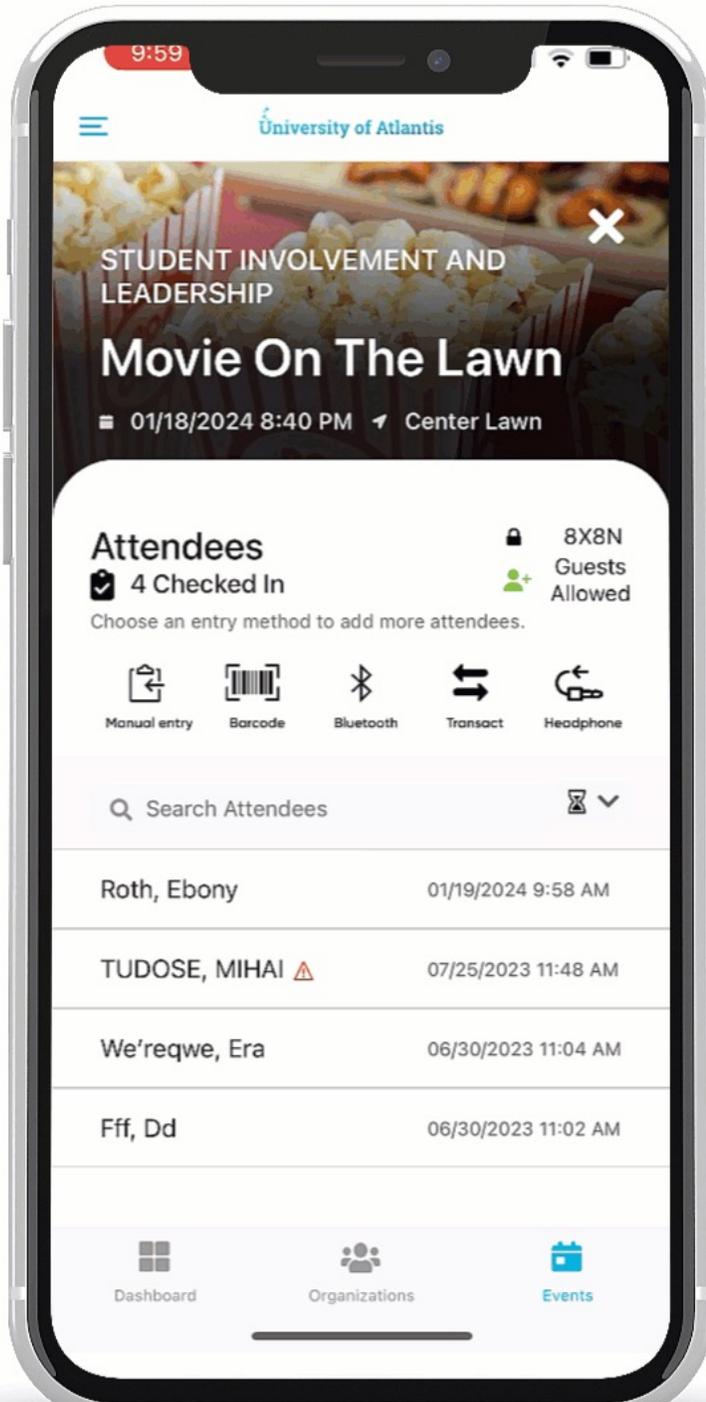
1. Select "Barcode"
2. Align window with barcode or QR code

