

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



# Post-Webinar Survey

- 2 minutes!
- We love knowing what you like or would like improved!
- Really helps me (Kelsey) out when presenting to my bosses 😊
- I'll provide a link at the end or you will get an email tomorrow!!!

\* 3. Overall, were you satisfied with your training?

☐ Yes

☐ No

\* 4. On the following scale, how **helpful** and **informative** was the training webinar?

1 - Not Helpful

2

3 - Neutral

4

5 - Helpful

☐

☐

☐

☐

☐

Additional comments to reflect your score.

5. Additional feedback? We value your feedback and use it to improve the quality of our training webinars over time.

6. Don't see a session that sparks your interest? Leave us a comment with a topic that we can build a session around in the future!

# Event Check-In Intro

# Event Check-In

5  
Track student  
participation

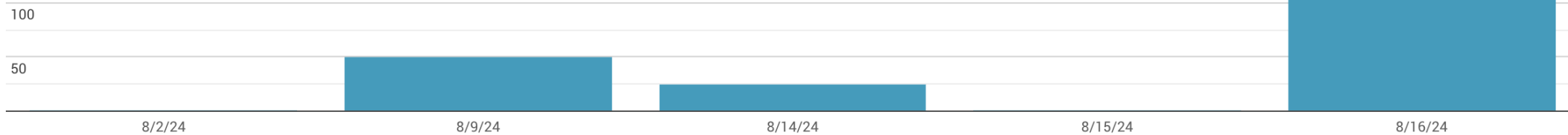
Gather poll  
data

Accountability

Follow Up

Grow  
Organizations

Sign waivers!



5

Active Organizations

5

Attended Events

372

Total Attendees

340

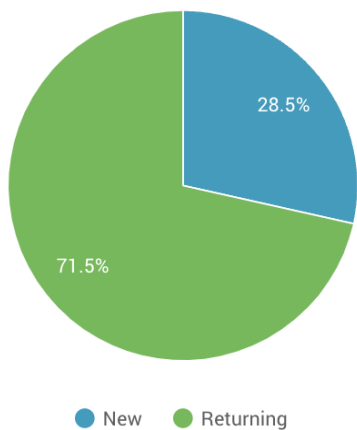
Unique Attendees

74.40

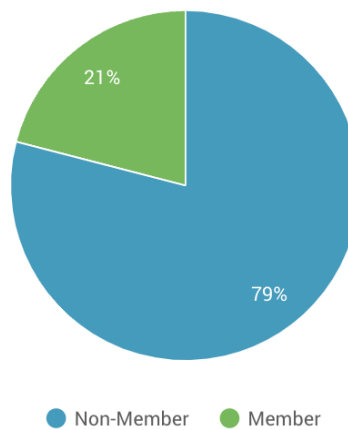
Average Attendees

6

## Loyalty

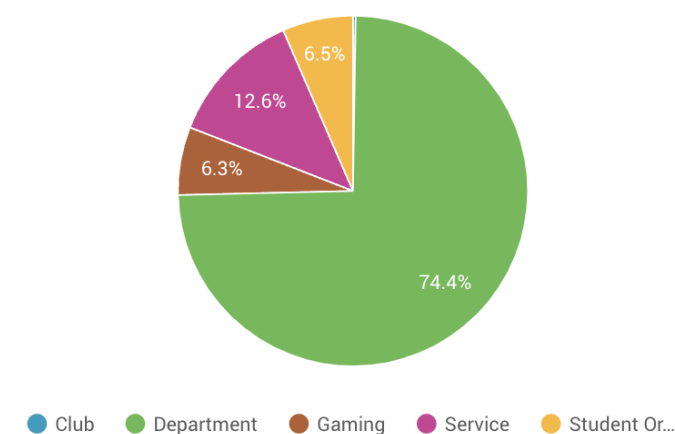


## Membership



## Categories

ATTENDANCE EVENTS



[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

# Demo how to find the PIN



# Who can do check-in?

- Via web app,  
must have admin  
permission  
enabled

Role

REMOVE

Role

Category Administrator

Categories

Affinity

Additional Rights

☐

Create Organizations

☐

Edit Organizations☐☐☐☐☐☐☐☒☒☐

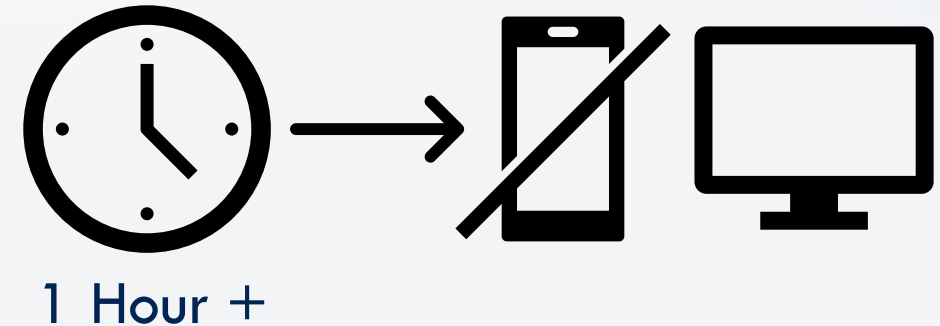
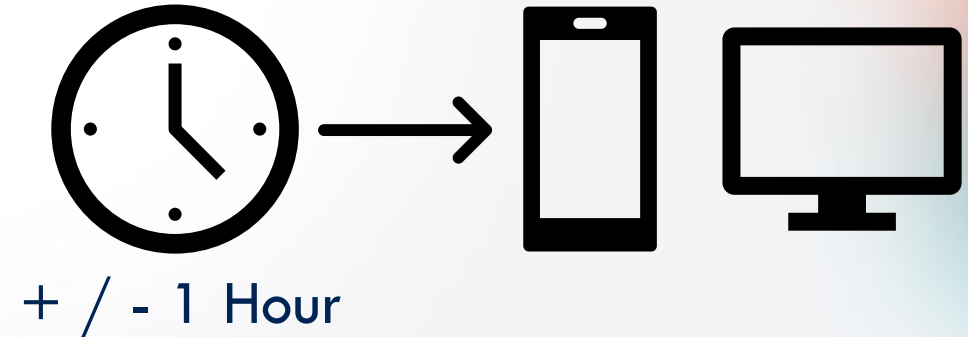
# Who can do check-in?

