



[Help Articles](#) > [Administrator Help](#) > [Events](#) > [How to check Attendees in to a Cloud Event?](#)

How to check Attendees in to a Cloud Event?

Nazia F. - 2026-06-19 - [Events](#)

Cloud Events allow you to check in event attendees so you have a list of everyone who attended and can perform actions based on this (such as emailing all event attendees).

1. Click on the **Events** or the **Calendar** icon on the left.
2. Click **Manage** on the event you want to check in attendees for.
3. Click the **Attendees** tab to view the list of event attendees.
4. On this page is a list of all event attendees that have registered for the event. You'll see a tag on each that says if they are checked in or not To check in an attendee, click on the Not Checked In label and it will mark that person as being "checked in".
5. To change an event attendee from checked in to not checked in, click the Checked In label and it will mark that person as being "not checked in".

Mass Updating Attendance

If you need to update attendance for multiple attendees at the same time, you can use the Bulk Actions menu.

1. Select the checkbox beside each attendee whose attendance status you want to update. If you need to update attendance for all attendees, click the selection dropdown and choose **Select all records**. This will select all attendee records across all pages
2. Click Bulk Actions and select Update Attendance.
3. Choose whether to mark the selected attendees as Checked In or Not Checked In.
4. Click Save. The attendance status for all selected attendees will be updated.