

Check people in at an event

From the Check-in tab, find whoever arrives, record their attendance with one click and follow how many people are already in.

3 min · Available · 2026-09-26

Before you begin

- ✓ You need Check in event attendees; turning check-in on or off also needs Manage event details.
- ✓ The event must take registrations and have check-in enabled.

1

STEP 1 OF 4 · 30 S

Open check-in

Open the event from **Events** and select the **Check-in** tab. The **Enable Check-in** switch must be on: if you turn it off, the check-in list does not appear.

At the top you see **Total Registered**, **Check-ins Completed** and **Waiting**, counted in people, guests included.

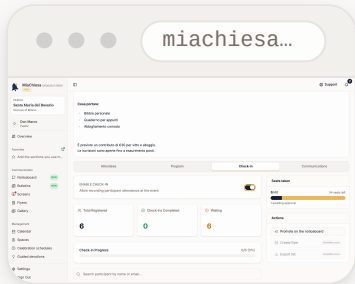


Fig. 1 Keep this tab open at the entrance while people arrive.

2

STEP 2 OF 4 · 30 S

Find whoever arrives

Type a name or email in the **Search participant by name or email...** field: the list narrows as you type. Next to the name, a badge shows the guests coming with the registrant.

Confirmed registrations only

Requests still awaiting approval do not appear: approve them first from the **Attendees** tab.

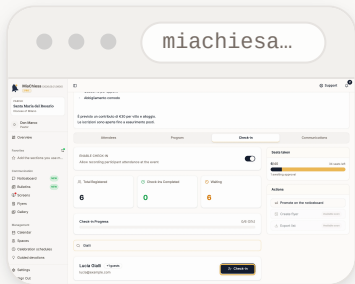


Fig. 2 Part of the surname is enough to find the family.

3

STEP 3 OF 4 · 30 S

Record attendance

Select **Check-in** on the row: **Check-in completed** appears, the row turns green and the arrival time shows under the email.

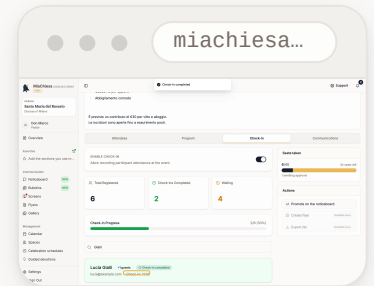


Fig. 3 The green row confirms the person is in.

4

STEP 4 OF 4 · 30 S

Follow progress

Clear the search to go back to the full list. **Check-in Progress** shows how many people are in out of the total, with the percentage; **Waiting** shows how many have yet to arrive.

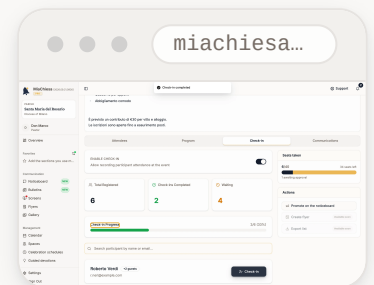


Fig. 4 The count includes each registration's guests.

What you have achieved

✓ Everyone who arrived has their check-in recorded with the time.

✓ You always know how many people are in and how many are missing.

Troubleshooting

I see "No participant found"



No confirmed registration matches what you typed: check the name or search by email.

I see "No registrants to check in"



There are no confirmed registrations yet. Pending requests must first be approved from the Attendees tab.

I see "Check-in error"



The attendance was not recorded: check your connection and select Check-in again.

I can't see the Check-in tab



It appears only for events with registrations and if you have Check in event attendees.