- 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

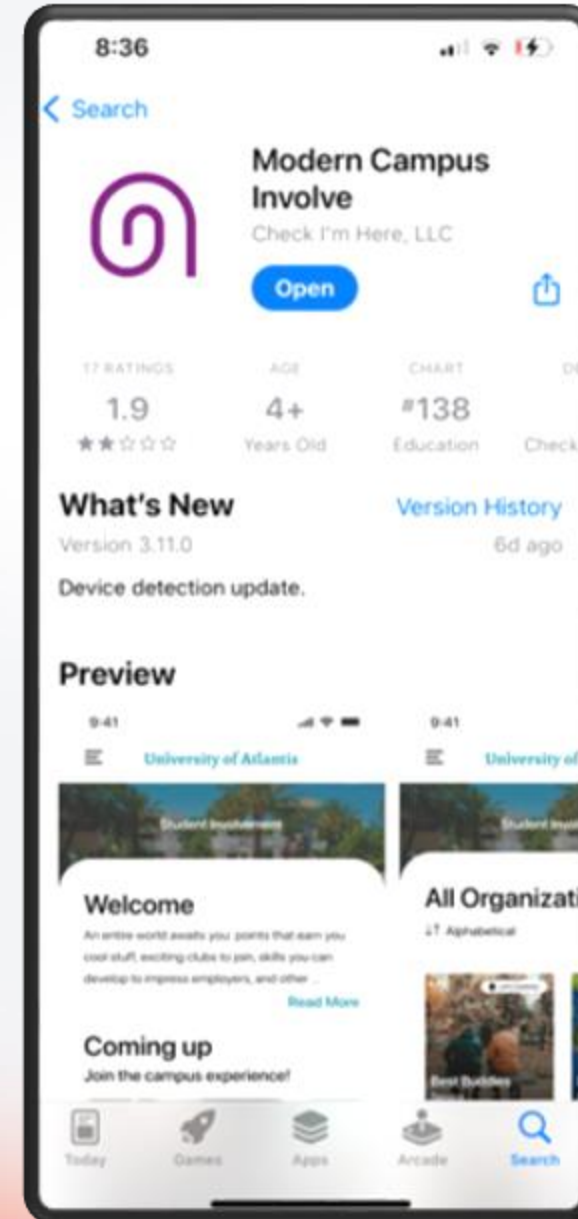
# When in check-in available?

- 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



# 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

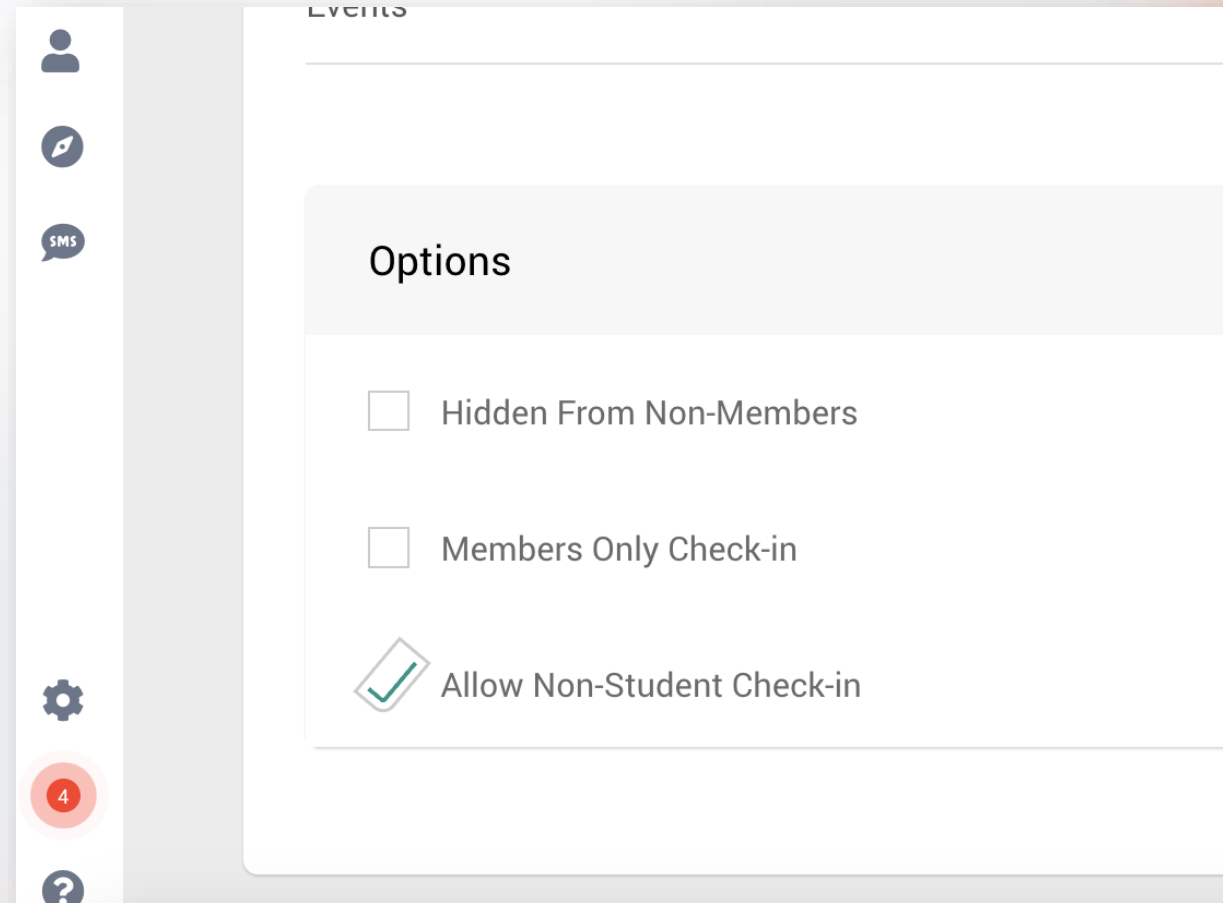
## Options

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

# Enable Guest Check-In

- Scroll to the bottom of your event registration form
- Select “Allow Non-Student Check-in”