## ID Card



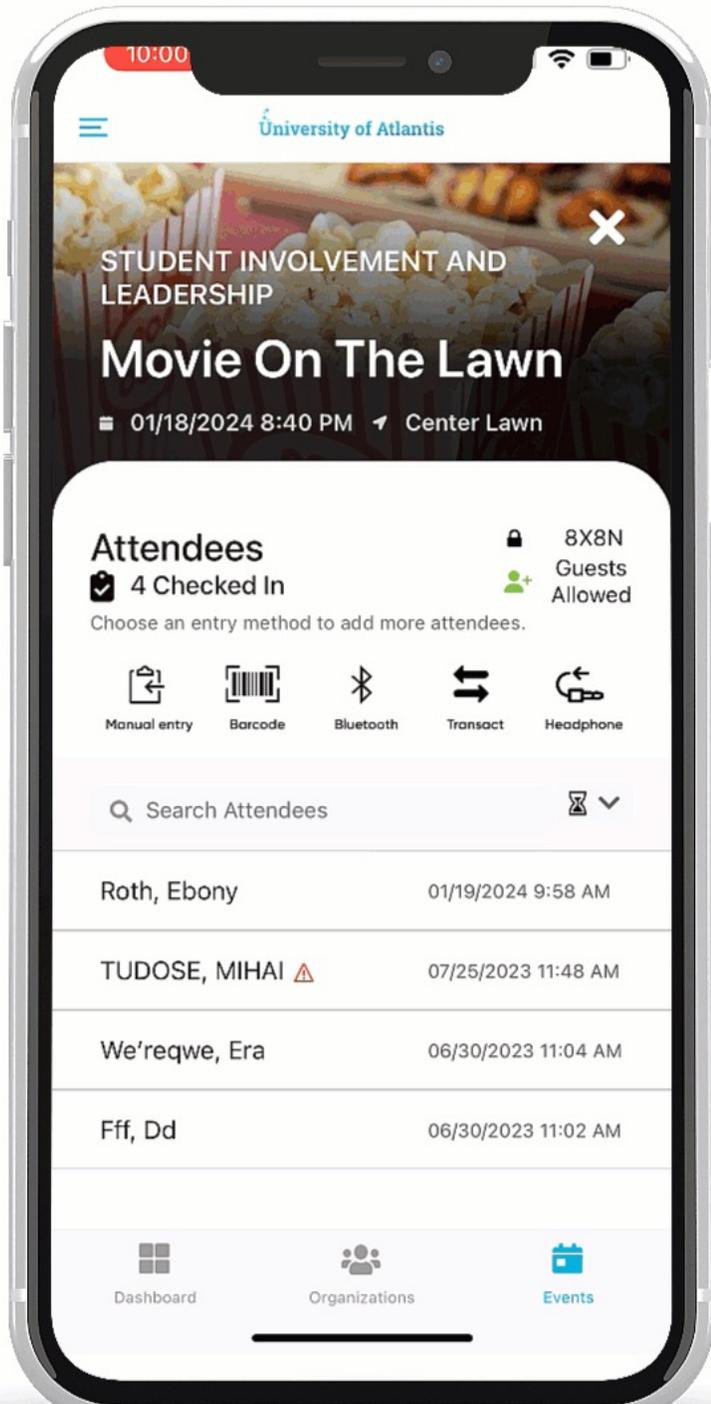
## Digital ID





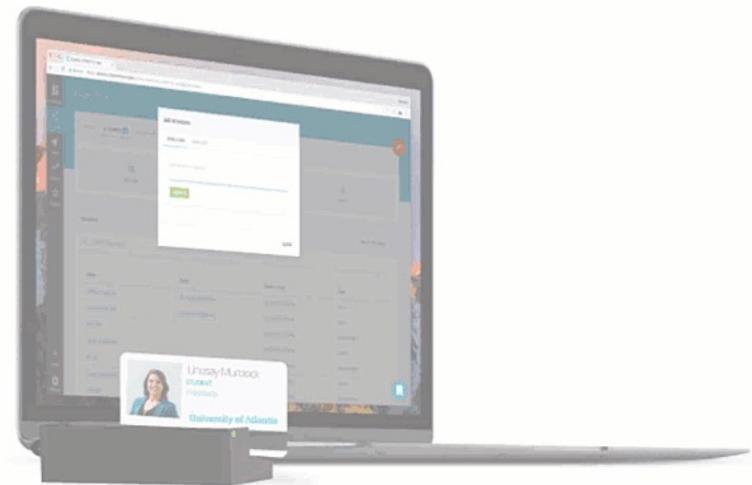
# Digital ID

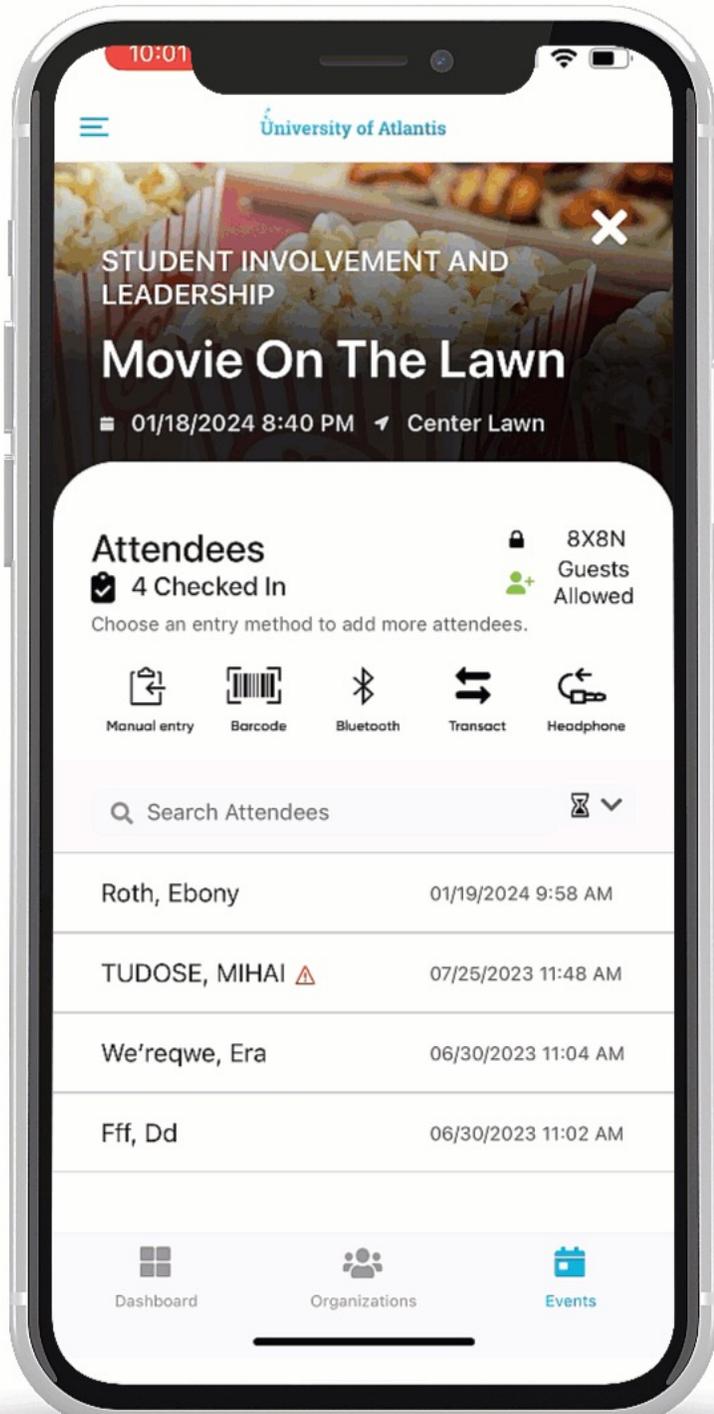
1. Select "Manual Entry"
2. Type student ID or email
3. Press "Enter"



