



# HOW TO CHECK ATTENDEES INTO EVENTS USING WILD APRICOT ADMIN iPhone APP

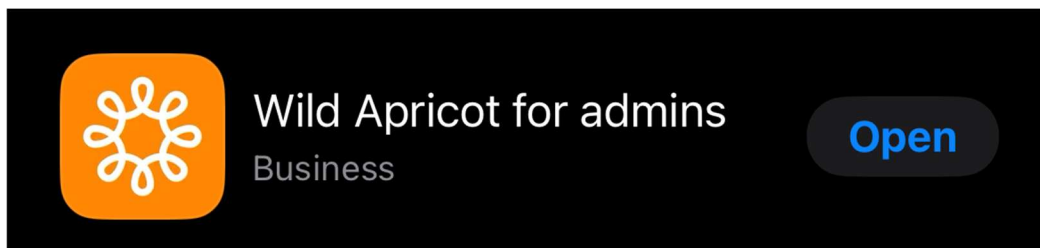
## *4 STEP PROCESS*

### *Step #1*

- Download the Wild Apricot for Admins iPhone app and login with admin credentials

#### NOTE:

- Only iPhone users will have the option to use this Admin app.
- You will have to manually check-in attendees with other phones.
  - Please see manual check-in instructions following this process.



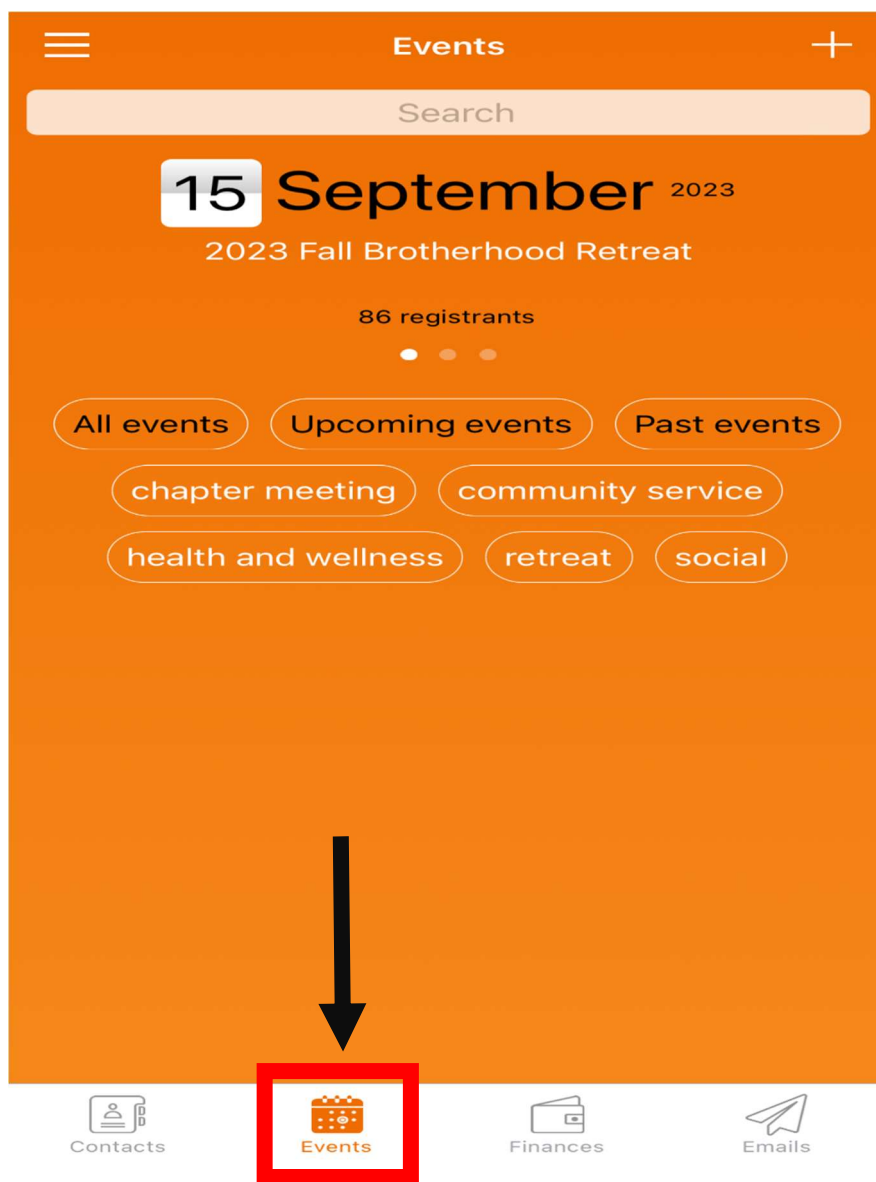
### *Step #2*





# HOW TO CHECK ATTENDEES INTO EVENTS USING WILD APRICOT ADMIN iPHONE APP

➤ Select “Events” tab





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## Step #3

- Select the event you are checking attendees in for

**NOTE:** The most current event will show first, so you should not have to look for it. If it is not showing, either swipe left or select “All events” to see more events.





# HOW TO CHECK ATTENDEES INTO EVENTS USING WILD APRICOT ADMIN iPhone APP

## Step #4

- Select "Check in with QR code" tab to scan attendee QRF codes