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EVENTS

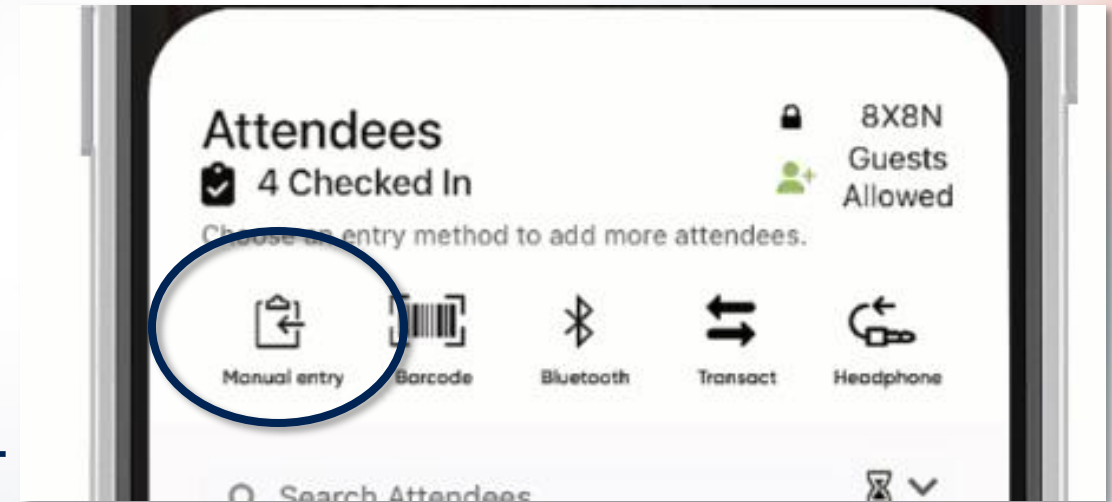
Options

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



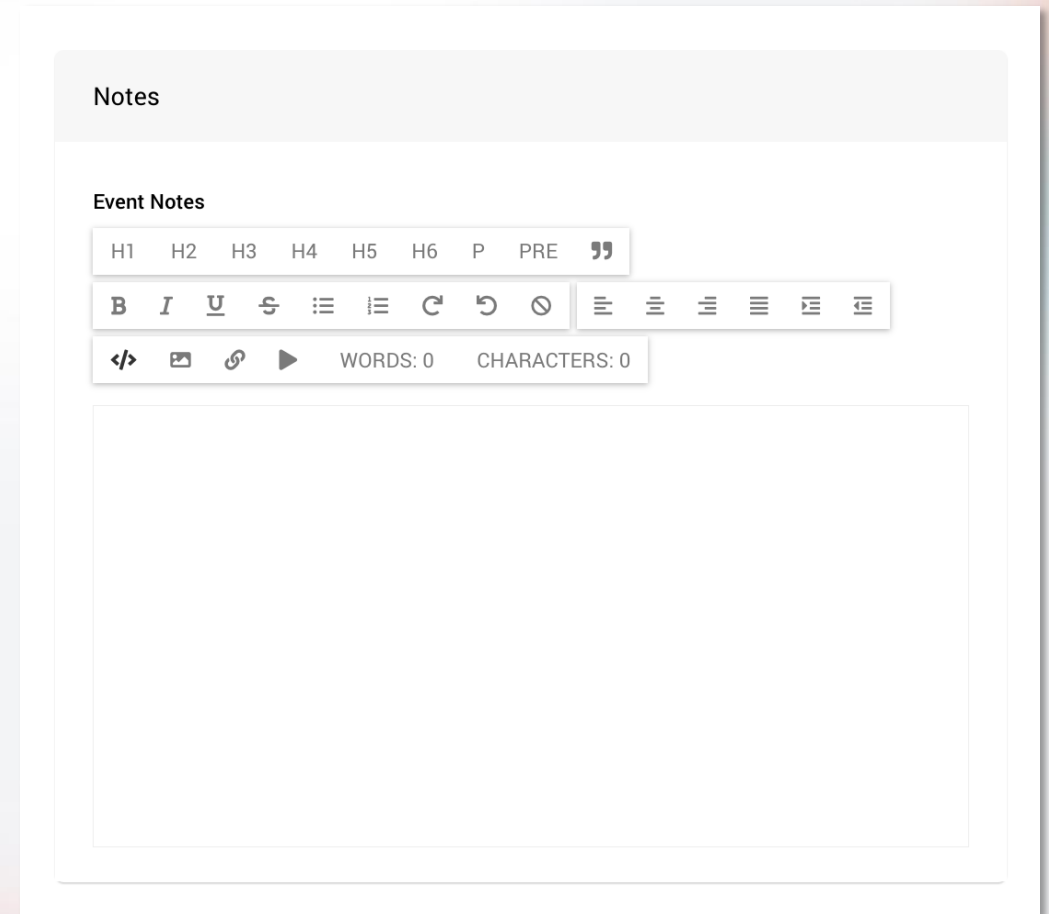
# Guest Check In at Your Event

- 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



# 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



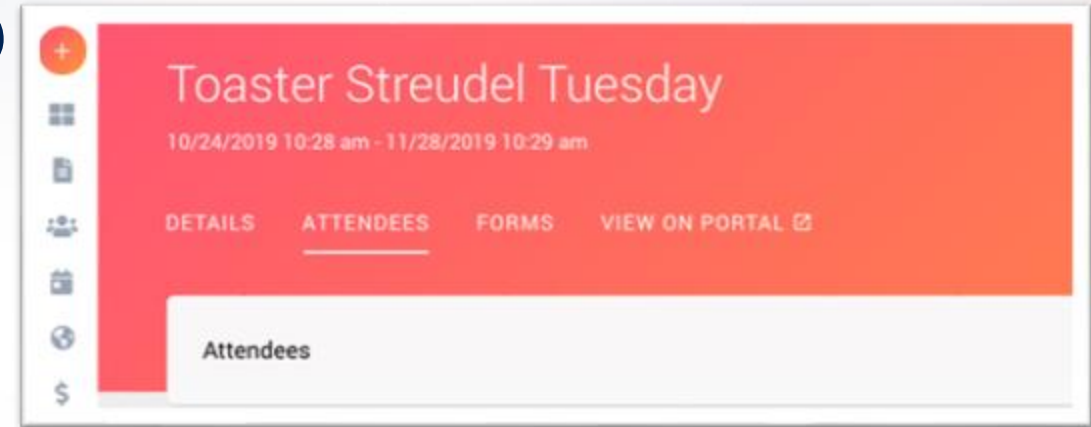
The screenshot shows a web interface for a 'Notes' section. At the top, there's a header 'Notes' in a light gray bar. Below it, the section is titled 'Event Notes'. A rich text editor toolbar is visible, containing various icons for text formatting (bold, italic, underline, strikethrough), alignment (left, center, right, justified), indentation, bulleted and numbered lists, link, unlink, and media insertion. It also includes a code editor icon, a video icon, and a play button. On the right side of the toolbar, it displays 'WORDS: 0' and 'CHARACTERS: 0'. Below the toolbar is a large, empty text area for writing notes.

# Demo notes check in

# Check In Tutorial: Web Portal

# Add Attendees via Web

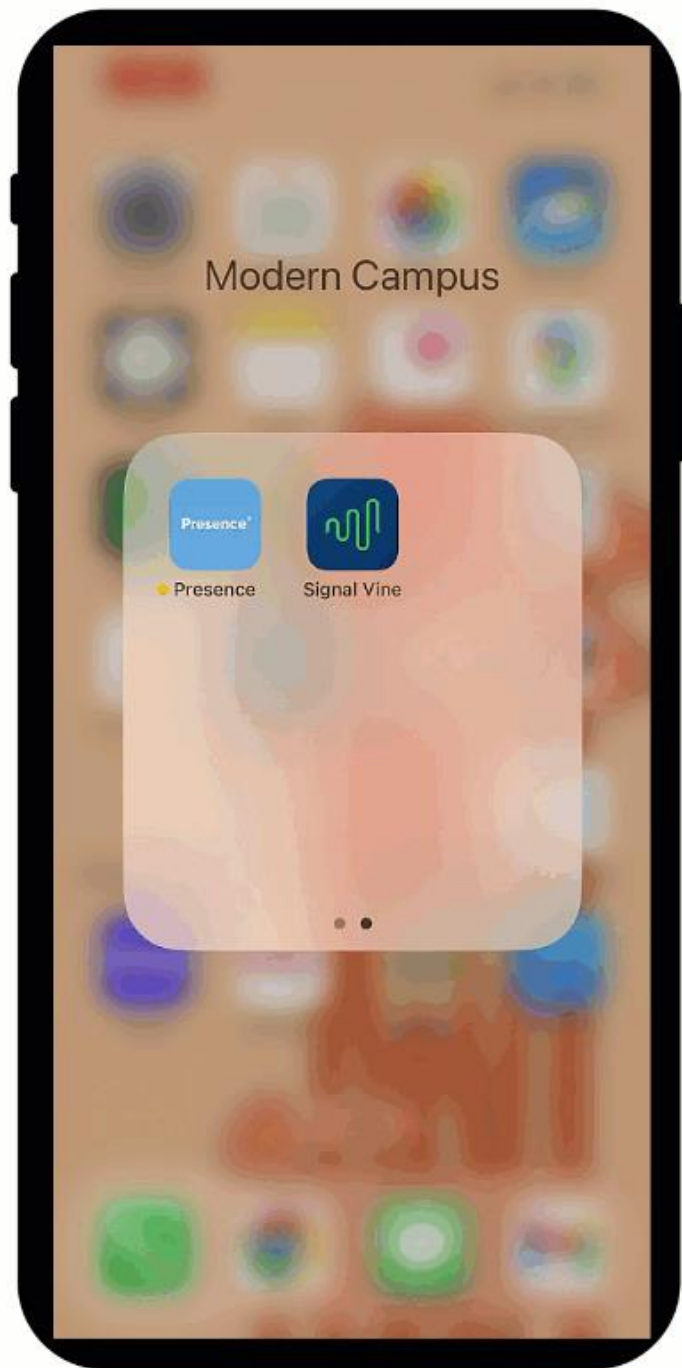
1. Navigate to your event
2. Select the attendees tab
3. Select "single add" or "bulk add"
4. Add email or ID number
5. Check in!

