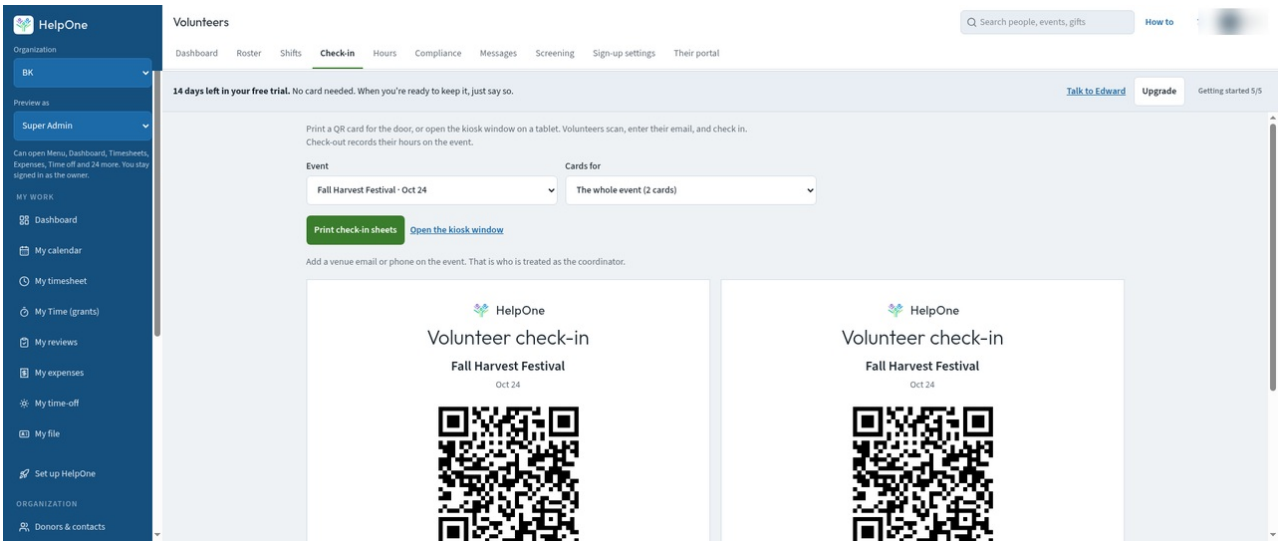
How to check in with a QR code

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QR cards make check-in fast. People scan in and their hours start from check-in.

Get ready

1. Go to Volunteers > Dashboard and click Print the QR cards.
2. Go to Volunteers > Check-in and pick the Event. Use Cards for to choose the whole event or one shift.
3. Click Print check-in sheets if you also want a paper backup.



At the door

1. On the Check-in tab, click Open the kiosk window on a tablet or laptop at the door.
2. Scan each person's QR card as they arrive.
3. Check-ins today updates on the Volunteers Dashboard.

Keep event codes safe

An event code is a public link. Don't put a donor list, a paycheck, or card details on any page that code opens.

Tip: Test check-in the day before so the door isn't your first try.