# Transact

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





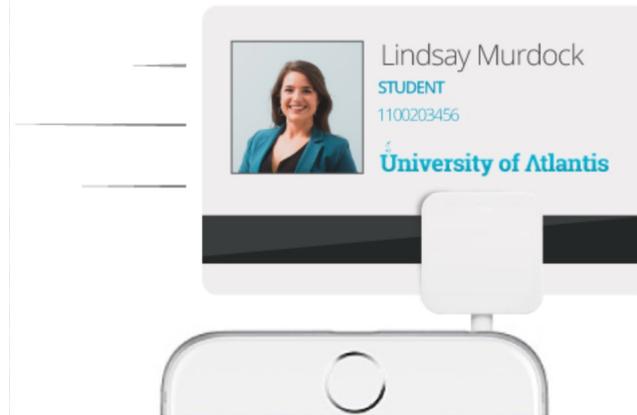
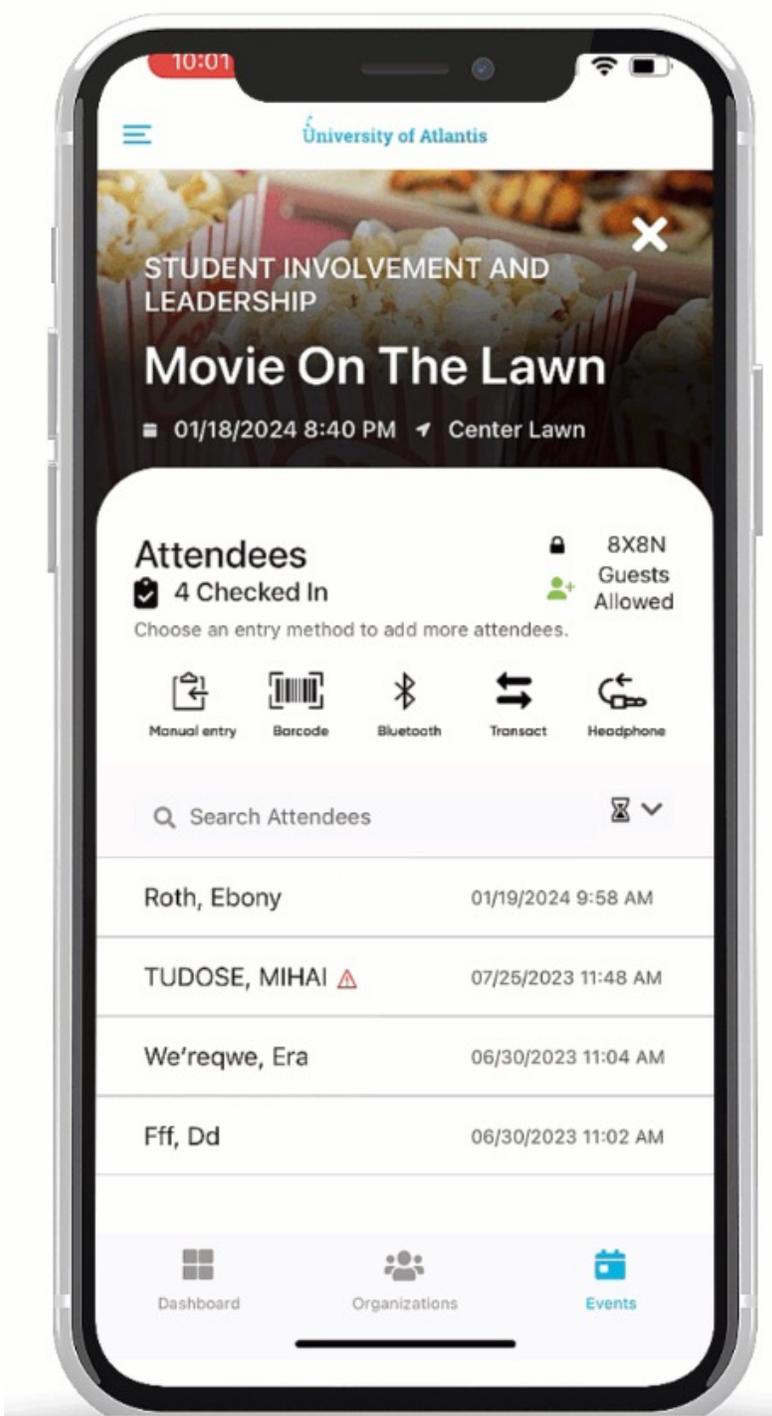
# Bluetooth

