

How to check in participants at an event

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Checking participants in on the day of the event gives you accurate attendance numbers and supports good follow-up.

Steps

1. Open the event record (preferably on a laptop or tablet at the check-in table).
2. Go to the **Participants, Check-In, or Attendees** section.
3. Locate the person (search by name works well for larger events).
4. Mark them as **Checked In** or **Present**.
5. Optionally note the check-in time or any special comments.

Walk-ins

If someone arrives who was not pre-registered, you can usually add them as a new participant and check them in at the same time.

After the event

Checked-in data feeds attendance reports and helps you know who actually participated versus who only registered.

Tip: Have a simple backup paper list in case of connectivity issues.
