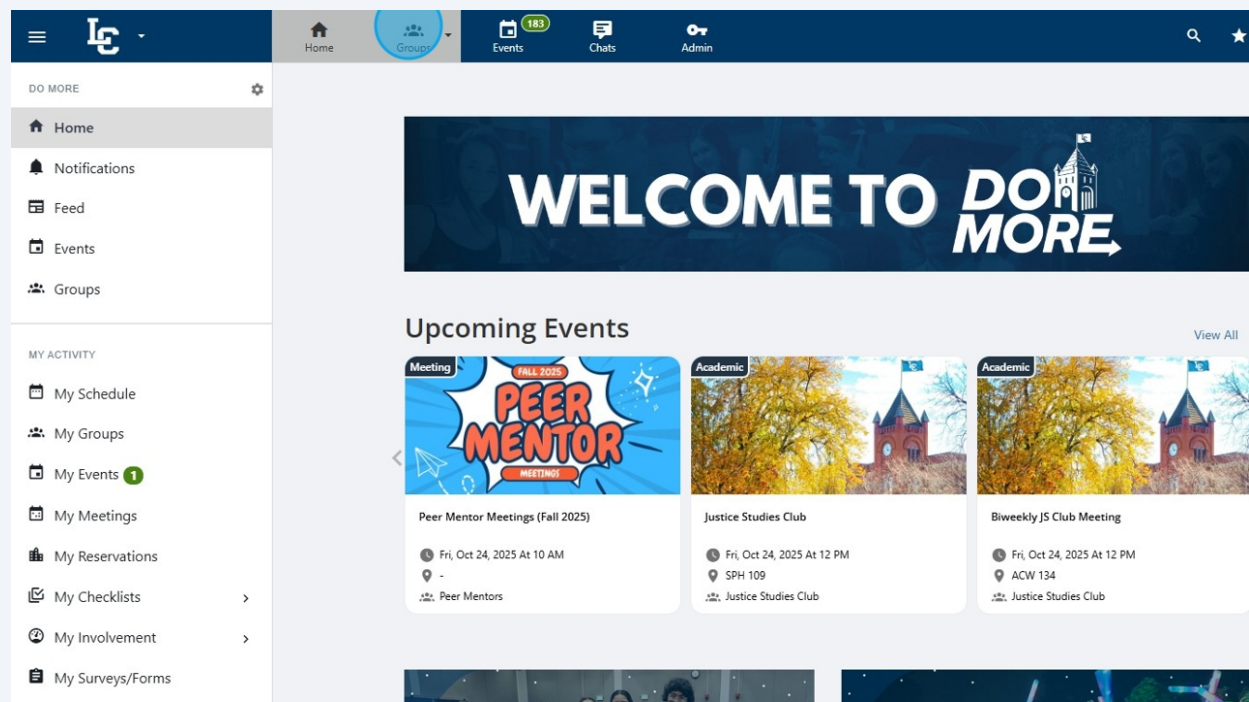
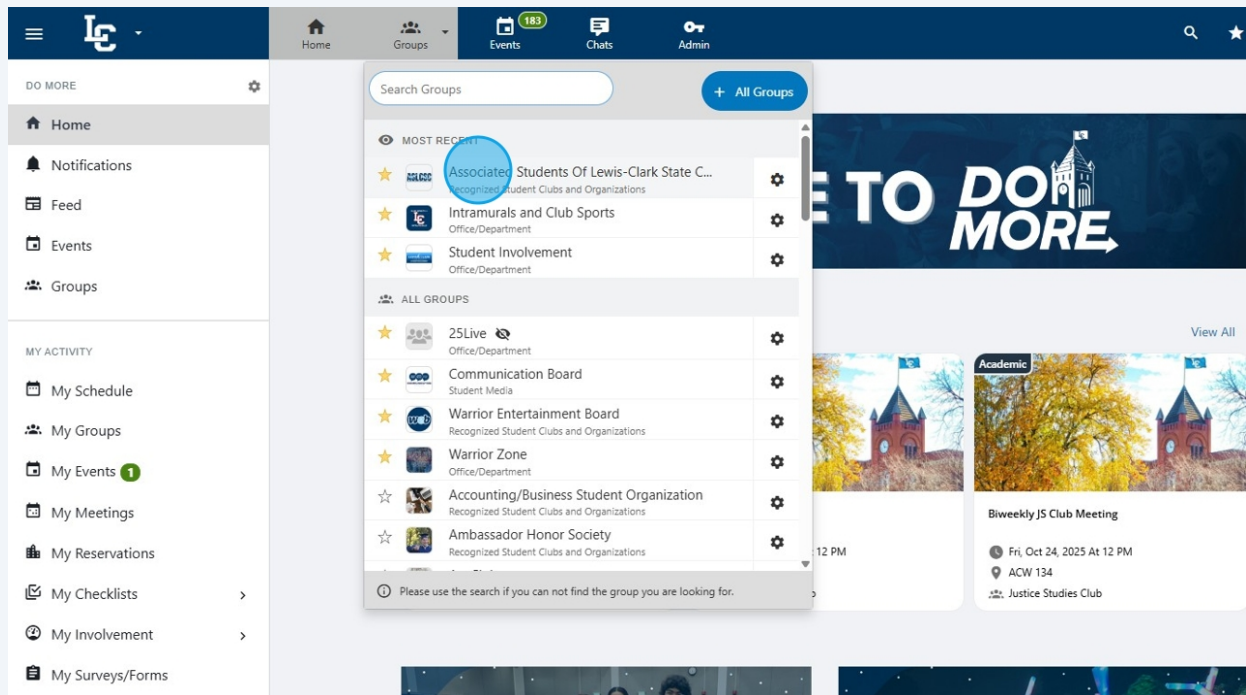