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



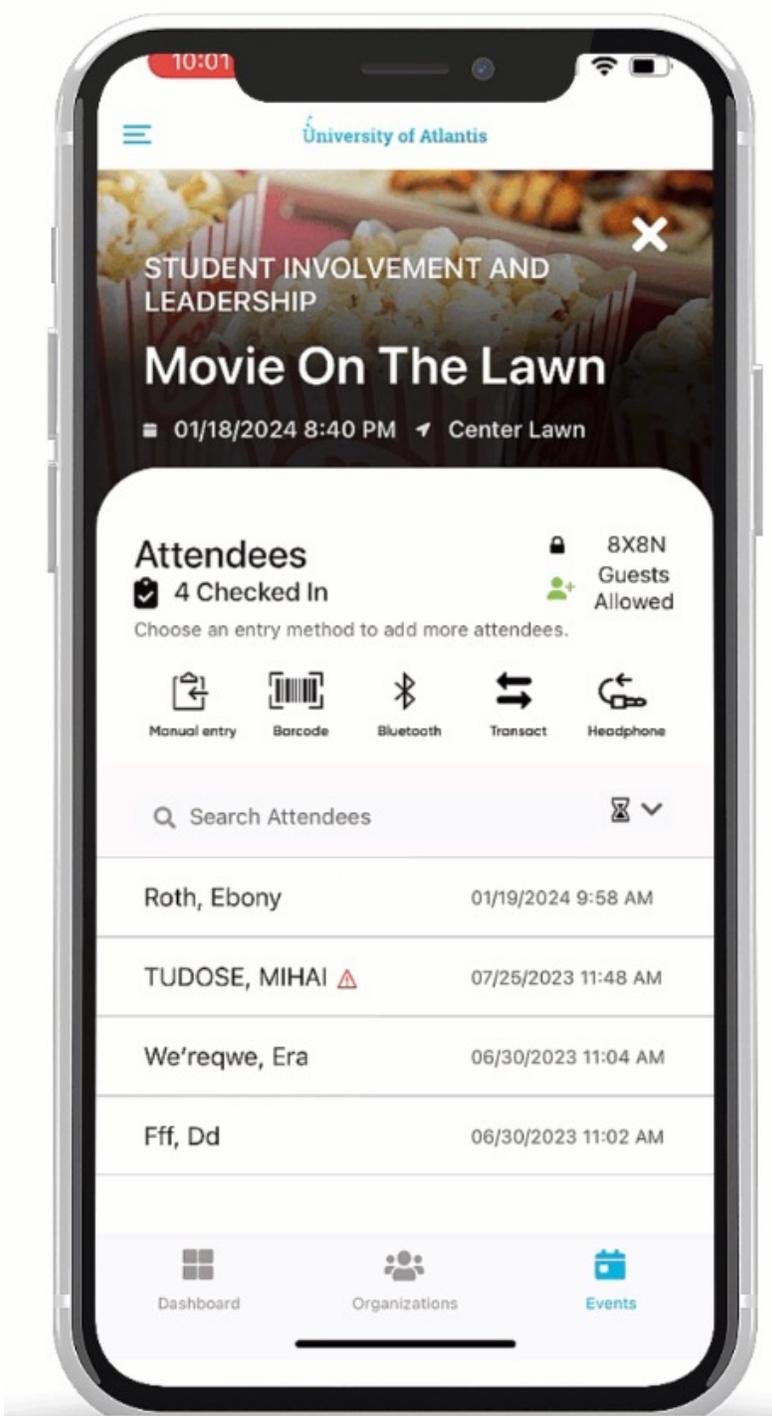
Apple  
Lightning  
Adapter



USB C  
Adapter

# Headphone Jack

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



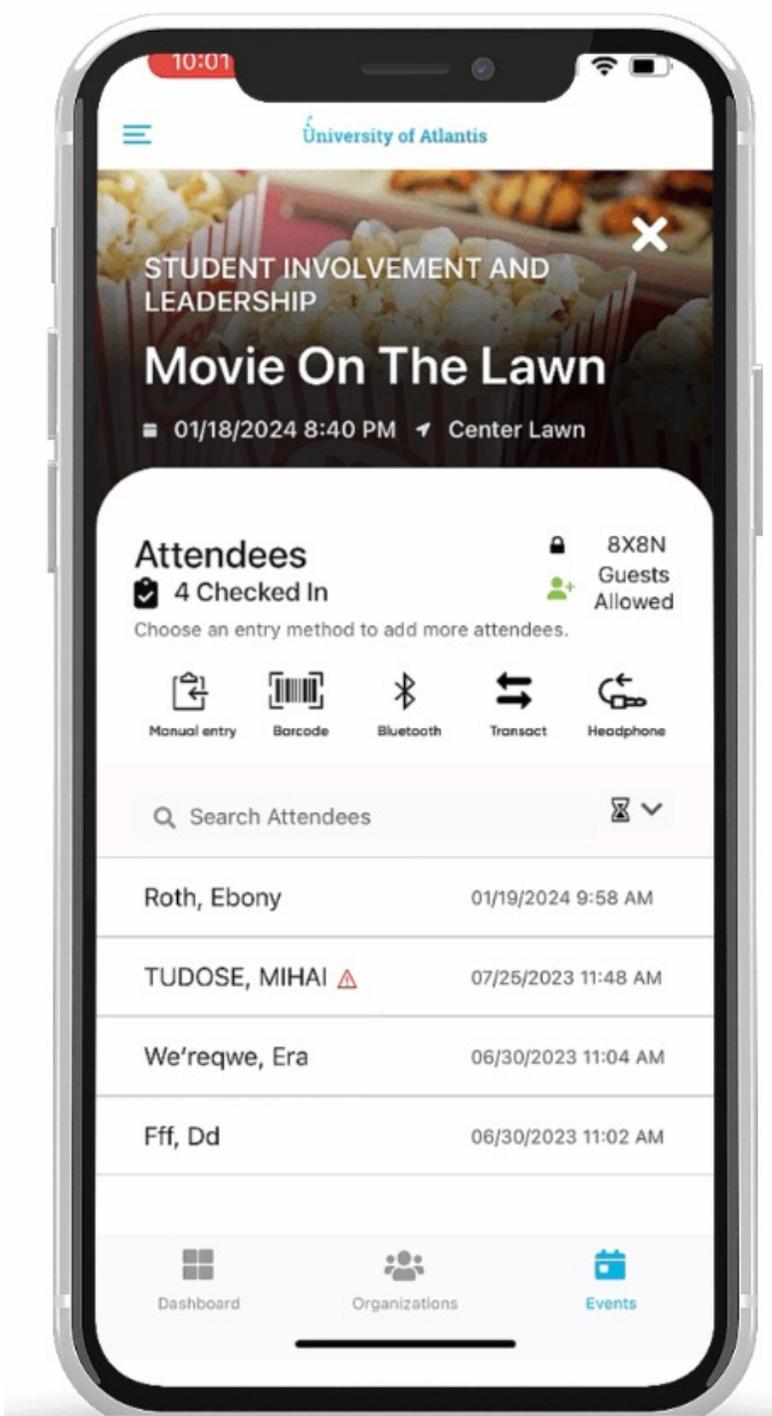
