

UNC Event Check-In App Walkthrough

The UNC Event Check-In “App” is a mobile friendly webpage. It is a flexible way to quickly check-in event attendees and will also allow for some registration options. It can be used on a computer, phone, or tablet and does not require the device to be on campus or connected to the VPN. It requires onyen log in and updates Davie in real-time.

Key Points

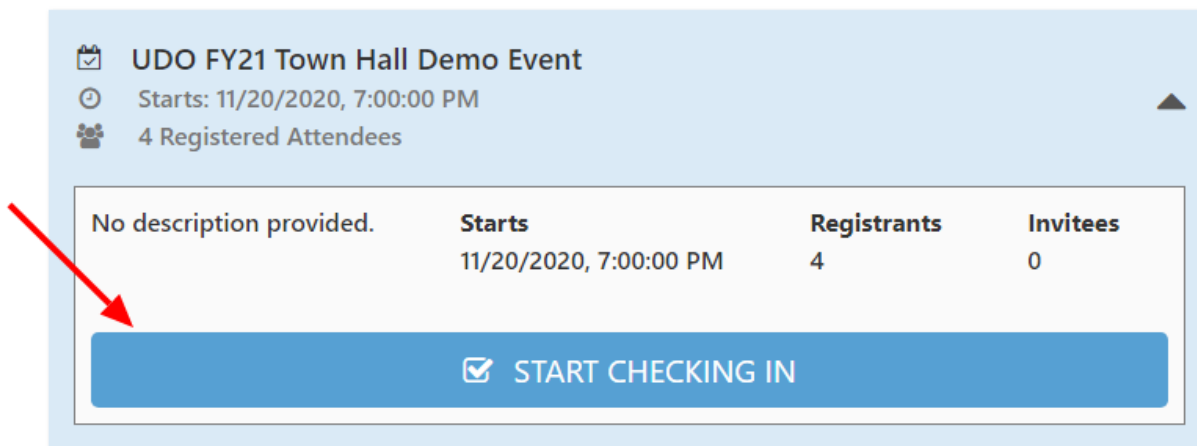
- You must log in to the app **and** be a Coordinator on the Davie Event to update the event via the Event Check-In App
- This app can update attendance for any registrant or register invited constituents and unnamed guests
 - If the Unnamed Guest needs to be linked to a constituent that was not invited to the event, that can be done within Davie.
- This app is not intended to register and take payment for events that have a registration cost

Required Set Up

- The event must exist in Davie
- Only Davie users that are added as a **Coordinator** on the Davie event will have access to update attendance for an event. Coordinators can be added when creating the Davie event or by clicking on the Tasks/Coordinators tab when on an existing event.
- Constituents must be registered for or invited to the event.

How to Access an Event on the App

- Open a browser and go to <https://give.unc.edu/eventcheckin/>
- Log in with onyen credentials
- All Davie events with a Start Date 4 days in the past or future will appear
- Click on desired event and click START CHECKING IN
- If the signed-in user is not a coordinator for the Davie event, it will be view-only access. It can take some time for newly created events or newly added coordinators to be updated on the site (an hour or two).



Check-In App Overview

Below is a screenshot of the Check-In App along with description for the various components. Below the screenshot are explanations of the different buttons and their functions.

The screenshot displays the 'UDO FY21 Town Hall Demo Event' interface. At the top, there is a 'Filter by Name' input field with a 'CLEAR' button and a 'Registered Only' toggle switch. Below this, the app is divided into four main sections: 'Awaiting Check-in (3)', 'Already Checked In (1)', 'Other (2)', and 'Additional Options'. Each section contains a list of names and associated action buttons. Callout boxes with arrows point to specific elements: 'Filter list by name' points to the filter input; 'Toggle to display/hide those invited but not registered' points to the 'Registered Only' toggle; 'Awaiting Check-in (those with no attendance status)' points to the 'Awaiting Check-in' header; 'Already Check In (those marked attended)' points to the 'Already Checked In' header; 'Other (those marked no-show, will not attend, or canceled)' points to the 'Other' header; 'Hides everything but Awaiting Check-in list' points to the 'Additional Options' section; and 'Register an unnamed guest' points to the 'ADD A GUEST' button.

Filter list by name

Filter by Name CLEAR Registered Only

Toggle to display/hide those invited but not registered

Awaiting Check-in (3)

- Melissa R. Newsome CHECK IN
- Nathan D. Miller-Olawsky CHECK IN
- Richard J. Root CHECK IN

Awaiting Check-in (those with no attendance status)

Already Checked In (1)

- Jennifer Hertig REVERT

Already Check In (those marked attended)

Other (2)

- Cynthia L. Whitted Will Not Attend
- David G. Kass No Show

Other (those marked no-show, will not attend, or canceled)

