

How to check in volunteers at an event

Last Modified on 08/15/2026 10:19 pm EDT

Volunteers supporting an event should also be checked in so their service is recorded.

Steps

1. Open the event record on the day of the event.
2. Go to the **Volunteers** or **Volunteer Check-In** section (this may be separate from participant check-in).
3. Mark each volunteer as present / checked in when they arrive.
4. At the end of the shift, optionally record the actual hours worked.

Accurate volunteer check-in data supports both recognition and reporting of volunteer contribution to the event.