Check-In Attendees After An Event

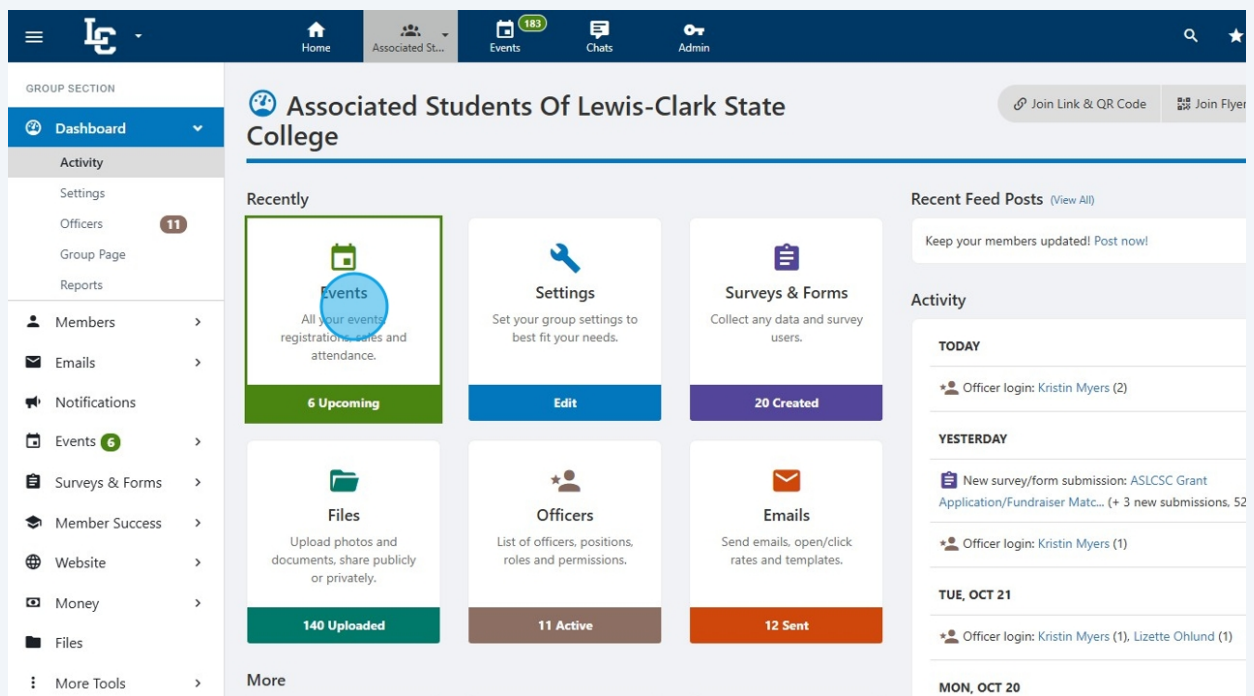
1 Click on "Groups"