Apple  
Lightning  
Adapter



USB C  
Adapter

# Headphone Jack

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



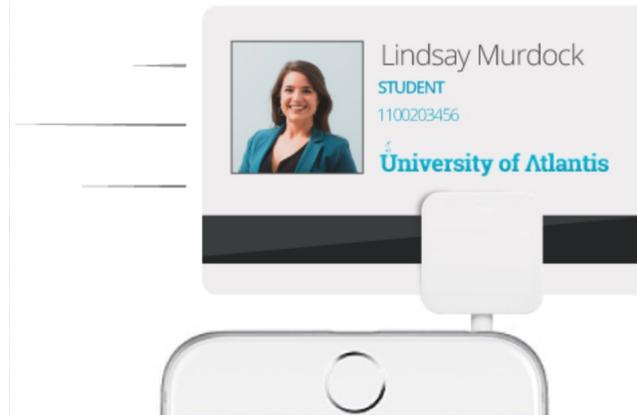
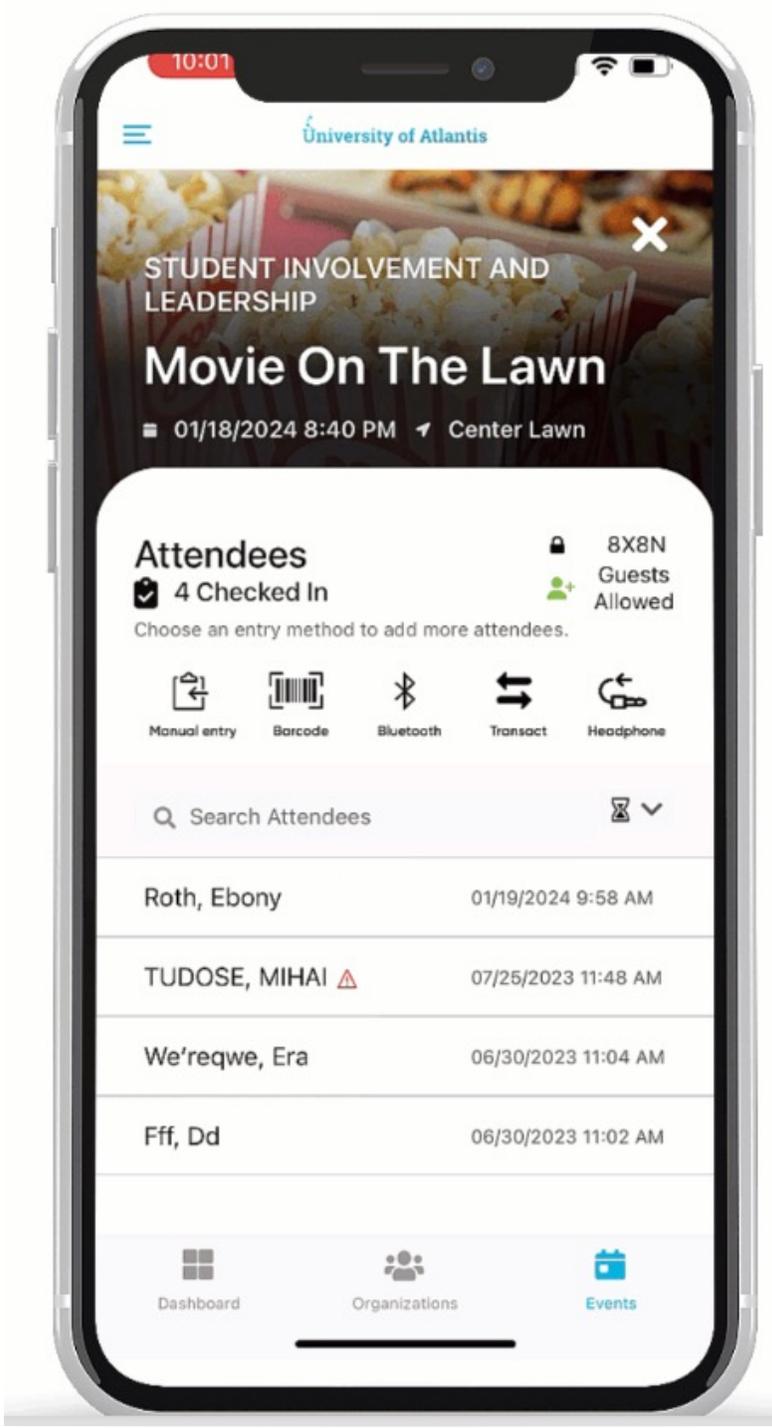
Apple  
Lightning  
Adapter