A screenshot of the 'Add Attendees' form. The form has a title 'Add Attendees' and two tabs: 'SINGLE ADD' (which is selected) and 'BULK ADD'. Below the tabs is a text input field with the placeholder text 'ID Number, Email, or Swipe Card'. Below the input field is a green button labeled 'CHECK IN'. At the bottom right of the form is a 'CLOSE' button.

# 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

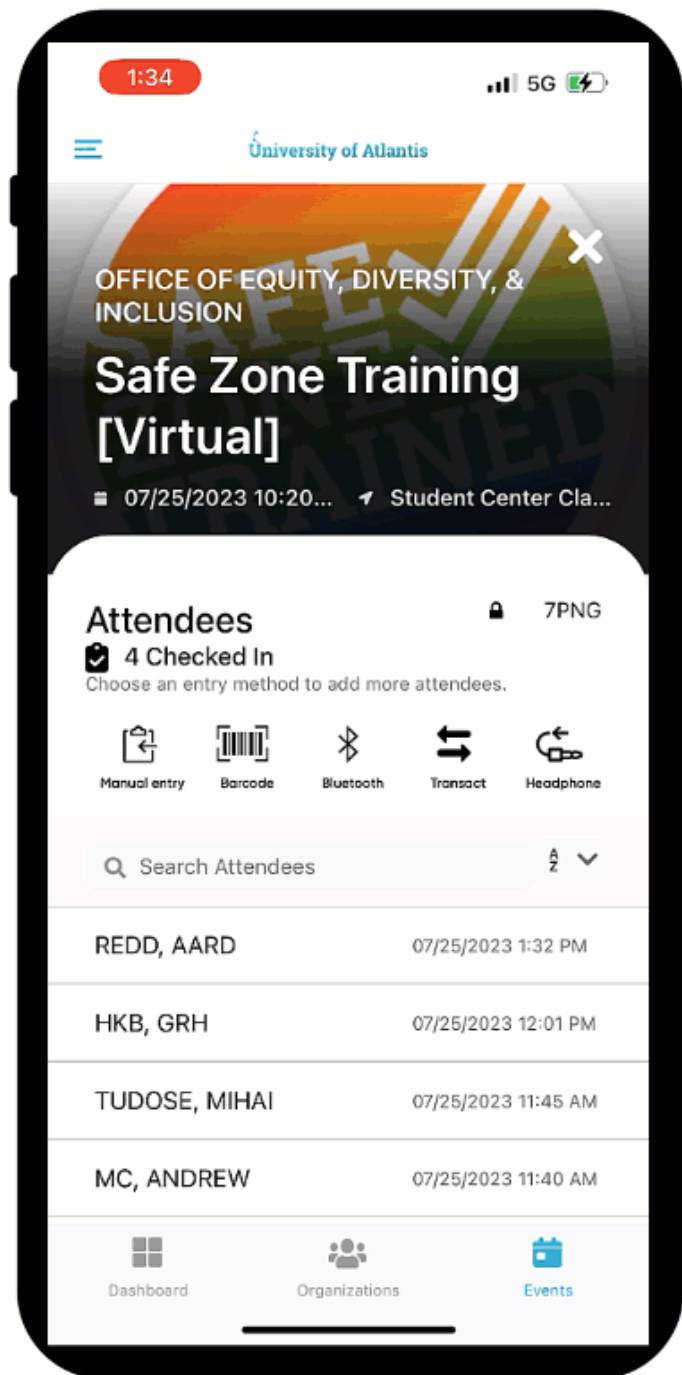