< Back 2023 Fall Brotherhood Retreat ...

Event Registrants

**2023 Fall Brotherhood Retreat** >

2 sessions

15 Sep 2023 - 16 Sep 2023

7:00 PM - 3:00 PM

Redan High School, 5247 Redan Rd, Stone Mountain, GA 30088

Collected: \$0 Due: \$0

● REGISTRATION OPEN CLOSE

CHECKED IN	TOTAL
0	86

📄 Check in with QR code

Ticket types

**2023 Fall Retreat** \$0

Contacts Events Finances Emails

**Congratulations, you have successfully checked in all iPhone users!**





# HOW TO CHECK ATTENDEES INTO EVENTS USING WILD APRICOT ADMIN iPHONE APP

## 3 STEP PROCESS

### Manual check-in

**NOTE:** You can also manually check in attendees

#### ➤ Step #1

- Select "Registrants" tab

< Back 2023 Fall Brotherhood Retreat ⋮  
 Event Registrants  
 2023 Fall Brotherhood Retreat >  
 2 sessions  
 15 Sep 2023 - 16 Sep 2023  
 7:00 PM - 3:00 PM  
 Redan High School, 5247 Redan Rd,  
 Stone Mountain, GA 30088  
 Collected: \$0 Due: \$0  
 ● REGISTRATION OPEN CLOSE  
 CHECKED IN TOTAL  
 0 86  
 Check in with QR code  
 Ticket types  
 2023 Fall Retreat \$0  
 Contacts Events Finances Emails

