

MyPNWLife

How to Check In Attendees:

- Log in on MyPNWLife
- Enter your group page (Note: You will have to be an Officer)
- Click on Events

The screenshot displays the 'Upcoming Events (114)' page on the MyPNWLife platform. The page features a search bar and filters for event type, date, and tags. A list of four events is shown, each with a thumbnail, title, date, time, location, and registration status. A dropdown menu is open for the first event, 'Mane Zone Game Nights: Back to School Edition', showing options like 'Preview', 'Copy Link', 'Check-in Attendees', 'Estimated Number of Check-ins', 'Duplicate', 'Who Can Register?', 'Download Attendees List', 'To Do', 'Invite', 'Notes', and 'Delete'.

Event Title	Date	Time	Location	Registered	Sales
Mane Zone Game Nights: Back to School Edition	Tue, Aug 27, 2024	3 PM - 6 PM	CLO 119 The Mane Zone	42	-
Mane Zone Open House	Wed, Aug 28, 2024	11 AM - 1 PM	CLO 119	17	-
Karaoke Night: School of Roar Edition	Thu, Aug 29, 2024	4 PM - 6 PM	CLO 119 The Mane Zone	10	-
Decorate the House for Homecoming	Fri, Aug 30, 2024	11 AM - 1 PM	Meet us in SULB Concourse	10	-

- Extend the menu next to the Event
- Click "Check In Attendees"


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How to Check In Attendees:


- The following screen will appear for you to decide:

✓ Attendance Tracking ✕




Track Attendance with a Computer

Swipe Student ID cards or search them by names or emails



Self Check-In QR Code

Allow users to check-in on their own by scanning your event's QR Code




Self Check-In Kiosk

Allow users to check-in by swiping their ID card or typing their name


Close Settings


- If you would like to have students self check-in with a QR code that you print out for the event, click the center tile
- It will also give you the option to Print as PDF



CHECK-IN

MANE ZONE GAME NIGHTS: BACK TO SCHOOL EDITION
TUESDAY, AUGUST 27 AT 3:00PM



 Self Check-In Print As PDF

Refresh QR Code every 30 seconds

Instructions:

- 1 Activate Self Check-In (Activate)
- 2 Edit your template. Edit
- 3 Click on the 'Print As PDF' button and print it.
- 4 Display the QR Code flyer at the entrance of the event for attendees to scan.
- 5 If students don't have a QR Code scanner, they can open the link




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How to Check In Attendees:

- If you have a computer/phone/ipad available to manually check people in - choose the first tile

✓ Attendance Tracking ✕

 Track Attendance with a Computer Swipe Student ID cards or search them by names or emails	 Self Check-In QR Code Allow users to check-in on their own by scanning your event's QR Code	 Self Check-In Kiosk Allow users to check-in by swiping their ID card or typing their name
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- **Best practice: type in their PNW email address**
 - **Other: type first and last name**
- **If it freezes, refresh page**

 Check-In Attendees < Back to Event

Checked-in: 0/42 RSVP'ed at the door: 0 Multiple Check-Ins

Enable RSVP at the door Activate

✓ Ready to Scan

[Test your card reader](#)

Don't have a card?