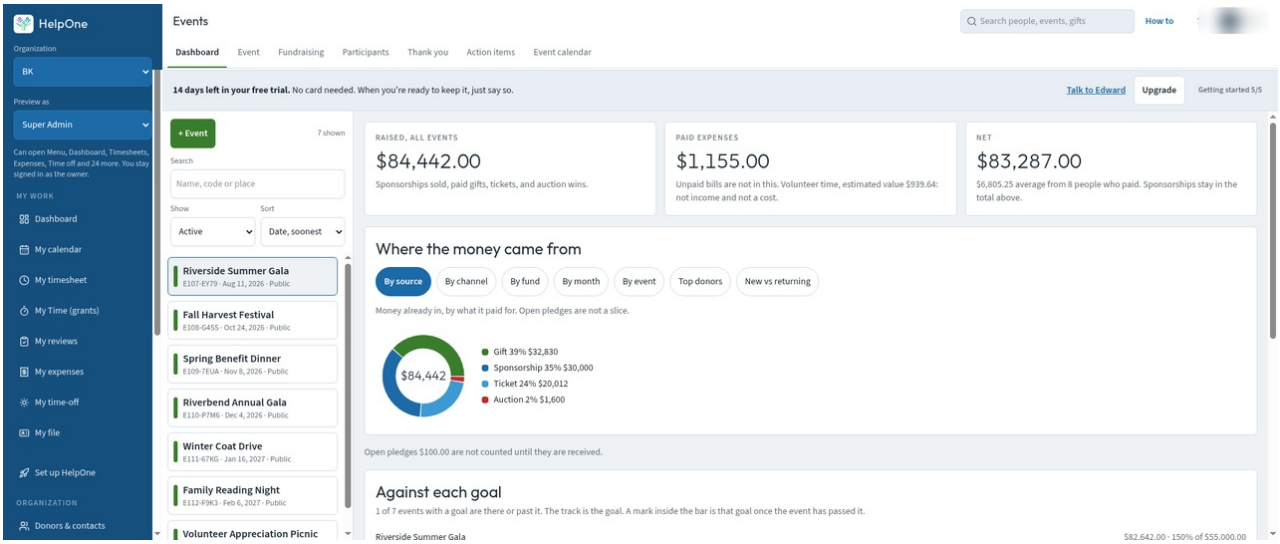
How to check in participants at an event

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Find your participants



1. Go to Events.
2. Use Show events to pick the event.
3. Open the Participants tab to see the Roster.

Check people in

Mark each person on the roster as they arrive. For volunteers, use Volunteers > Check-in instead.

After the event

Use the roster on the Thank you tab. Click Generate from roster to make thank-you letters for everyone who came.

Tip: Print the roster as a backup in case your connection drops.