HOW TO CHECK ATTENDEES INTO EVENTS USING WILD APRICOT ADMIN iPHONE APP
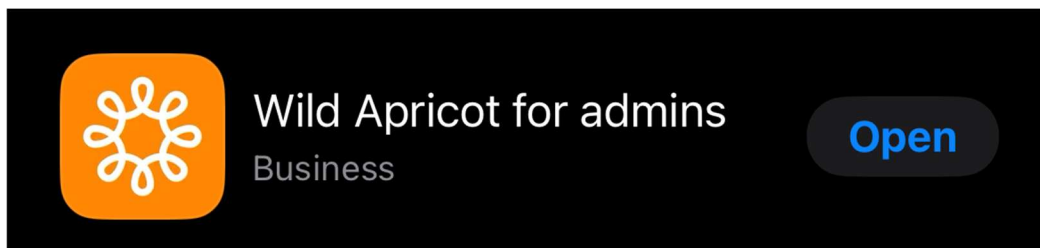
4 STEP PROCESS

Step #1

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

NOTE:

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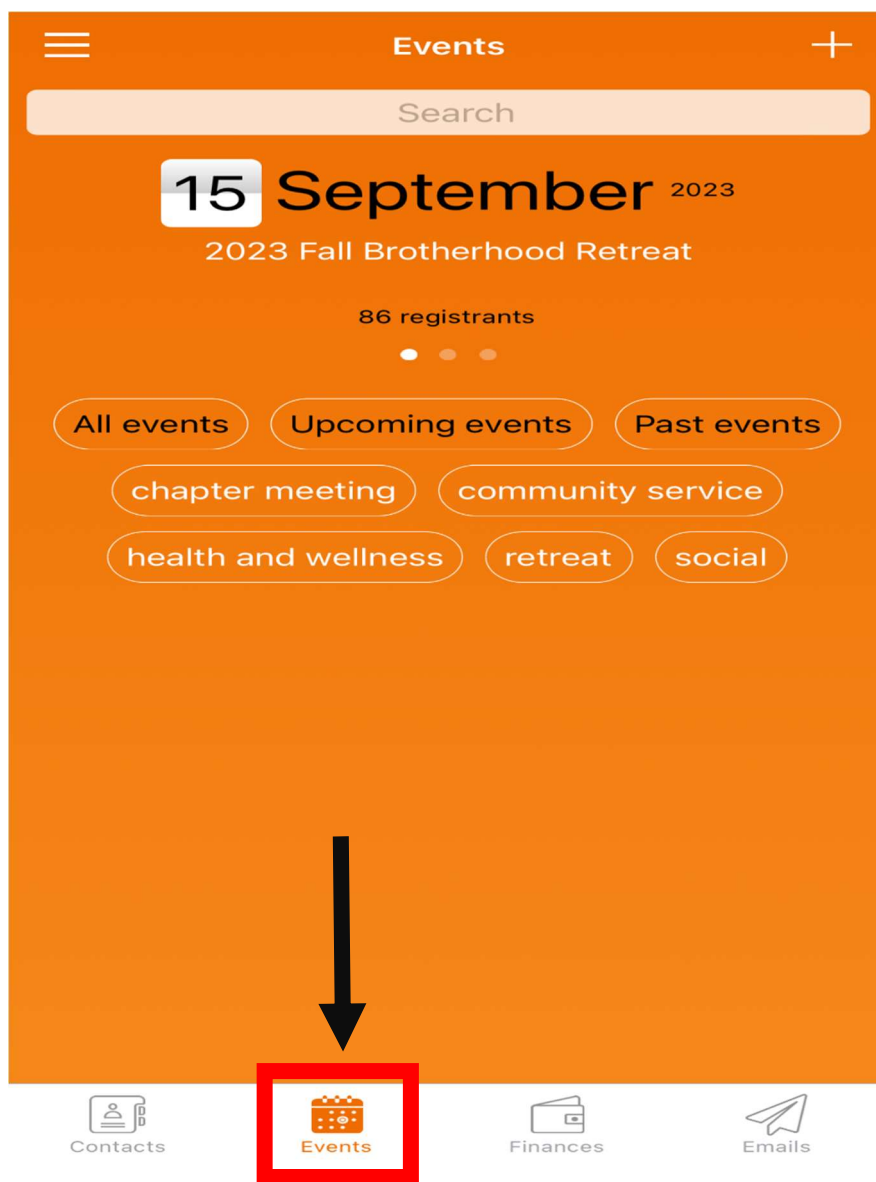