2 Click on your group



3 Navigate to and select "Events" (you may have to scroll down to find it)



4 On the left menu, select "Past Events"

The screenshot shows the Lc Events page. On the left sidebar, under the 'Events' section, the 'Past Events' menu item is highlighted with a blue circle. The main content area shows a warning message about drafts and a list of 'Upcoming Events (6)'. The 'Past Events' menu item has a count of 187.

GROUP SECTION

- Dashboard
- Members
- Emails
- Notifications
- Events (6)**
 - Past Events (187)**
 - Drafts (8)
 - Deleted
 - Calendar
 - Event Templates
 - Name Badge Templates
- Surveys & Forms
- Member Success
- Website
- Money

The following events are currently in Drafts and have not yet been submitted for approval:

test
test
[View all](#)

In order to proceed with your event creation you must save the event and proceed to the approval form. They will not be published until they have been reviewed and approved.

Upcoming Events (6)

[All Events & Attendees](#)

Search Events - Event Type - From Date To Date - Event Tags - Event Date ▲

1		ASL CSC Open Meeting Mon, Oct 27, 2025 4:30 PM - 5:30 PM The Clubhouse (SUB/CSL 219) Teams link Meeting Educational Explore Leadership LC Leadership Core Social Edit Event Tags 11 Recurring Events	0 Registered	- Sales	Edit Event Created
2		ASL CSC Open Meeting Mon, Nov 3, 2025 4:30 PM - 5:30 PM The Clubhouse (SUB/CSL 219)	0 Registered	- Sales	Edit Event Created

5 Select the event you need

The screenshot shows the Lc Past Events page. On the left sidebar, under the 'Events' section, the 'Past Events' menu item is highlighted with a blue circle. The main content area shows a list of 'Past Events (187)'. The 'Past Events' menu item has a count of 187.

GROUP SECTION

- Dashboard
- Members
- Emails
- Notifications
- Events (6)**
 - Upcoming (6)
 - Past Events (187)**
 - Drafts (8)
 - Deleted
 - Calendar
 - Event Templates
 - Name Badge Templates
- Surveys & Forms
- Member Success
- Website
- Money

Past Events (187)

[All Events & Attendees](#)

Search Events - Event Type - From Date To Date - Event Tags - Event Date ▼

1		ASL CSC Open Meeting Mon, Oct 20, 2025 4:30 PM - 5:30 PM The Clubhouse (SUB/CSL 219) Teams link Meeting Educational Explore Leadership LC Leadership Core Social Edit Event Tags 11 Recurring Events	1 Registered	- Sales	Edit Event Created
2		ASL CSC Open Meeting Mon, Oct 13, 2025 4:30 PM - 5:30 PM The Clubhouse (SUB/CSL 219) Teams link Meeting Educational Explore Leadership LC Leadership Core Social Edit Event Tags 11 Recurring Events	8 Registered	- Sales	7 Checked In Edit Event Created
3		ASL CSC Open Meeting Mon, Oct 6, 2025 4:30 PM - 5:30 PM	7 Registered	- Sales	6 Checked Edit Event Created

6

If people had previously registered for the event, and you just need to check them in, you can scroll down to "Attendees" and click "Check-in"

The screenshot shows the Lc dashboard with the 'Attendees' section selected. The 'Check-in' button is circled in blue. The interface includes a sidebar with navigation options like Dashboard, Members, Emails, Notifications, Events, Surveys & Forms, Member Success, Website, Money, Files, and More Tools. The main content area displays the 'Attendees (1)' section with a search bar, filters, and a list of attendees. The 'Check-in' button is highlighted with a blue circle.