USB C  
Adapter

# Headphone Jack

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



Card Reader



Apple  
Lightning  
Adapter



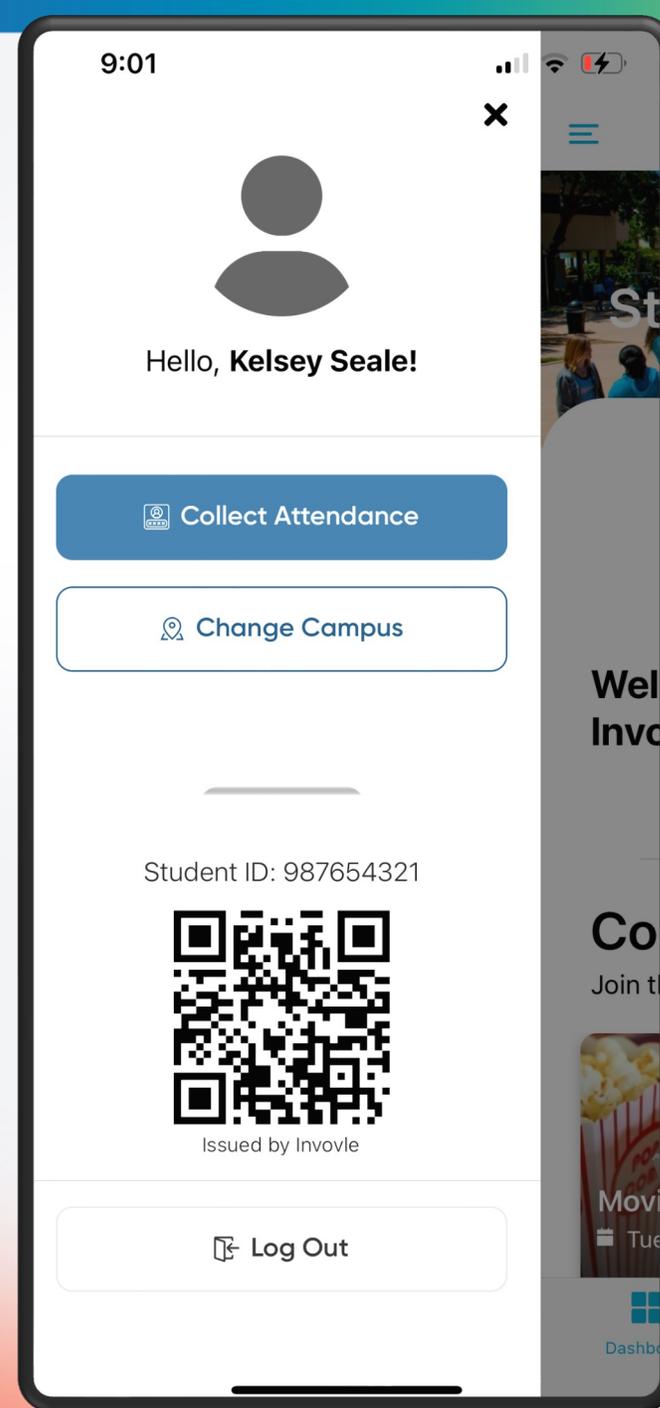
USB C  
Adapter

# 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



37

# 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

40

The screenshot shows the event page for 'Beginners Embroidery Workshop' on 07/05/2024 from 03:39 pm to 03:40 pm. The 'ATTENDEES' tab is selected and circled in blue. Below the tabs, there are two summary cards: 'Attendees' with a count of 35 and 'Members' with a count of 35. A blue circle highlights the 'EMAIL ATTENDEES' button. Below this is a search bar for attendees and a 'FILTER' button. At the bottom, a table lists attendees with columns for Name, Email, Check-in Time, and Type.