Step #2

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

> ➢ **Select "Events" tab**

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

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**

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**

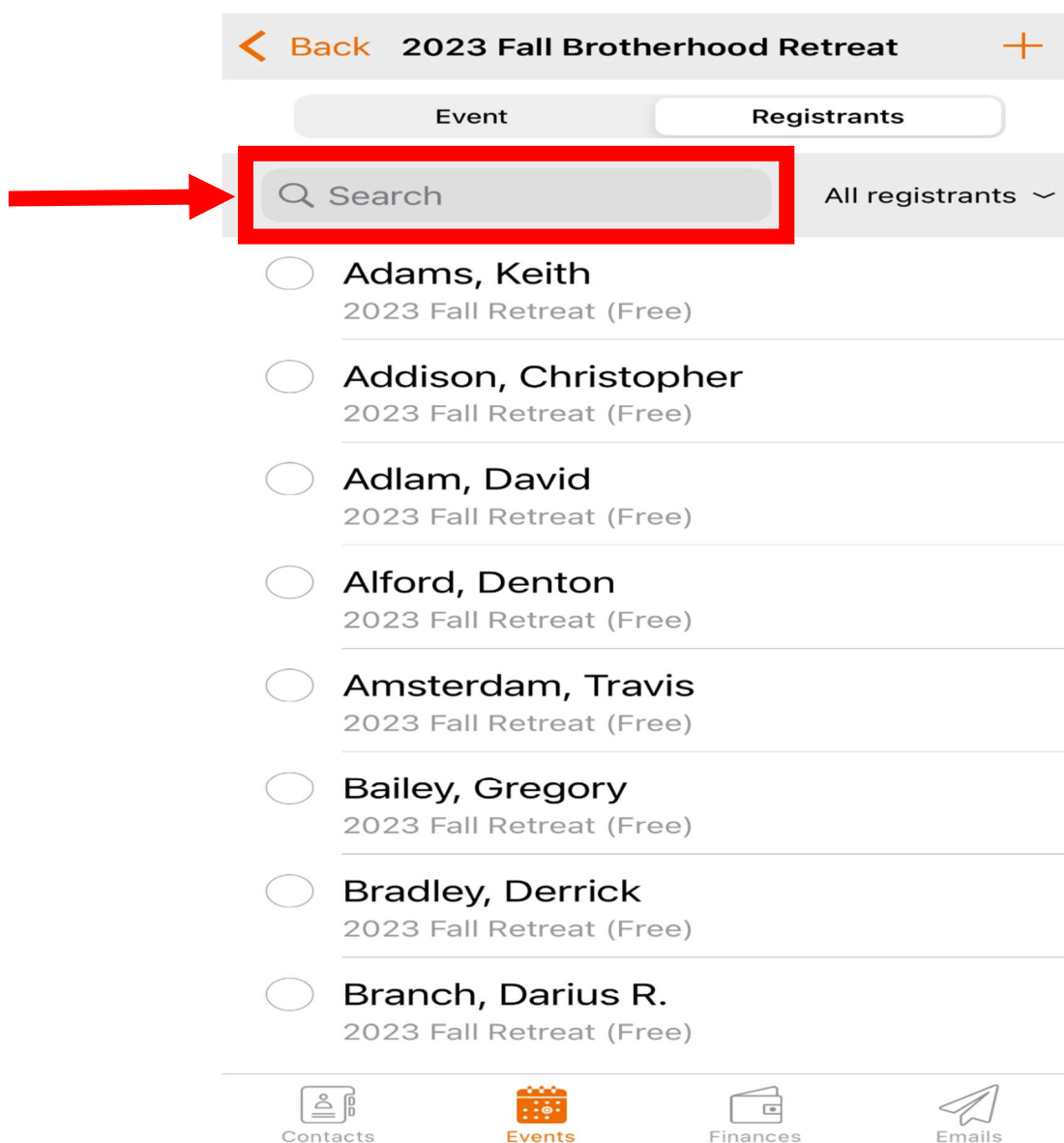- ➢ *Step #1*
  - ○ **Select "Registrants" tab**