p

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

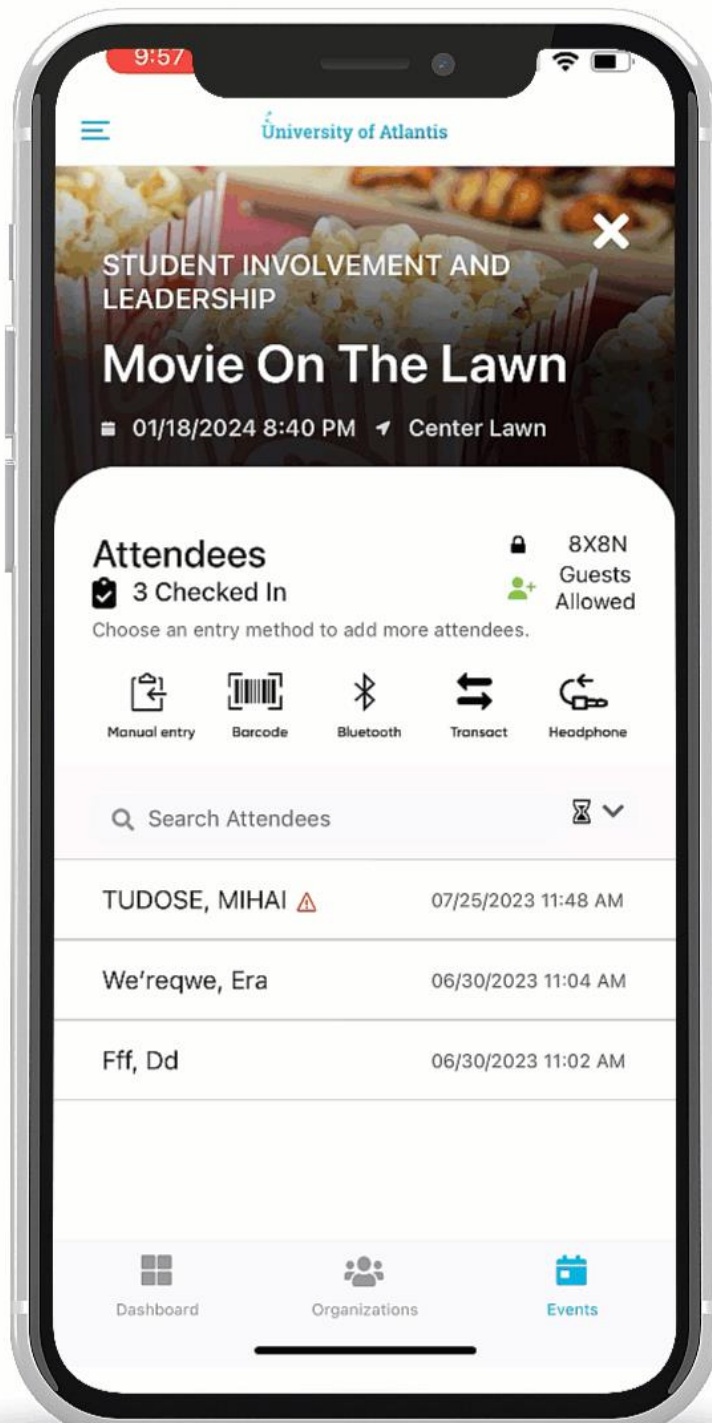
TUDOSE, MIHAI ⚠️

07/25/2023 11:48 AM

Wolfgang, Eric

07/25/2023 11:21 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"

CAREER SERVICES

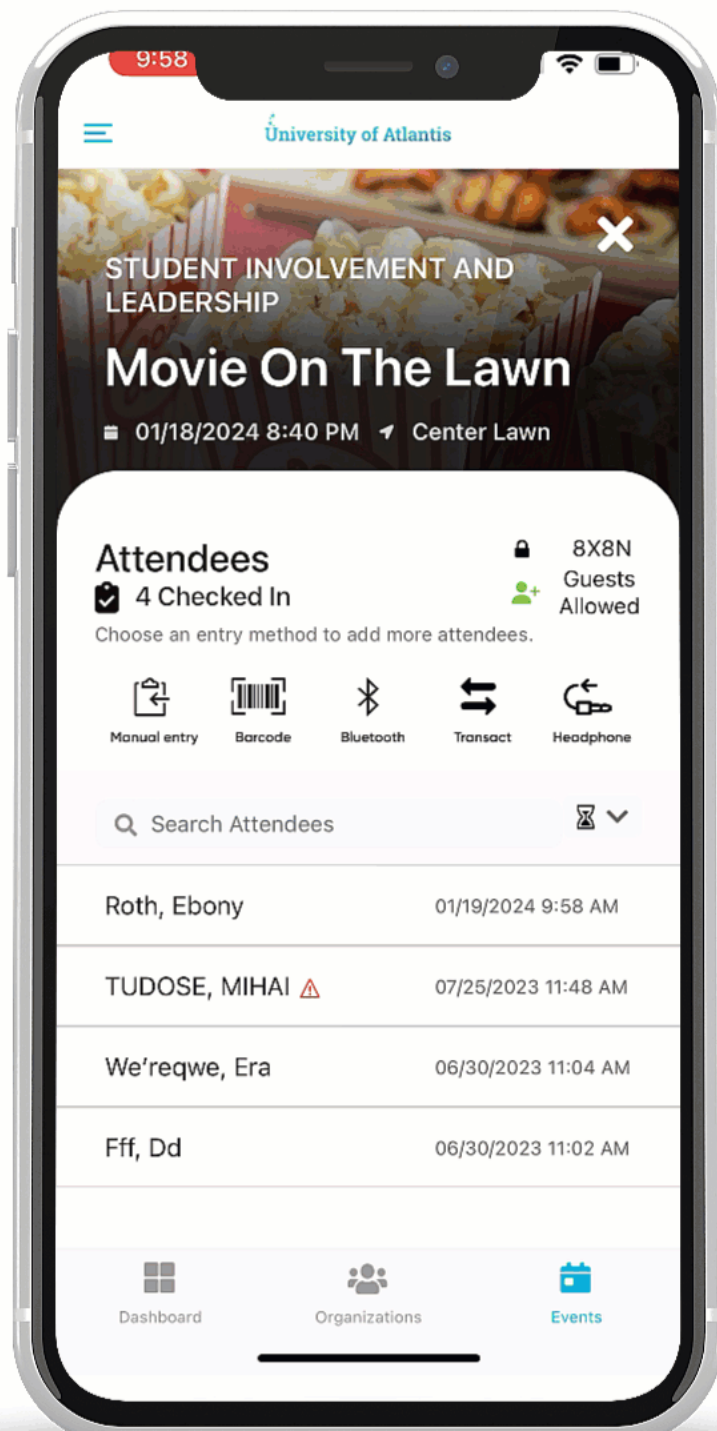
Online Fall Career Fair

01/23/2024 2:15 PM Ballroom 1 & 2

Manual Entry

Enter either a student ID number or email.