7

If you need to check-in people that have not registered you will click "Add or Invite Attendees"

The screenshot shows the Lc dashboard with the 'Attendees' section selected. The 'Add or Invite Attendees' button is circled in blue. The interface includes a sidebar with navigation options like Dashboard, Members, Emails, Notifications, Events, Surveys & Forms, Member Success, Website, Money, Files, and More Tools. The main content area displays the 'Attendees (1)' section with a search bar, filters, and a list of attendees. The 'Add or Invite Attendees' button is highlighted with a blue circle.

8 If you have a digital list of attendees' emails you can click "Paste List"

Add Attendees Advanced Add or Invite Attendees

Action: Add Attendees

People to register for this event: Start typing and wait for suggestions... **Paste List**

Adding multiple attendees might take a couple minutes depending on the number of users selected.

Registration Option: RSVP (\$0)

Quantity: 1

☐ Also mark them as "Checked In"

☐ Send a notification email to new attendees

Mobile Push Notification Message

Only users who have downloaded the mobile app will receive this message.

Close Add

9 Then paste your list of emails into the box and then click "Search"

Add Attendees Advanced Add or Invite Attendees

Action: Add Attendees

People to register for this event: Start typing and wait for suggestions... **Paste List**

Adding multiple attendees might take a couple minutes depending on the number of users selected.

Registration Option: RSVP (\$0)

Quantity: 1

☐ Also mark them as "Checked In"

☐ Send a notification email to new attendees

Mobile Push Notification Message

Only users who have downloaded the mobile app will receive this message.

