



HOW TO USE THE CHECK-IN APP

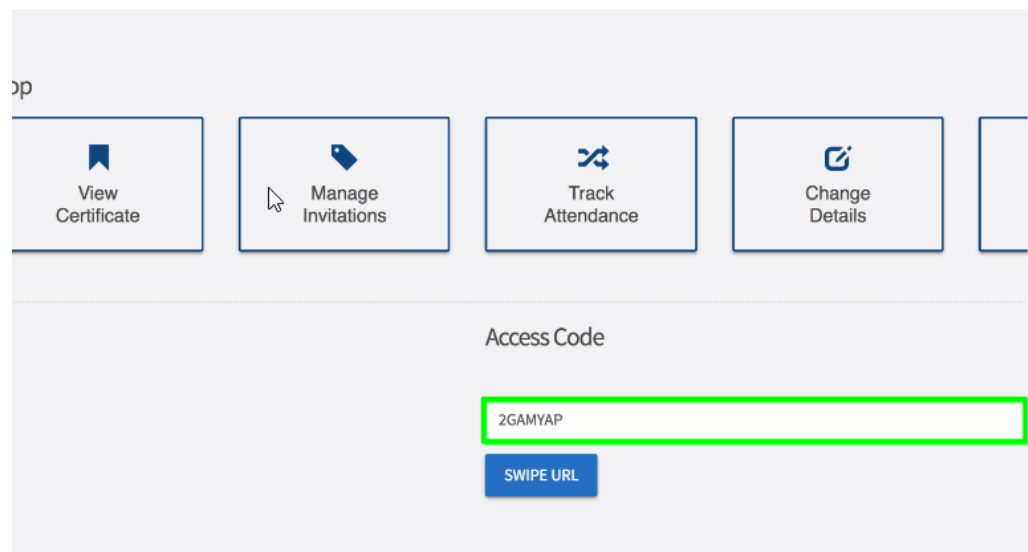
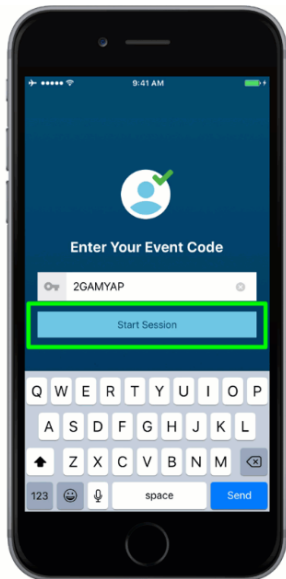
Accessing & Using the Check-in App

To start checking users in, download the free app on your preferred device:



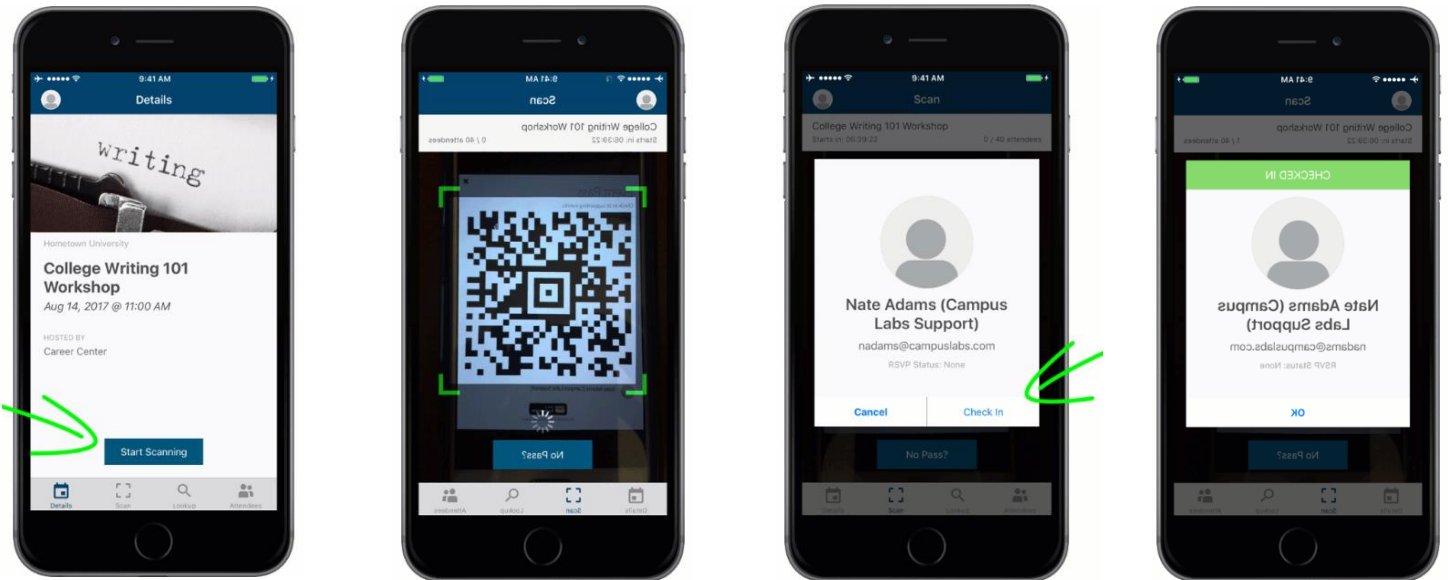
Once you've downloaded the app, open it up! The first screen will ask you to enter an event access code. This code is provided after you create an event within Tommie Link. If you haven't created an event, you'll need to do this first before you can use the app to track attendance.