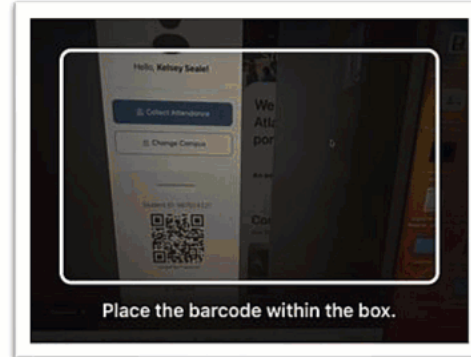
9753



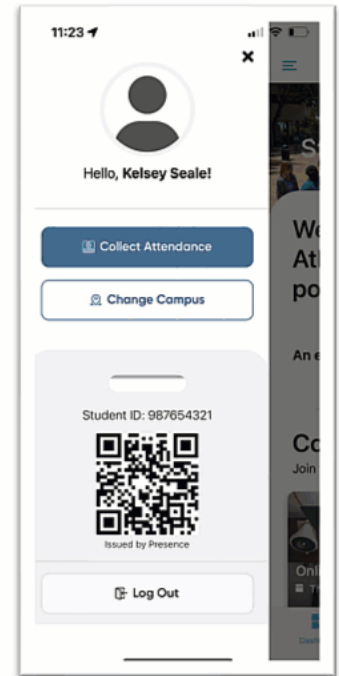
# Barcode

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

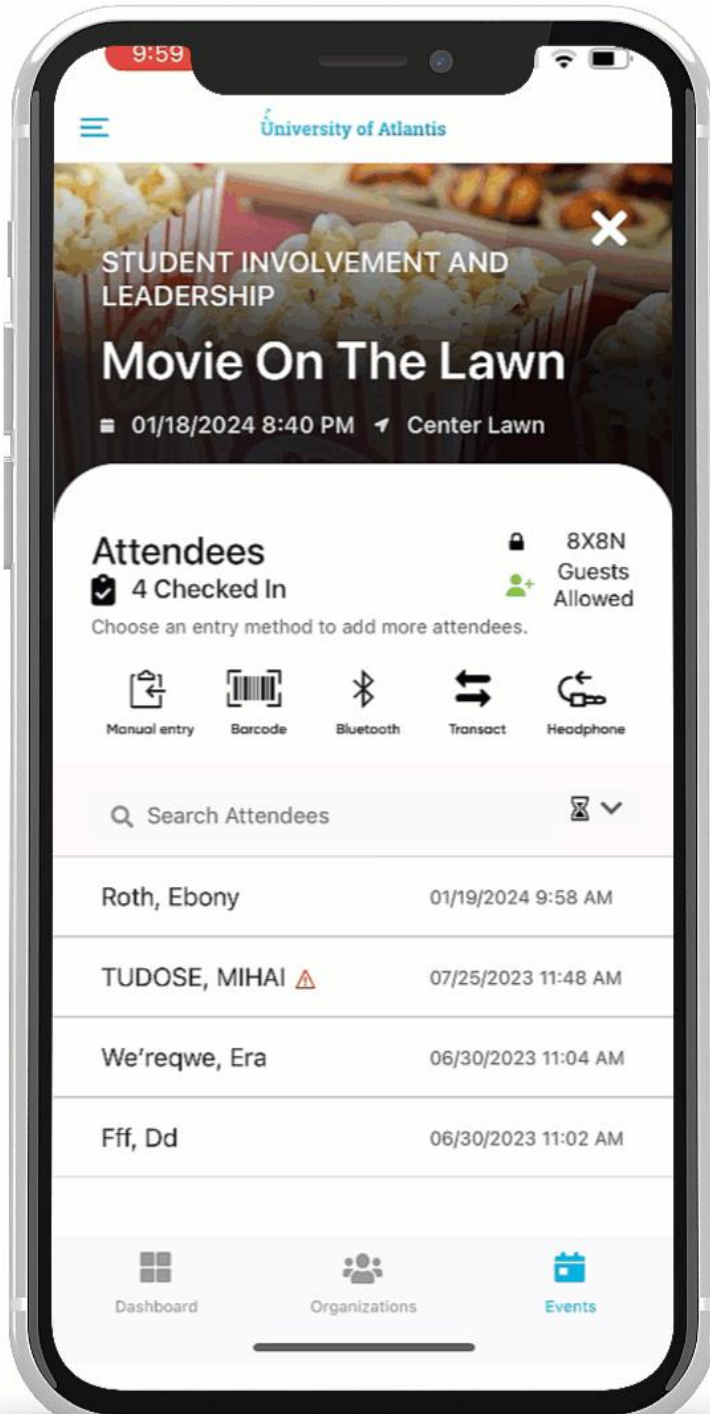
## ID Card



## Digital ID



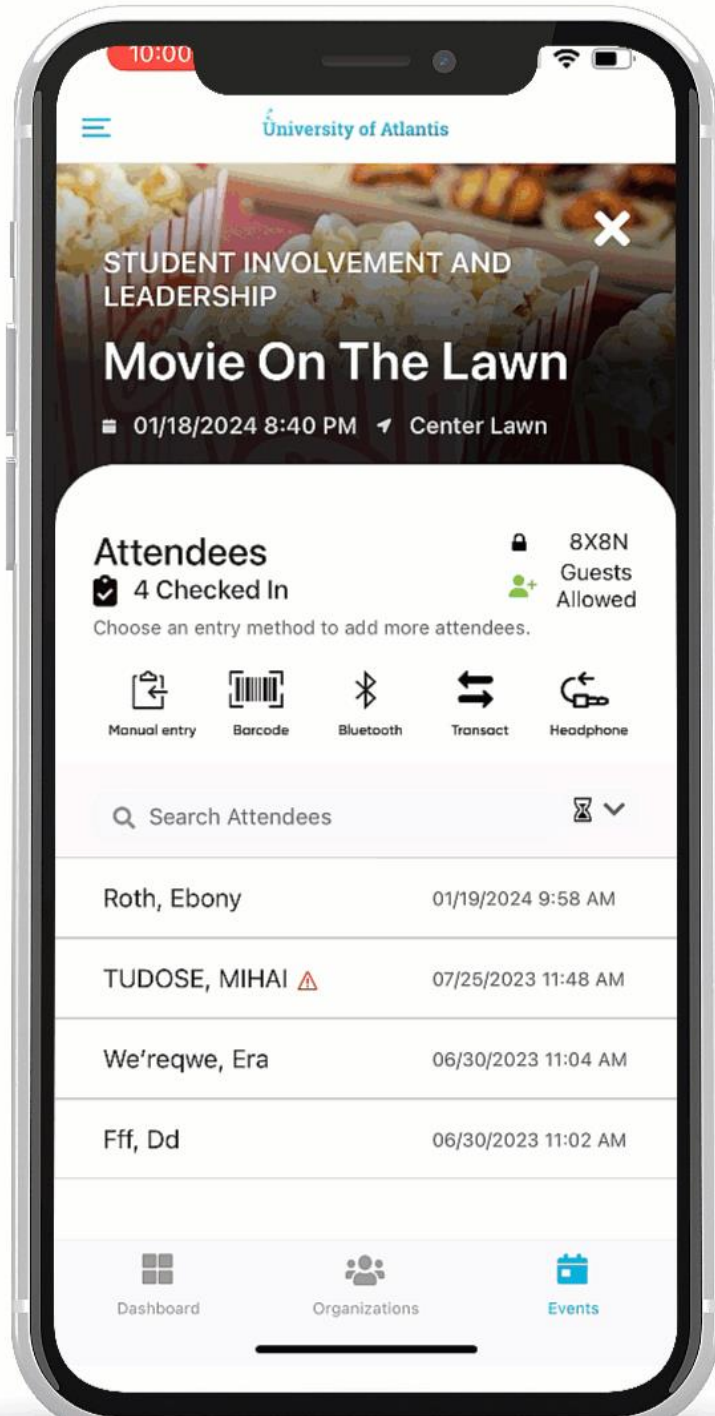




# Digital ID

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

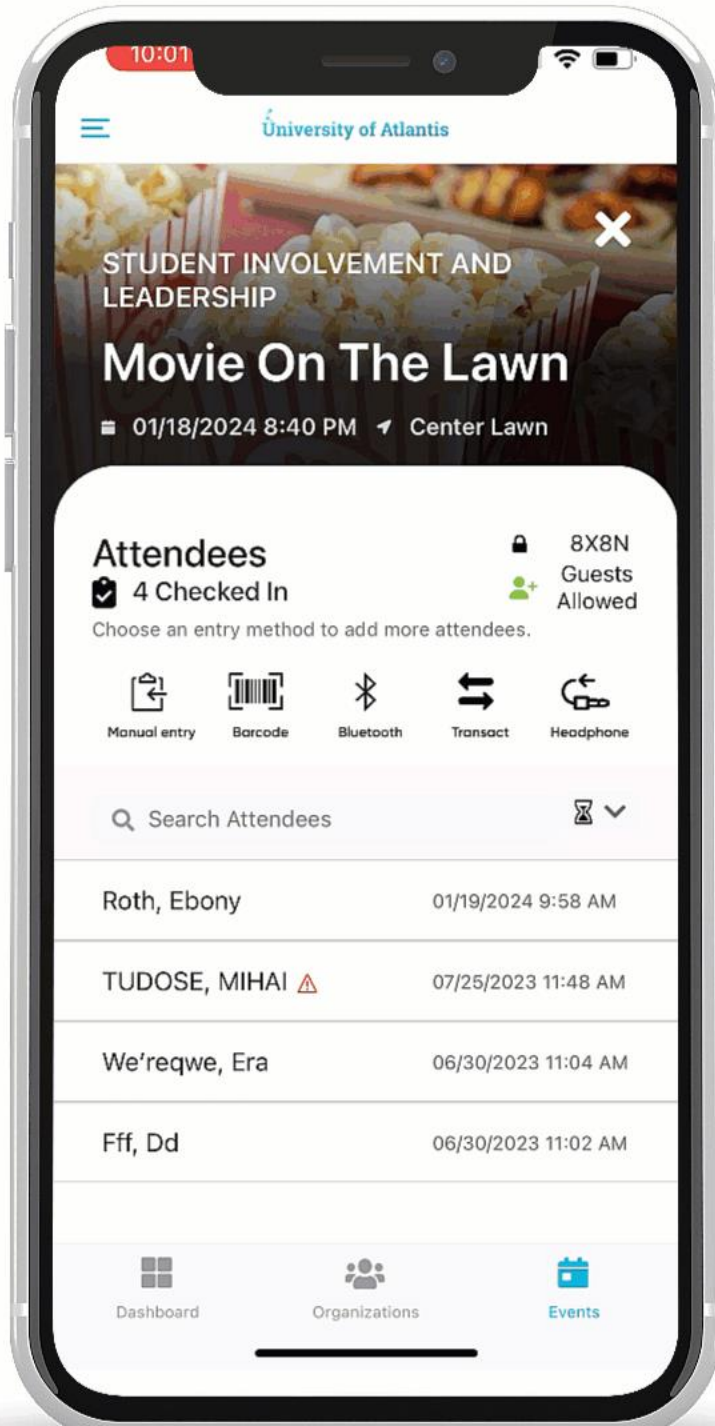
All students with  
*automatically* have a  
digital ID in their Involve  
Mobile App!



# 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



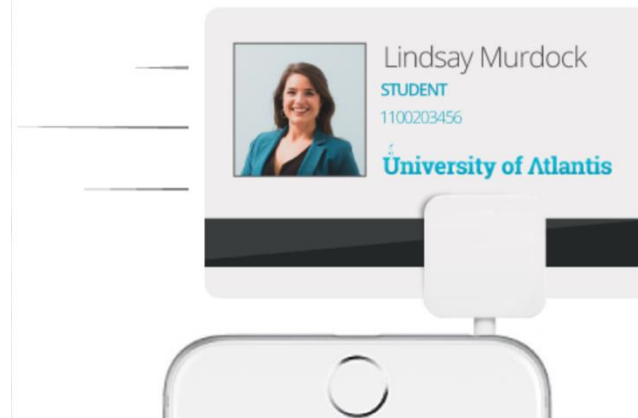




# Headphone Jack

Legacy option. Still works, but we no longer provide headphone jacks. We now use Bluetooth!

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



Card Reader



Apple  
Lightning  
Adapter



USB C  
Adapter



# Headphone Jack

Legacy option. Still works, but we no longer provide headphone jacks. We now use Bluetooth!

