



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.













Select "Events" tab











Step #3

> Select the event you are checking attendees in for

<u>NOTE:</u> 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.

≡ Events +
Search
15 September 2023 2023 Fall Brotherhood Retreat
86 registrants
All events Upcoming events Past events
chapter meeting community service
health and wellness retreat social
Contacts Events Finances Emails









Step #4

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

Sack 2023 Fall Brotherhood Ret	treat 😐	
Event Regis	trants	
2023 Fall Brotherhood Ret	treat >	
2 sessions		
苗 15 Sep 2023 - 16 Sep 2023		
1 7:00 PM - 3:00 PM		
Redan High School, 5247 Red Stone Mountain, GA 30088	an Rd,	
Collected: \$0	Due: \$0	
REGISTRATION OPEN	CLOSE	
	TOTAL	
Check in with QR code		
2023 Fall Retreat	\$0	

Congratulations, you have successfully checked in all iPhone users!









3 STEP PROCESS

Manual check-in

<u>NOTE</u>: You can also manually check in attendees

- ➤ Step #1
 - Select "Registrants" tab

Sack 2023 Fall Brotherhood Retreat		
Event	Registrants	
2023 Fall Brotherhood Retreat		
2 sessions		
🛗 15 Sep 2023 - 16 S	ep 2023	
) 7:00 PM - 3:00 PM		
Redan High School Stone Mountain, GA	, 5247 Redan Rd, A 30088	,
Collected: \$0	ſ	Due: \$0
REGISTRATION OPEN		CLOSE
		TOTAL
0		80
Check in	with QR code	
licket types		
2023 Fall Retreat		\$0
	Finances	Emails
5	- mances	Linano







➤ Step #2

• Locate attendees using the Search function











➤ Step #3

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





Congratulations, you have successfully manually checked in attendees!







3 STEP PROCESS

TO SEE A LIST OF ALL CHECKED IN ATTENDEES

➤ Step #1

• Select "Registrants" tab

< Back 2023 Fall Brotherhood Retreat				
Event	Registrants			
2023 Fall Brotherhood Retreat				
2 sessions				
🛗 15 Sep 2023 - 16 S	Sep 2023			
T:00 PM - 3:00 PM				
Redan High School, 5247 Redan Rd, Stone Mountain, GA 30088				
Collected: \$0	Due: \$0			
REGISTRATION OPEN	CLOSE			
	TOTAL			
Check i	n with QR code			
Ticket types				
2023 Fall Retreat	\$O			
Contacts Events	Finances Emails			









➤ Step #2

• Select "All registrants" tab

Sack 2023 Fall Brotherho	od Retreat +
Event	Registrants
Q Search	All registrants ~
Adams, Keith 2023 Fall Retreat (Free)	
Addison, Christophe 2023 Fall Retreat (Free)	r
Adlam, David 2023 Fall Retreat (Free)	
 Alford, Denton 2023 Fall Retreat (Free) 	
Amsterdam, Travis 2023 Fall Retreat (Free)	
 Bailey, Gregory 2023 Fall Retreat (Free) 	
Bradley, Derrick 2023 Fall Retreat (Free)	
Branch, Darius R. 2023 Fall Retreat (Free)	
Contacts Events Fi	inances Emails









➤ Step #3

• Select "Checked in" tab



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