Close Add

Paste List

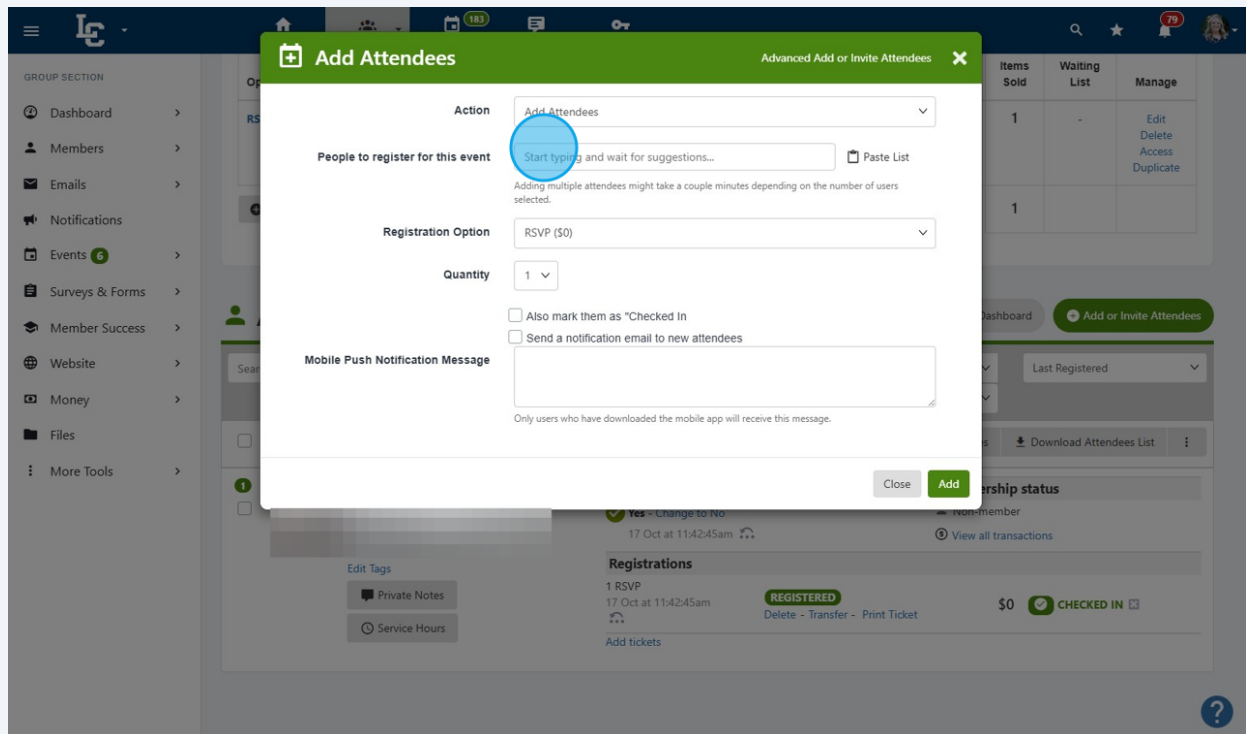
☒ Emails ☐ NetId ☐ NetId2

Start typing and wait for suggestions...