| Name            | Email                           | Check-in Time         | Type   |   |
|-----------------|---------------------------------|-----------------------|--------|---|
| Yushin, Allyson | kseale+3634905@moderncampus.com | 05/30/2024 - 10:10 am | Member | ⋮ |
| Skryne, Banky   | kseale+3376775@moderncampus.com | 05/30/2024 - 10:10 am | Member | ⋮ |

# Select the "Email Attendees" Dropdown

41

The screenshot shows the Modern Campus interface for a workshop titled "Beginners Embroidery Workshop" on 07/05/2024 from 03:39 pm to 03:40 pm. The interface has a red header with a navigation bar containing "DETAILS", "ATTENDEES" (which is underlined), "FORMS", and "VIEW ON PORTAL". Below the header, there are two white boxes: "Attendees" with a count of 35 and "Members" with a count of 35. A search bar labeled "Search Attendees" is present. A dropdown menu is open, showing "EMAIL ATTENDEES" (selected), "Export List As CSV", and "Add Attendees". The "Add Attendees" option is circled in blue. Below the search bar is a table with columns: Name, Email, Check-in Time, Type, and a settings gear icon.

| Name            | Email                           | Check-in Time         | Type   |   |
|-----------------|---------------------------------|-----------------------|--------|---|
| Yushin, Allyson | kseale+3634905@moderncampus.com | 05/30/2024 - 10:10 am | Member | ⋮ |
| Skrine, Banky   | kseale+3376775@moderncampus.com | 05/30/2024 - 10:10 am | Member | ⋮ |

# Finish the Check in!

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

42

**Add Attendees**

**BULK ADD**

Warning! This event has a waiver attached, using this method will bypass this, do you wish to continue?

ID Numbers  
55555  
42342  
23423  
25154

Enter a new ID number on each line

**CHECK IN**

**CLOSE**

# Tips & Tricks!

# Polls

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

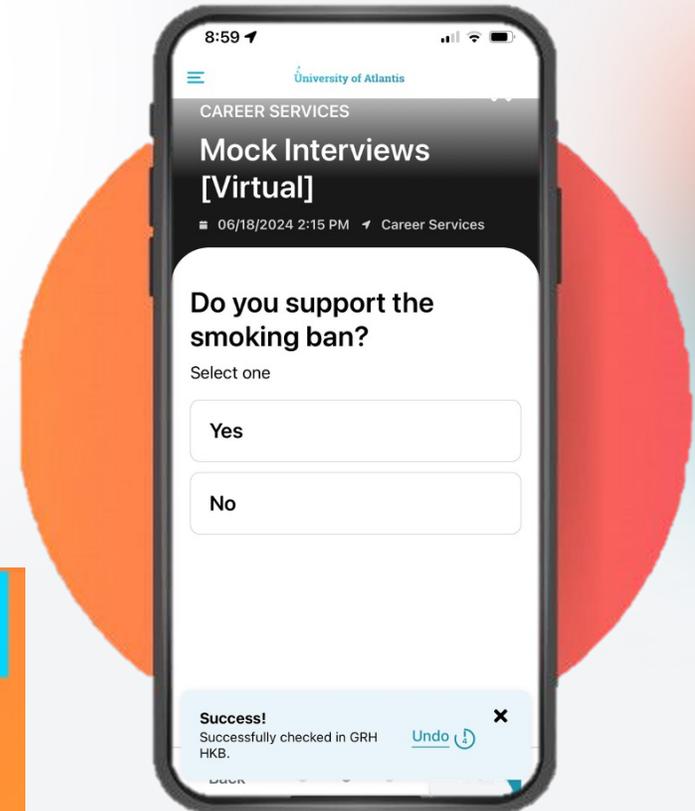
44

Events

EVENTS REQUESTS TAGS WAIVERS POLL

Search Polls STATUS

| Question                                | Visibility   | Location                       | Responses | Created               | Status |
|-----------------------------------------|--------------|--------------------------------|-----------|-----------------------|--------|
| Should SGA fund a bike sharing program? | Organization | Student Government Association | 1         | 05/07/2017 - 10:09 AM | Active |