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Apple  
Lightning  
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Apple  
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Adapter



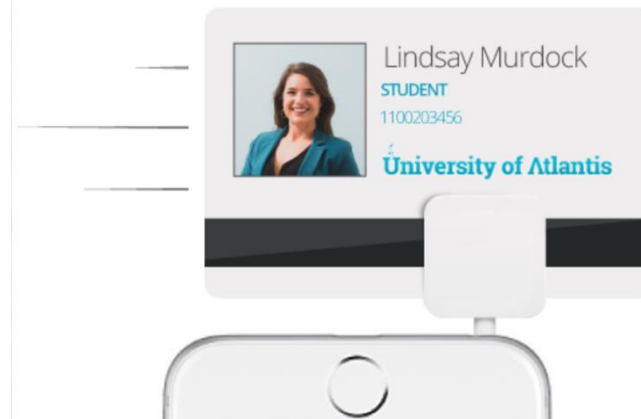
USB C  
Adapter



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Card Reader



Apple  
Lightning  
Adapter



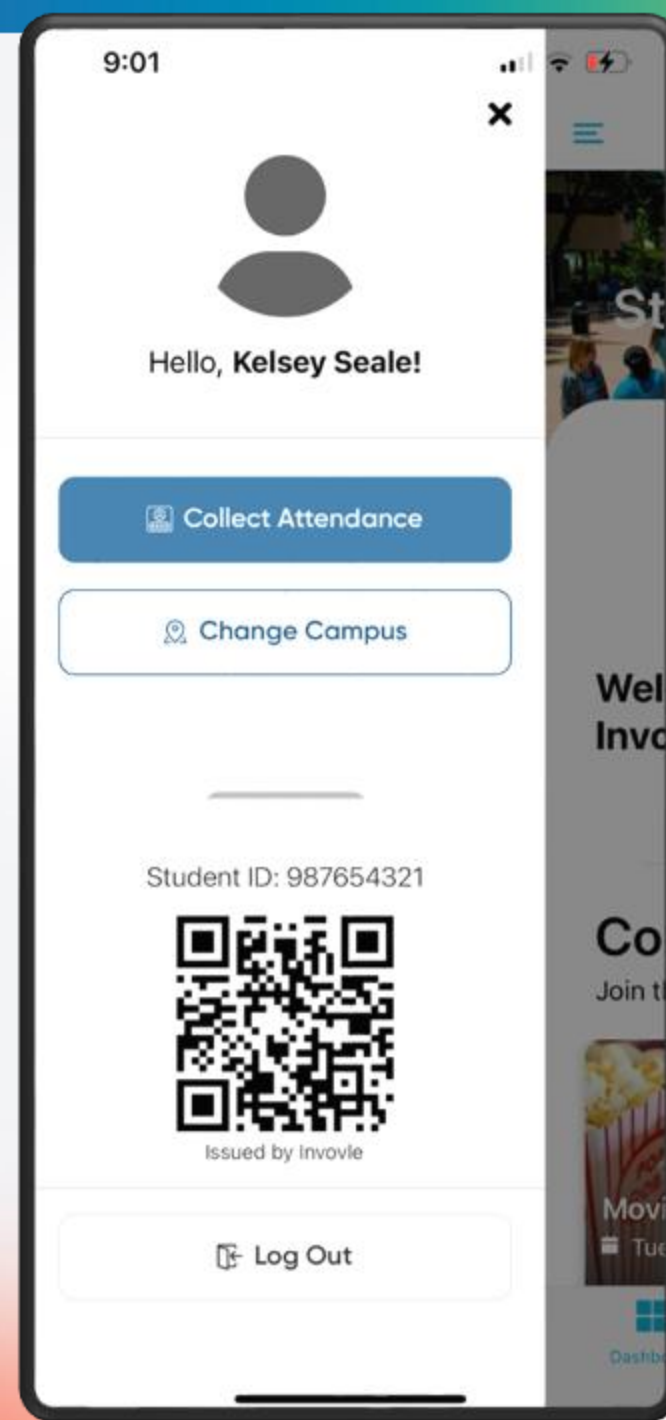
USB C  
Adapter

# 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: 9ED9
- 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

**Beginners Embroidery Workshop**  
07/05/2024 03:39 pm - 03:40 pm

DETAILS **ATTENDEES** FORMS VIEW ON PORTAL

35 Attendees

35 Members

Attendees

EMAIL ATTENDEES

Search Attendees

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	

# Select the "Email Attendees" Dropdown

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**Beginners Embroidery Workshop**  
07/05/2024 03:39 pm - 03:40 pm