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

➢ *Step #2*
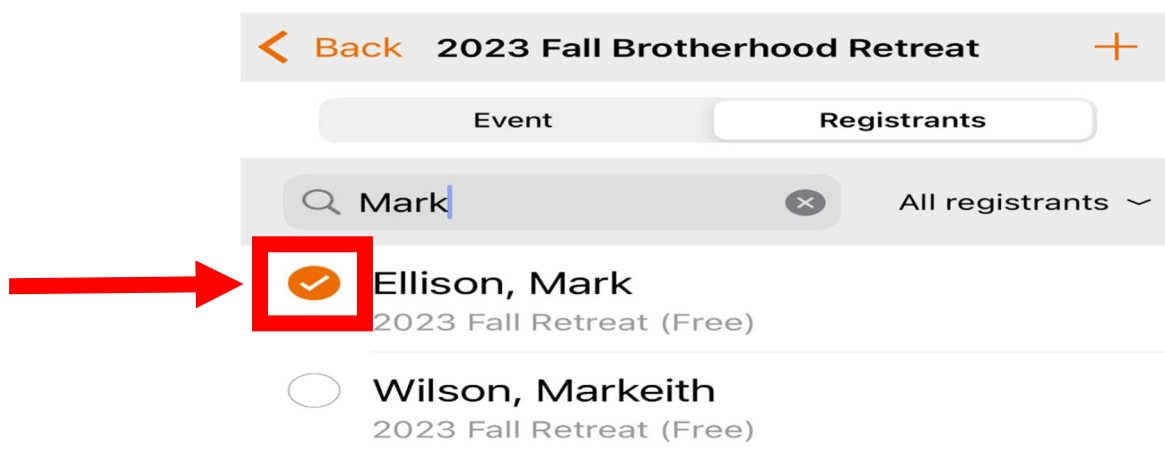
  o **Locate attendees using the Search function**

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

➢ *Step #3*

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

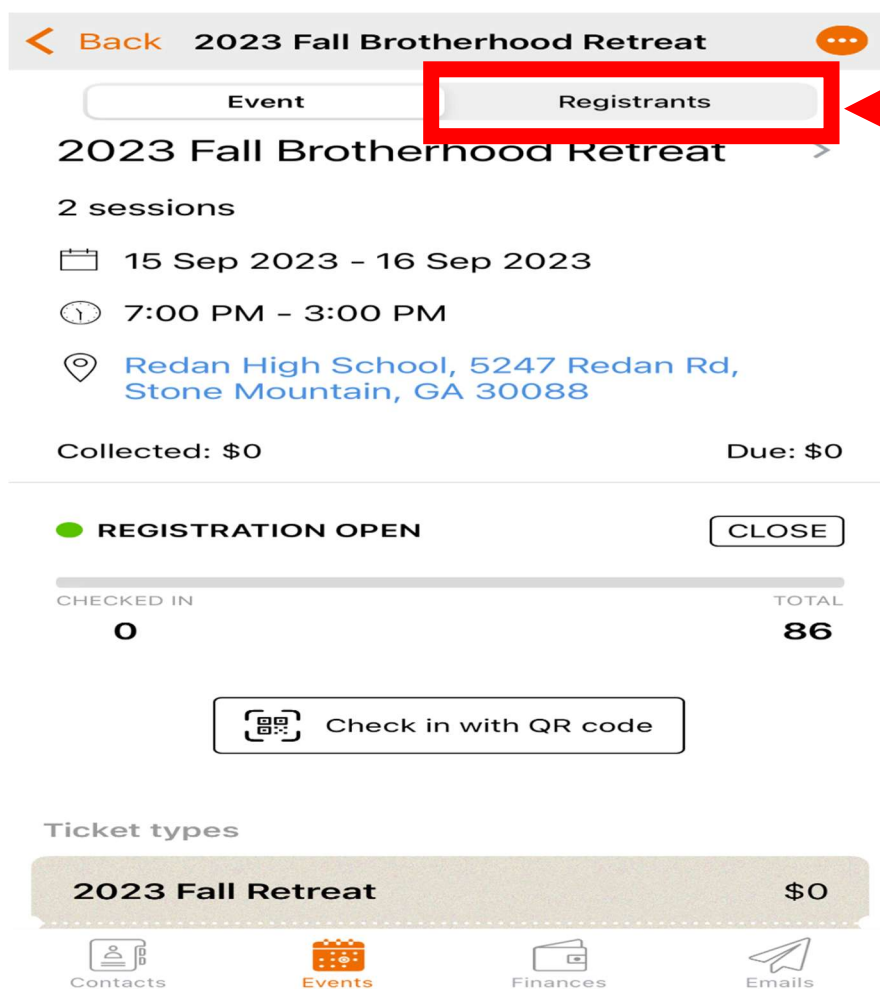**Congratulations, you have successfully manually checked in attendees!**