To locate the code, navigate to the event through the Action Center. The access code should appear in the bottom right of the screen once you click on the appropriate event.



Enter the code into the mobile app, tap Start Session, and you'll be prompted to sign in. Type in your credentials (the same you use to sign in to Tommie Link) and you'll be directed to the event's check-in page.

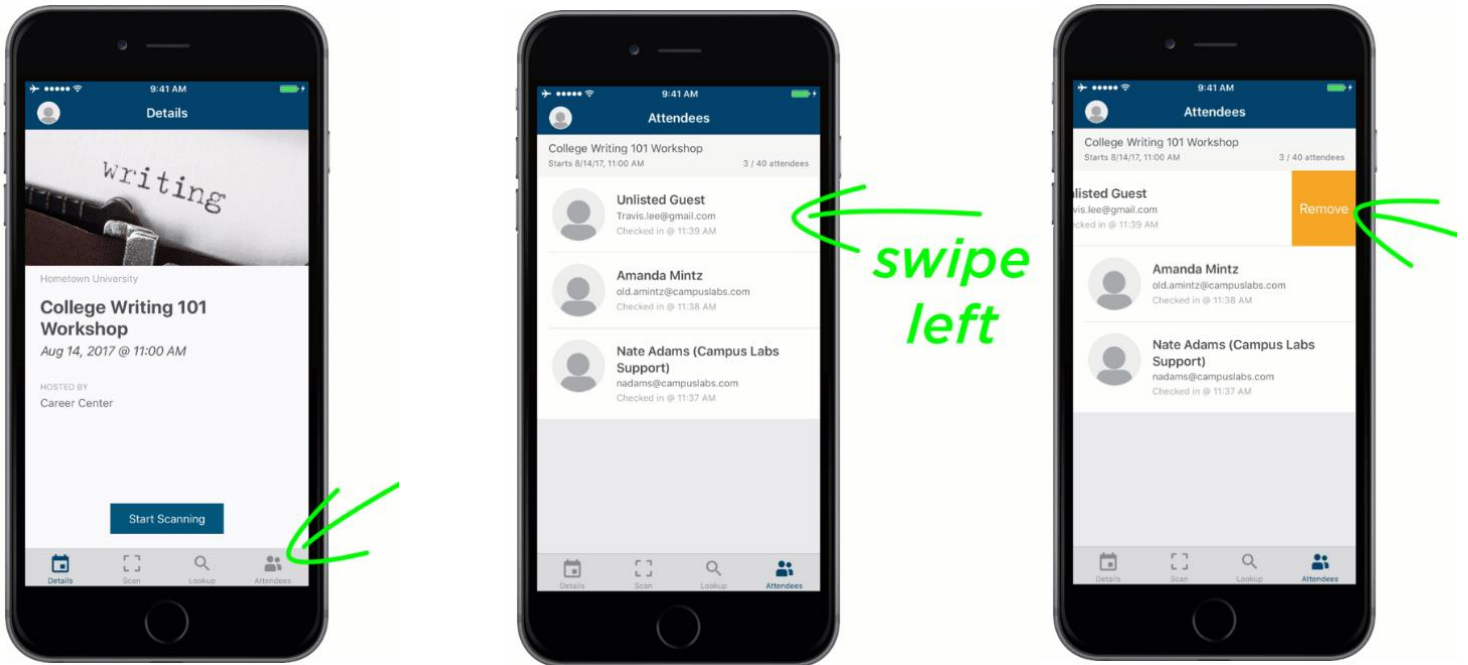
Tap **Start Scanning** and you're ready to scan! If your phone asks for permission to use your camera, choose "yes" because it will need the camera in order to scan event passes. Position the edges of the box over the edges of an attendee's Event Pass. As soon as it recognizes the user, it will display a box with their basic details, including their RSVP & Invitation status. Tap **Check In** to confirm the user and click **OK** to continue scanning.



If you come across an attendee without a mobile pass, tap **No Pass?** below the scanning area or select **Lookup** from the bottom menu. Search for the attendee by name or email and when you find the right person, tap their name to confirm their check-in. If searching by email, you will need to enter their login email to locate them. If the attendee is not in the system, you can add them by email if you click the plus sign in the top right of the screen, type in their email address, and submit.



At any point, you can toggle between scanning passes and the attendee list. Tap *Attendees* in the bottom right of the screen to view the full list of attendees. If you need to remove someone from this list, tap on their name, swipe left, then select *Remove*.



When you're done tracking attendance, there are no additional steps required. You can close the app and all of your attendance information will be saved. If you want to start a new session to check-in guests into a new event, you can end your current check-in session if you tap on your profile picture in the top left of the screen, then select *End Session*. This will bring you back to the homescreen to enter the new event code.