DETAILS ATTENDEES FORMS VIEW ON PORTAL

35 Attendees 35 Members

Attendees

EMAIL ATTENDEES  
Export List As CSV  
Add Attendees

Search Attendees

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

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The screenshot shows the 'Add Attendees' screen in the Modern Campus app. The 'BULK ADD' method is selected. A warning message states: 'Warning! This event has a waiver attached, using this method will bypass this, do you wish to continue?'. Below the warning, under the heading 'ID Numbers', there is a list of numbers: 55555, 42342, 23423, and 25154. A text input field with the placeholder 'Enter a new ID number on each line' is provided for additional entries. A green 'CHECK IN' button is at the bottom left of the form, and a 'CLOSE' button is at the bottom right.

Embroidery Workshop

03

DE

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

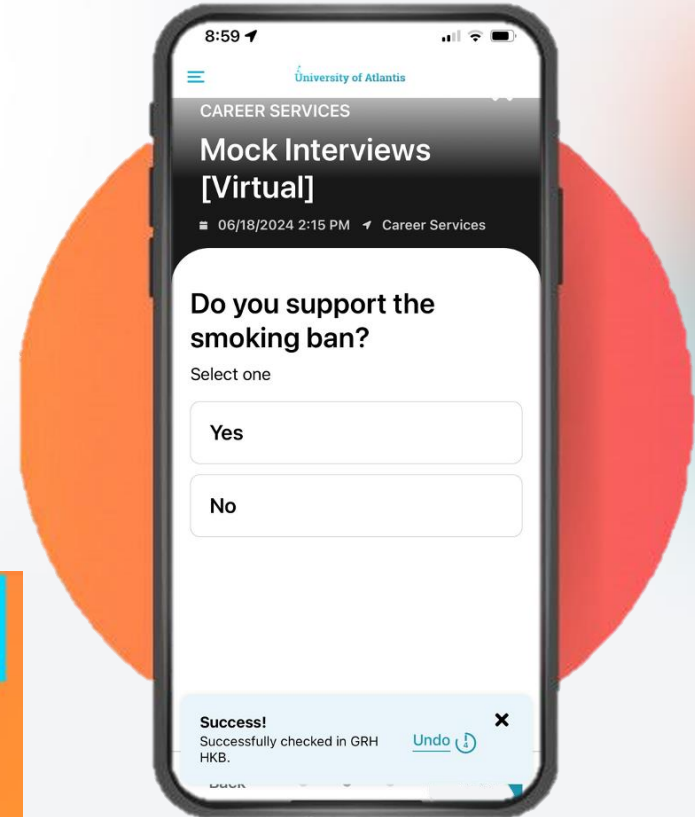
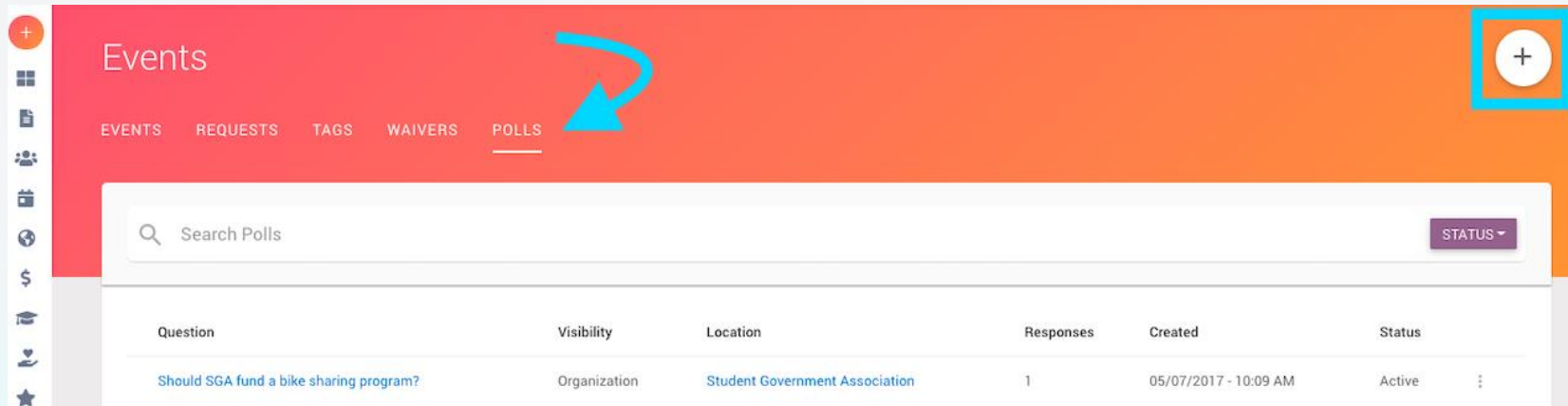
# Demo post-event check-in

# Tips & Tricks!

# Polls

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

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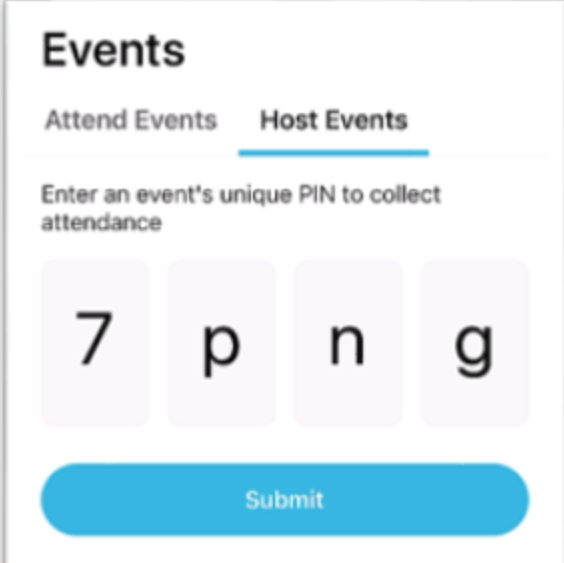


# Demo poll

# 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

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The screenshot shows the 'Events' section of the Modern Campus app. It features two tabs: 'Attend Events' and 'Host Events', with 'Host Events' being the active tab. Below the tabs, there is a prompt: 'Enter an event's unique PIN to collect attendance'. A PIN entry field contains 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!

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

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

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

All volunteer information (stock).xlsx

N9

	A	B	C	D	E	F	G	H
1	Last name	First name	Middle name	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?
  - Complete check in at the END of your event!

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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!