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

3 STEP PROCESS

TO SEE A LIST OF ALL CHECKED IN ATTENDEES
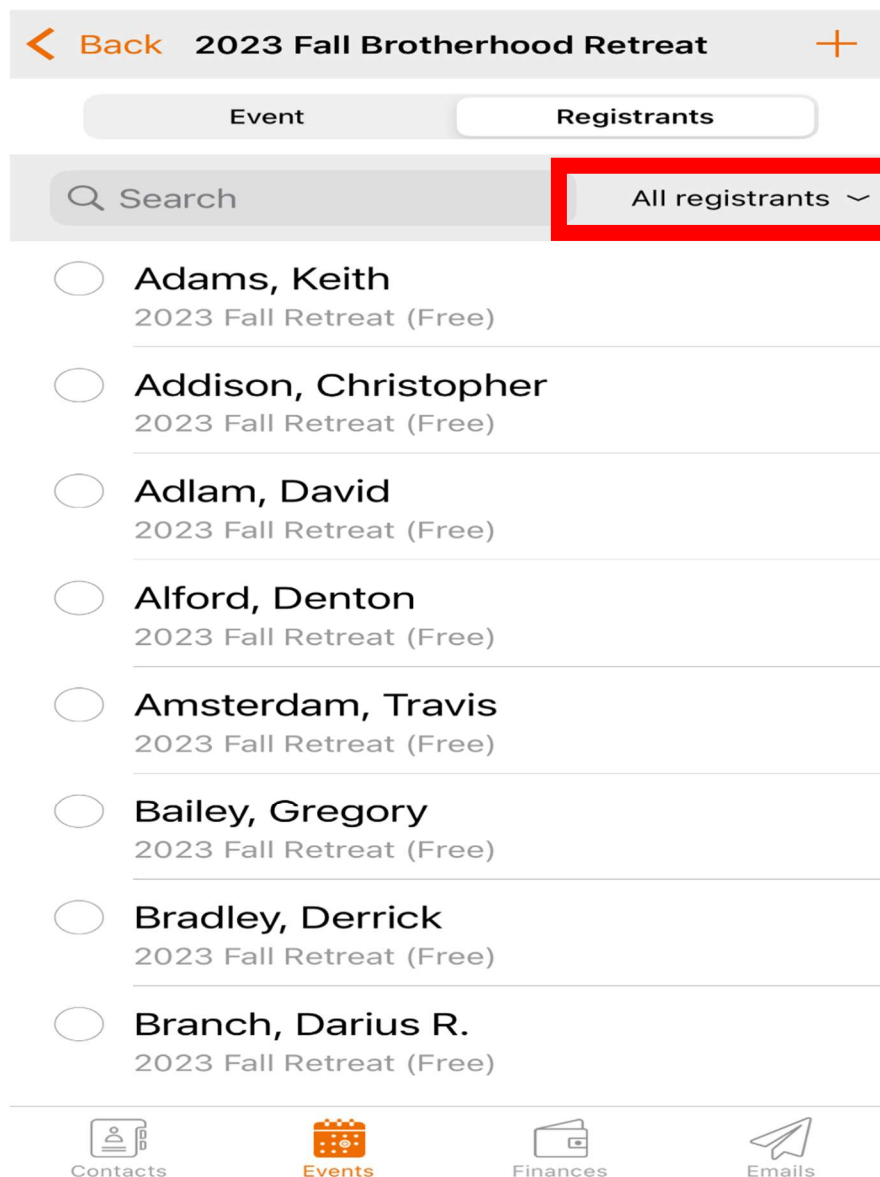
➢ *Step #1*