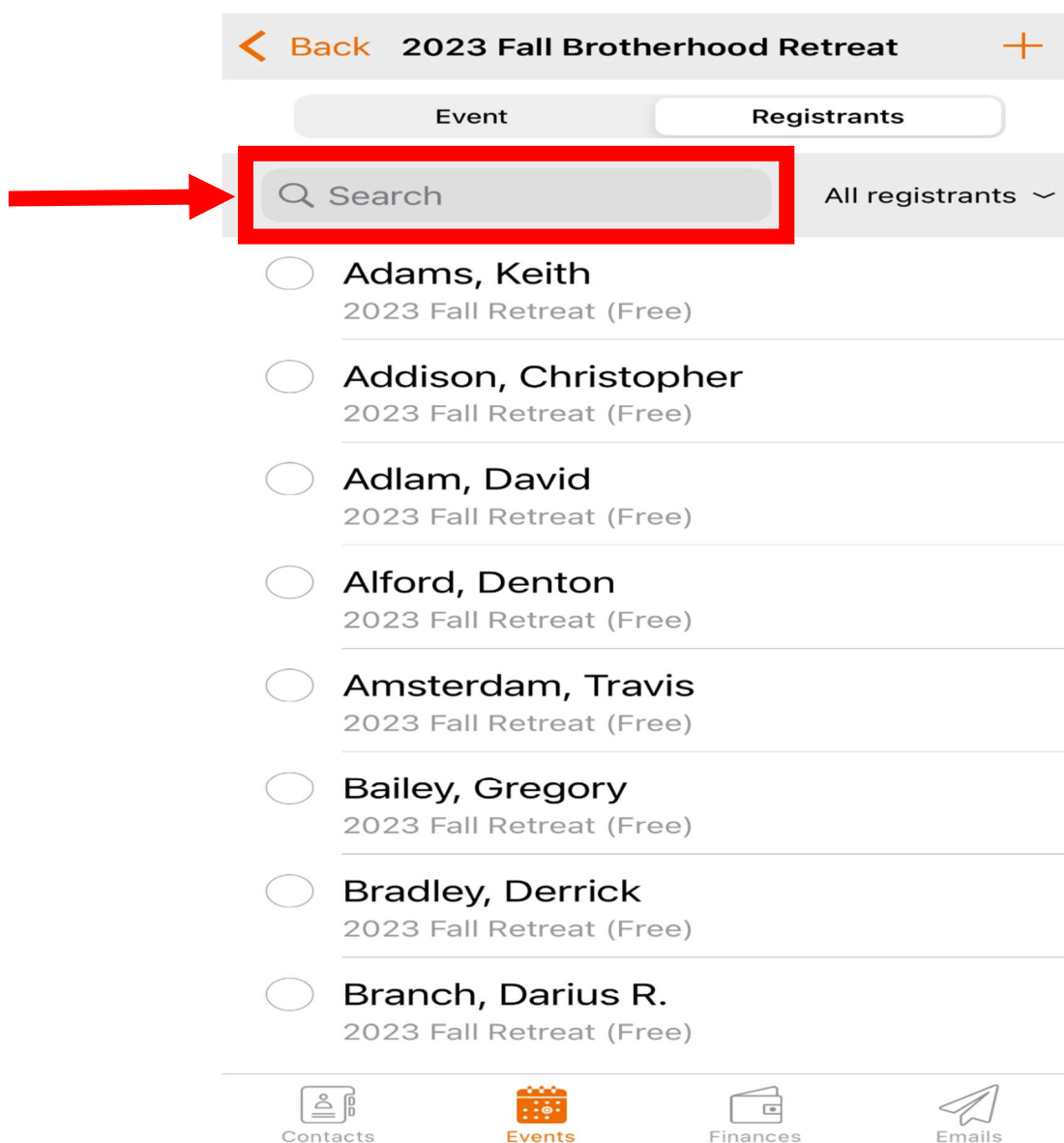




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## ➤ Step #2

- Locate attendees using the Search function

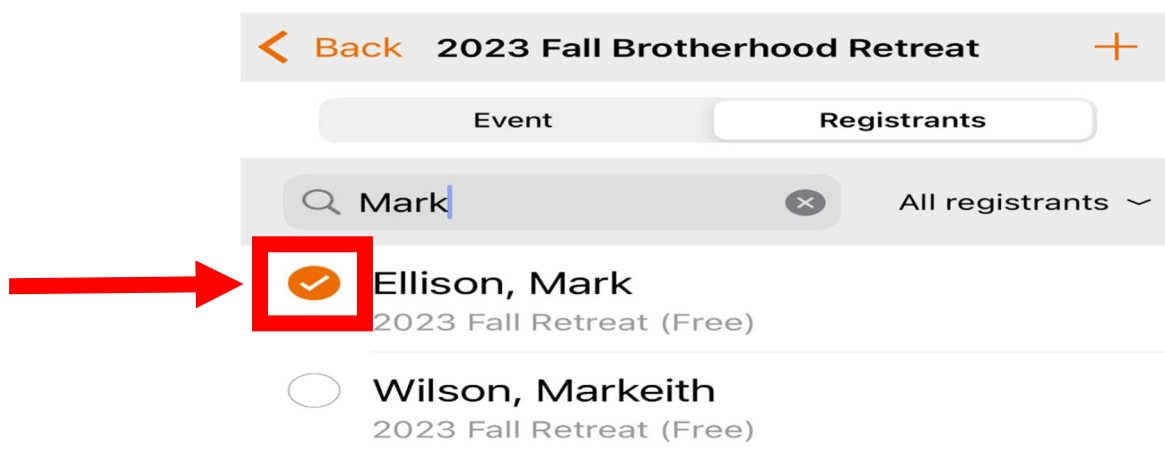




## HOW TO CHECK ATTENDEES INTO EVENTS USING WILD APRICOT ADMIN iPHONE APP

