

Navigate360: Event Check-ins

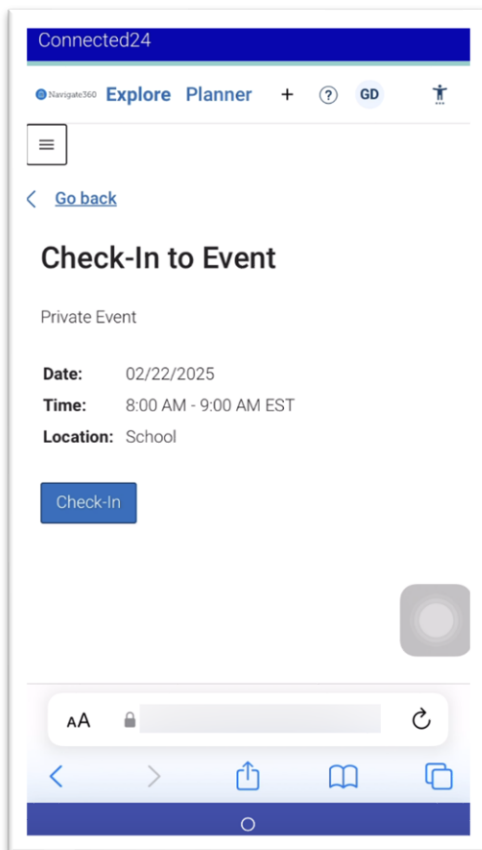
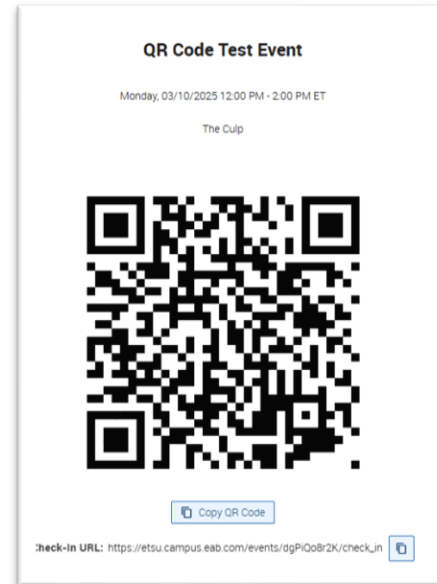
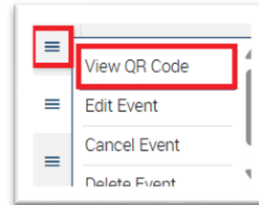
Event campaigns allows staff to invite students to created Events, collect RSVPs, and track student attendance

1. Open the Launched Event

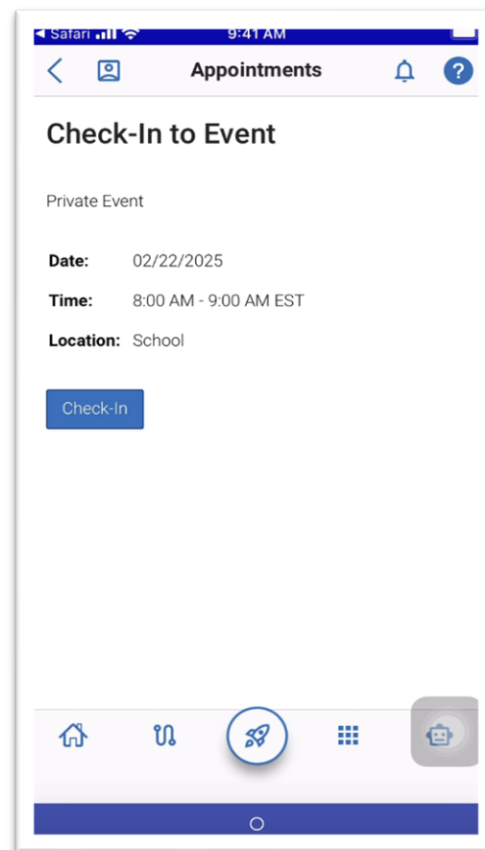
- Click the [Campaigns & Events](#)  icon from the navigation menu on the left side of the screen.
- Click [Events](#) and the name of the Event being hosted

2. Checking Students In

- Select the [hamburger menu](#) beside an active event
- Click [View QR Code](#), a page with a QR code opens along with a direct Check-in URL that can be copied and pasted into a separate web browser for those who do not have a phone.
 - **NOTE:** Students can check in 24 hours before the event starts through the time the event is supposed to end
 - **NOTE:** Expired events will not open this page
- When students scan the QR code, they will be prompted to check-in through their Navigate app. If the student does not have the app, they will be given the option to open the link in their browser



Web Check-in

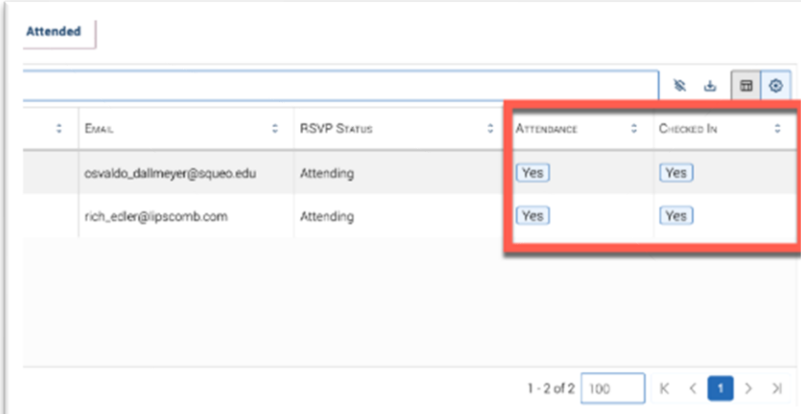


App Check-in

Navigate360: Event Check-ins

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- Once a student checks into an event, their RSVP and Attendance is marked as **Yes** on an individual Event tracking page
 - **NOTE:** If a student tries to check-in for an event that is at maximum capacity, they receive an error message preventing them from doing so. In order to prevent this error, set the maximum capacity (including allowed guests)
 - **NOTE:** A student may also experience issues checking in if the event is private and the student was not included in the recipient list, or if the capacity is closed, which would not allow guests to check-in



	EMAIL	RSVP STATUS	ATTENDANCE	CHECKED IN
	osvaldo_dallmeyer@squeo.edu	Attending	Yes	Yes
	rich_edler@ipscomb.com	Attending	Yes	Yes

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