  o **Select "Registrants" tab**

HOW TO CHECK ATTENDEES INTO EVENTS USING WILD APRICOT ADMIN iPHONE APP
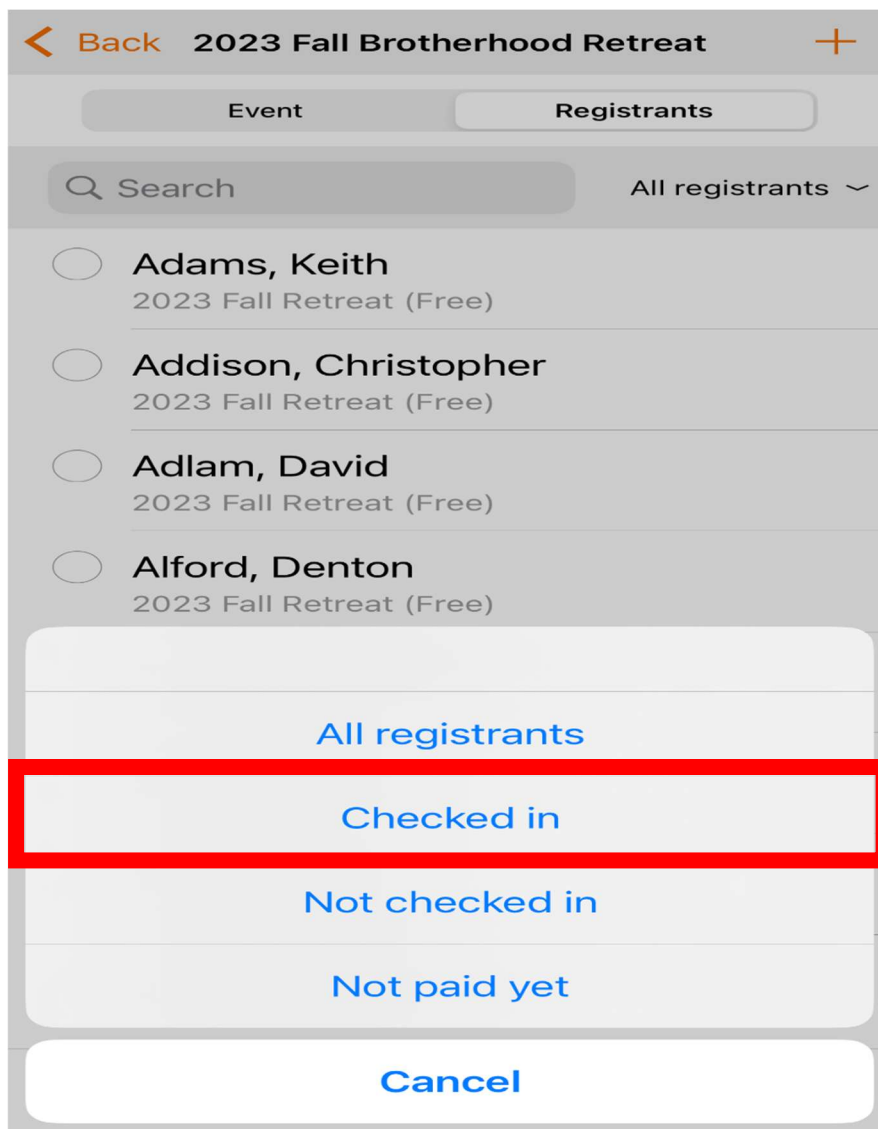
➢ *Step #2*

  o **Select "All registrants" tab**

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

➤ *Step #3*
   o **Select "Checked in" tab**

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