### ➤ Step #3

- Select the Dot next to the attendee's name to check him/her in



**Congratulations, you have successfully manually checked in attendees!**





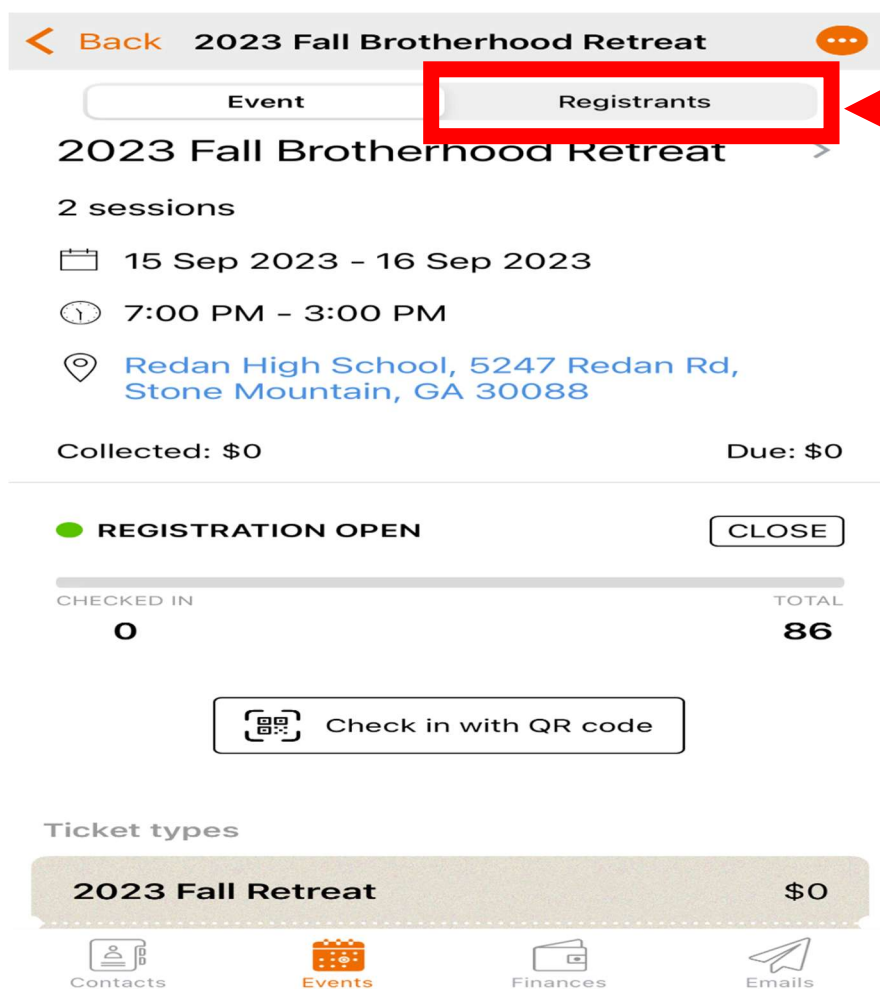
# HOW TO CHECK ATTENDEES INTO EVENTS USING WILD APRICOT ADMIN iPhone APP