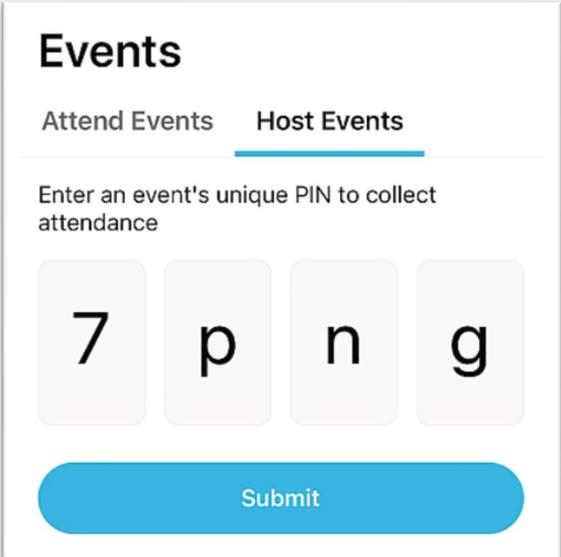
# Demo poll

45

# 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

46



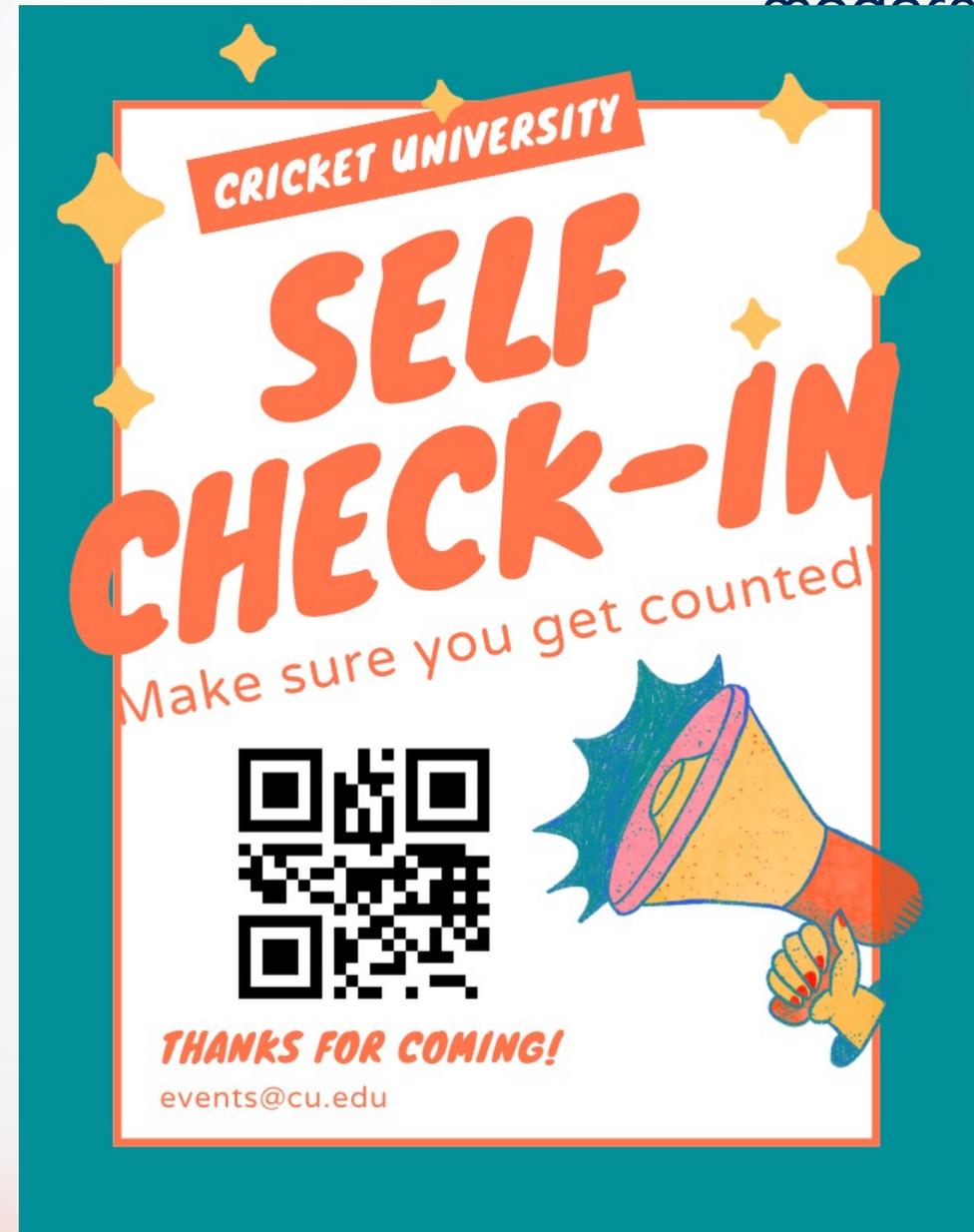
The screenshot shows the 'Events' section of the Modern Campus app. It has two tabs: 'Attend Events' and 'Host Events', with 'Host Events' selected. Below the tabs, there is a text prompt: 'Enter an event's unique PIN to collect attendance'. Underneath this prompt are four input fields containing the characters '7', 'p', 'n', and 'g'. At the bottom of the form is a blue 'Submit' button.

# 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!

47



# Use a 3<sup>rd</sup> party ticketing system?

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

All volunteer information (stock).xlsx

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do

N9

|    | A                | B                 | C                | D            | E               | F             | G           | H             |
|----|------------------|-------------------|------------------|--------------|-----------------|---------------|-------------|---------------|
| 1  | <b>Last name</b> | <b>First name</b> | <b>Middle na</b> | <b>Title</b> | <b>Nickname</b> | <b>Status</b> | <b>Type</b> | <b>Number</b> |
| 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!

49



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!