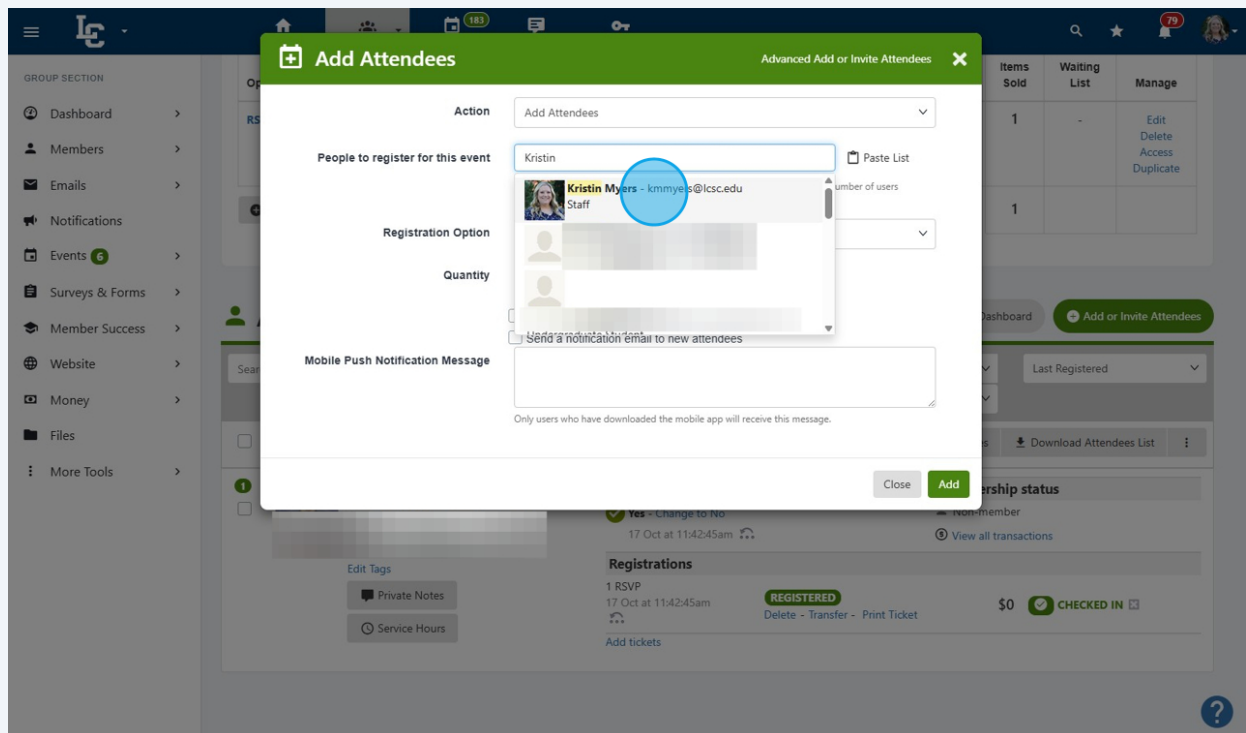
Search

Close Search

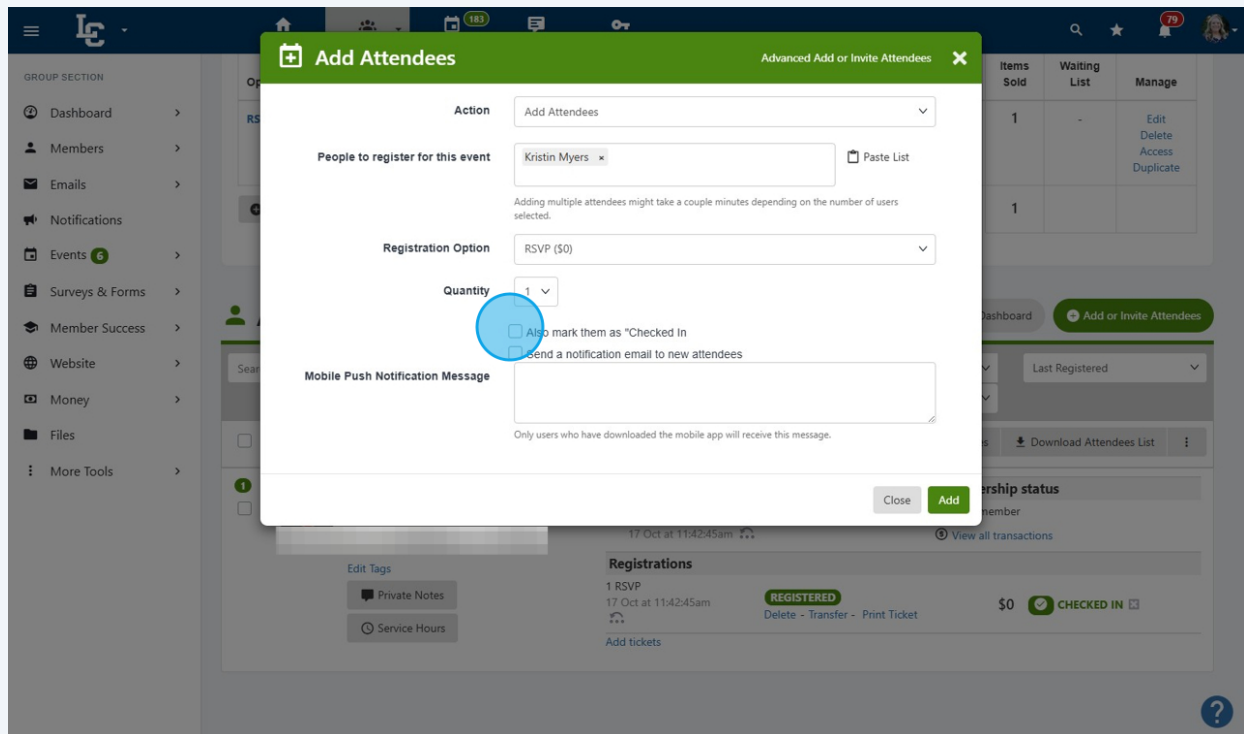
- 10 You can also search for people by name by clicking into the box here and typing their name