## 3 STEP PROCESS

### TO SEE A LIST OF ALL CHECKED IN ATTENDEES

#### ➤ Step #1

- Select "Registrants" tab



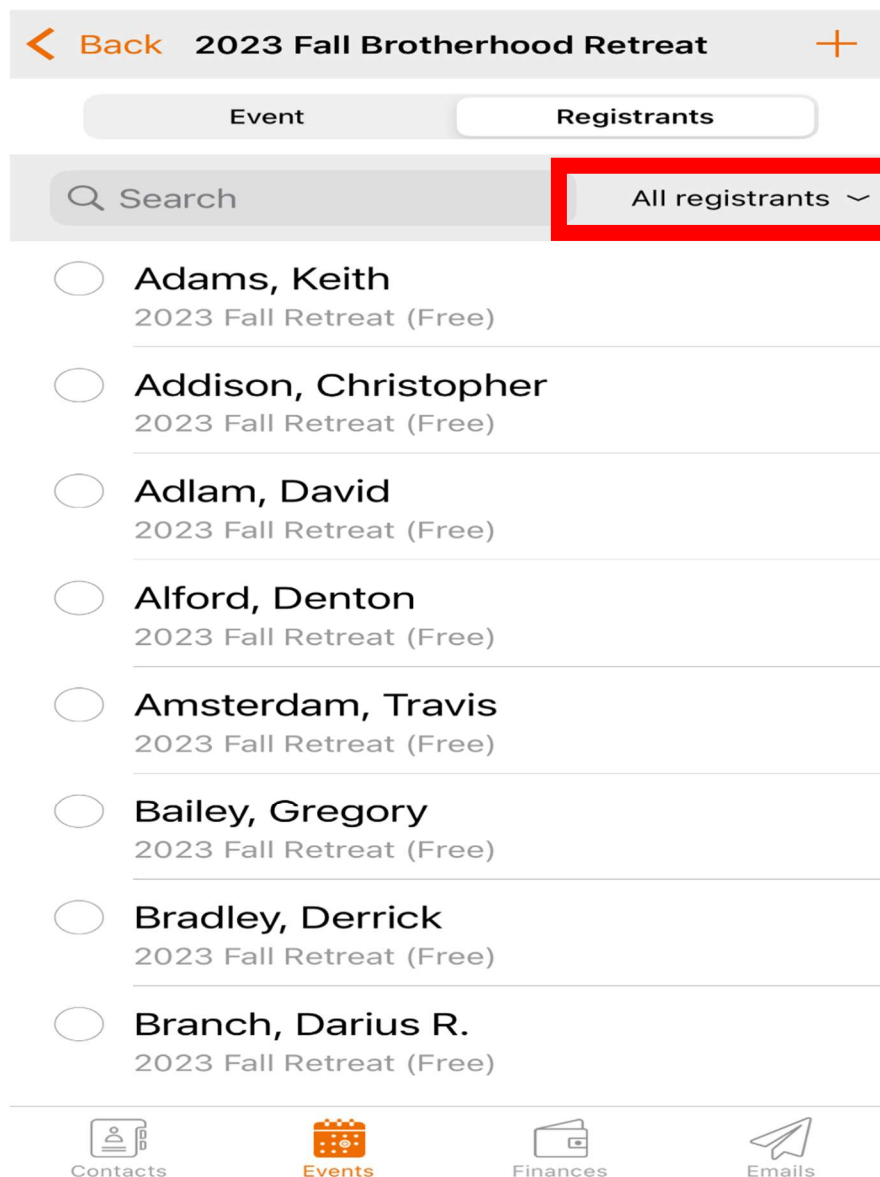




# HOW TO CHECK ATTENDEES INTO EVENTS USING WILD APRICOT ADMIN iPhone APP

## ➤ Step #2

- Select "All registrants" tab

