Cloud Events: Checking Attendees in with a QR Code

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When attendees register for an event, they receive a confirmation email with a ticket attached, provided that this notification is enabled in the Event Settings. Each ticket contains a QR code that can be scanned to manage their attendance on the day of the event, as it instantly updates the attendee's check in status to **Checked In**.

How to Check Attendees into an Event

Only members with access to manage the event will be able to check attendees in. You will need a device with a camera that has the ability to scan QR codes (mobile phone, iPad, etc.) Follow the steps below to use this feature:

1. Click on the **Events** or the **Calendar** icon on the left.
2. Click **Manage** on the event you would like to check attendees in for.
3. Click on the **Attendees** tab. You will see a button called Scan Tickets on the top right.

- If prompted, click on the Request Camera Permissions button to give the page permission to use your device's camera.
- Scan the QR code of the ticket by displaying the ticket on your phone or a printed copy.
- Once scanned, you will see a confirmation message displaying the attendee name, ticket number and confirmation of the Checked In status.

Note

If a ticket is scanned more than once, the system will display a message indicating that the attendee has already been checked in.