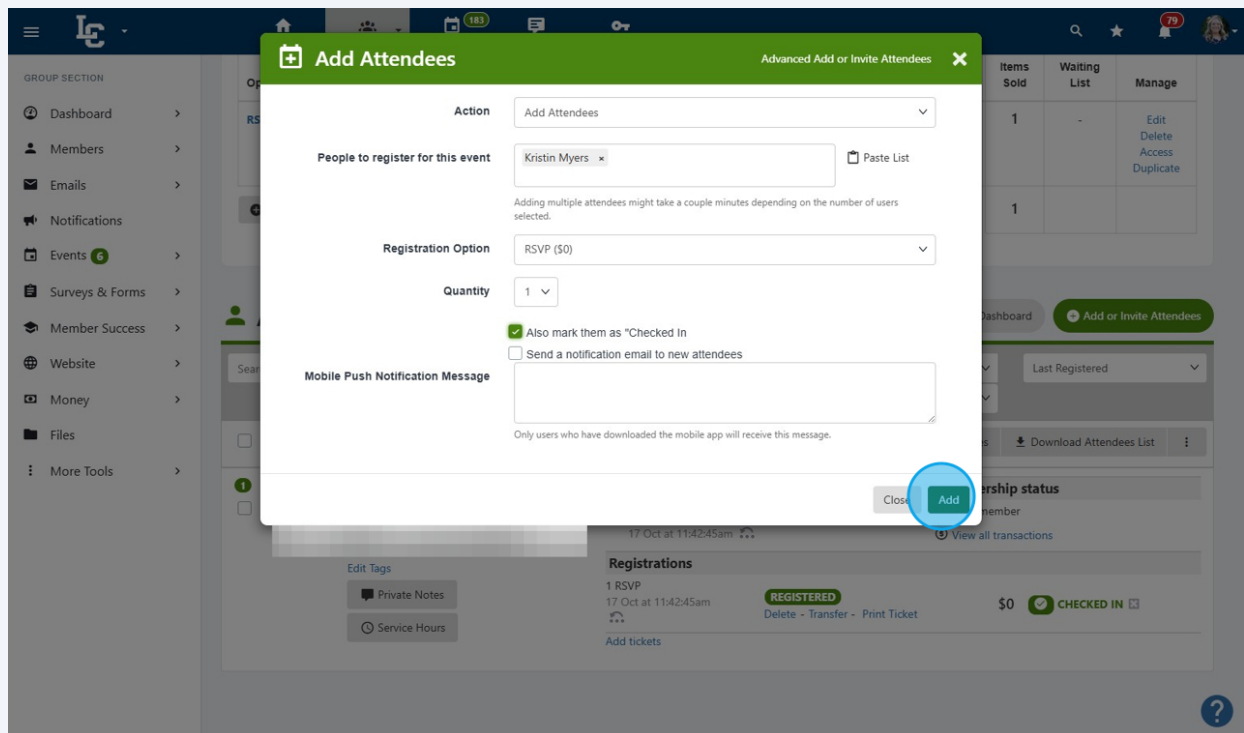
- 11 Click on the person you're searching for once you see them in the list (you can add multiple people at a time in this search box before you click "Add")



- 12 Make sure you click the "Also mark them as "Checked In" field or they will only be registered for the event and will not be checked in



- 13 Click "Add"



14

Make sure the people you have added show up under the "Attendees" list and are showing up as checked in

The screenshot displays the 'Attendees' management interface. On the left is a sidebar with navigation options: Dashboard, Members, Emails, Notifications, Events (6), Surveys & Forms, Member Success, Website, Money, Files, and More Tools. The main content area is titled 'Attendees (2)' and includes a search bar and several filter dropdowns: Account Type, Year Grad., Member Tags, Sub-Group Tag, User Tags, and Last Registered. Below the filters are buttons for 'Send Notification', 'Email Attendees', and 'Download Attendees List'. The list shows two attendees:

- Attendee 1:** Kristin Myers (Staff, kmmyers@lsc.edu). Her profile includes 'Edit Tags', 'Private Notes', and 'Service Hours' buttons. Her status is 'RSVP'ed' (Yes - Change to No) and 'Membership status' is 'Member (Life-time)'. Under 'Registrations', she has one entry: '1 RSVP' on '24 Oct at 9:24:14am', which is marked 'REGISTERED' and 'CHECKED IN' (highlighted with a red rectangle). A 'Check Out' button is visible.
- Attendee 2:** (Name obscured by a blurred image). Her status is 'RSVP'ed' (Yes - Change to No) and 'Membership status' is 'Non-member'. Under 'Registrations', she has one entry: '1 RSVP' on '17 Oct at 11:42:45am', which is marked 'REGISTERED' and 'CHECKED IN'. A 'Check Out' button is visible.