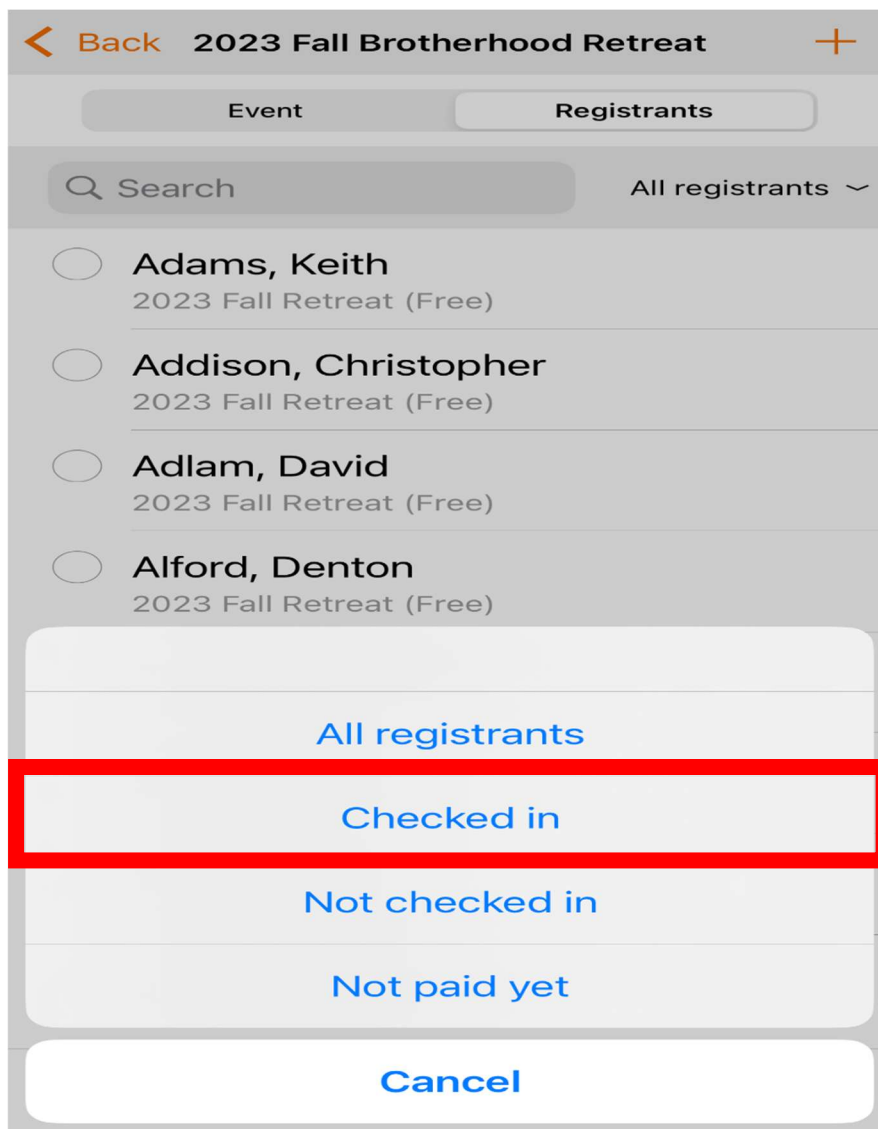




## HOW TO CHECK ATTENDEES INTO EVENTS USING WILD APRICOT ADMIN iPHONE APP

### ➤ *Step #3*

- Select “Checked in” tab



**Congratulations, you have successfully checked in all other attendees manually!**