Additional Options

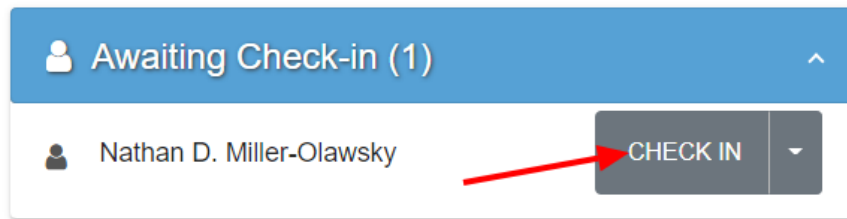
- ADD A GUEST
- WALK-IN REGISTRATION
- SELF CHECK-IN MODE

Hides everything but Awaiting Check-in list

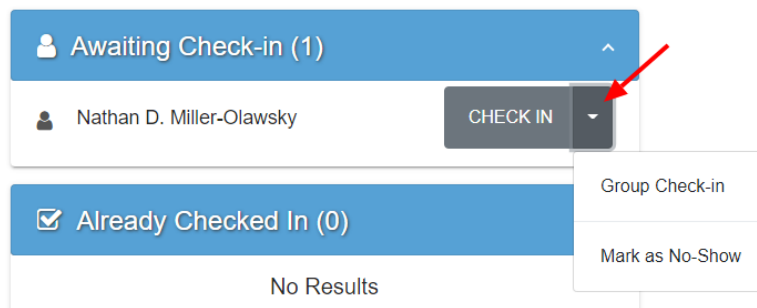
Register an unnamed guest

How to Use the App to Update Attendance for Registrants

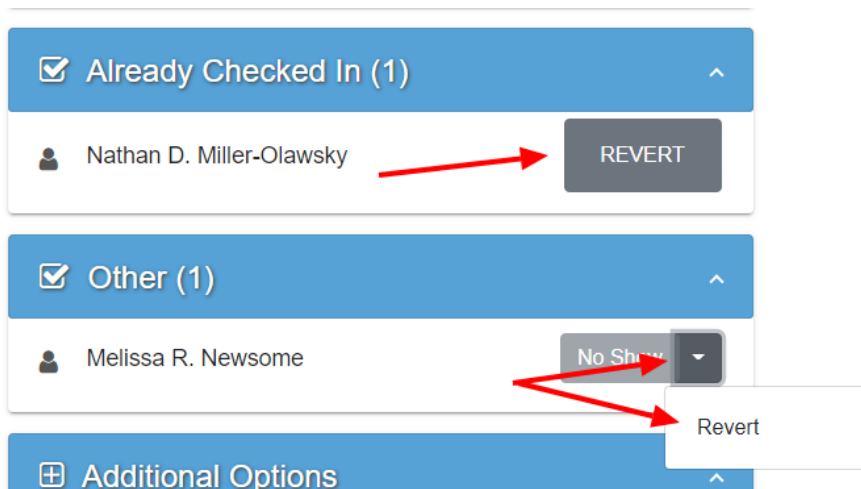
- To simply check in a registrant, click CHECK IN by their name



- For Additional Options for a registrant awaiting check-in, click the arrow next to CHECK IN
 - Group Check-in allows check in of an entire group, if the registrant is a host or guest
 - Mark as No-Show updates the registrant's status to no-show



- Once a registrant has been checked-in or marked as no-show, they will be moved to the appropriate list. The option to REVERT that choice will remove the attendance status and put them back in the **Awaiting Check-in** list.




How to Register New Constituents







- New Registrations can only be added if there is no cost associated to the registration option
- New Unnamed Guests can be added and associated to existing registrants
 - At the bottom of the page, click ADD A GUEST
 - Type in the guest's name, select a registration option, select a host, and click SUBMIT
 - This creates an Unnamed Guest and adds the Guest Name. It does not create a constituent record.
 - If the Unnamed Guest needs to be linked to a constituent that was not invited to the event, that can be done within Davie.
- Constituents that have been invited can be registered
 - At the top of the page, toggle off the indicator labeled **Registered Only**. This will show registered and invited constituents
 - For those constituents that were invited but did not register, click the Arrow by INVITED and click **Register**.
 - A box will appear, allowing the registration option to be selected and any additional guests to be added.
 - Click **Register and Check in** when complete
- Walk-In Registration is displayed as an option at the bottom of the page but is currently not available and is planned as a future enhancement.


Self Check-In

- If desired, a streamlined version of this app is available, allowing for event attendees to check themselves in.
- At the top of the page, set the toggle for **Registered Only** to the desired setting. Only displaying those registered will likely be simpler for attendees to use the app.
- At the bottom of the page, click the option labeled **SELF CHECK-IN MODE**
- This displays only those awaiting check in, the basic check-in options, and the Filter by Name option.
- To exit SELF CHECK-IN MODE, at the bottom right of the list is a small, inconspicuous link labeled **(Full)**. Clicking this will return the app back to standard mode.

UDO FY21 Town Hall Demo Event

 Awaiting Check-in (3)^

 Melissa R. Newsome	<div style="background-color: #555; color: white; padding: 5px; display: inline-block;">CHECK IN</div> 
 Nathan D. Miller-Olawsky	<div style="background-color: #555; color: white; padding: 5px; display: inline-block;">CHECK IN</div> 
 Richard J. Root	<div style="background-color: #555; color: white; padding: 5px; display: inline-block;">CHECK IN</div> 

 [\(Full\)](#)