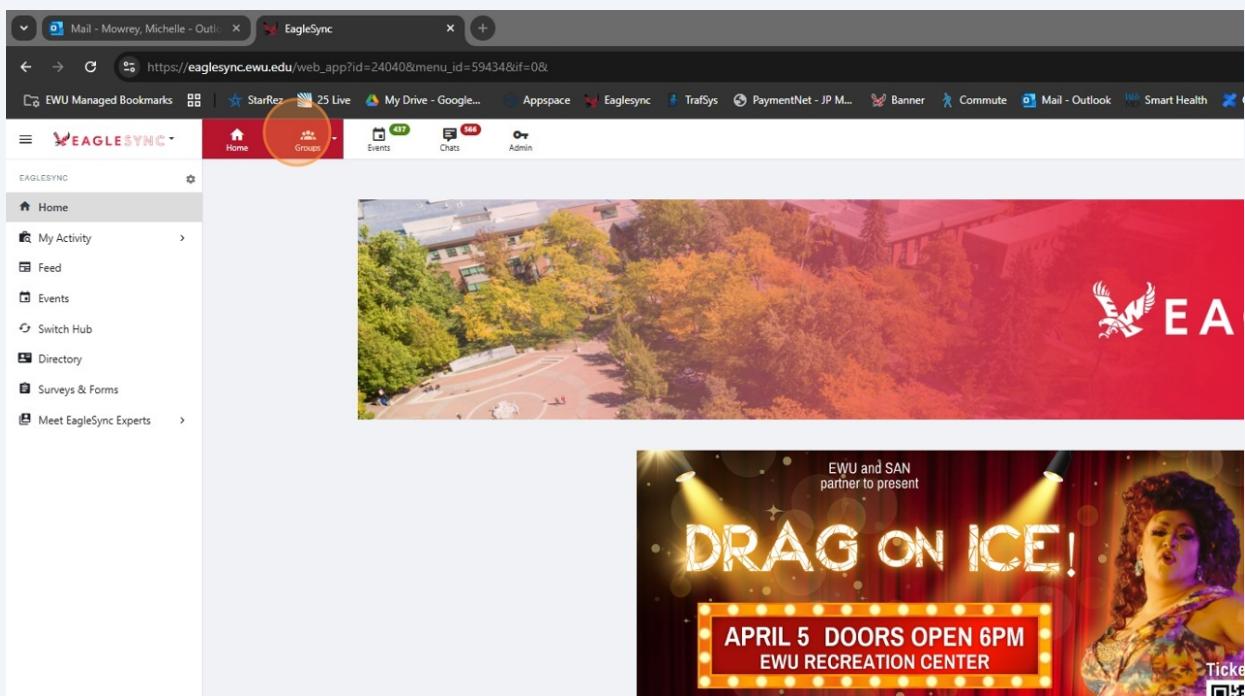


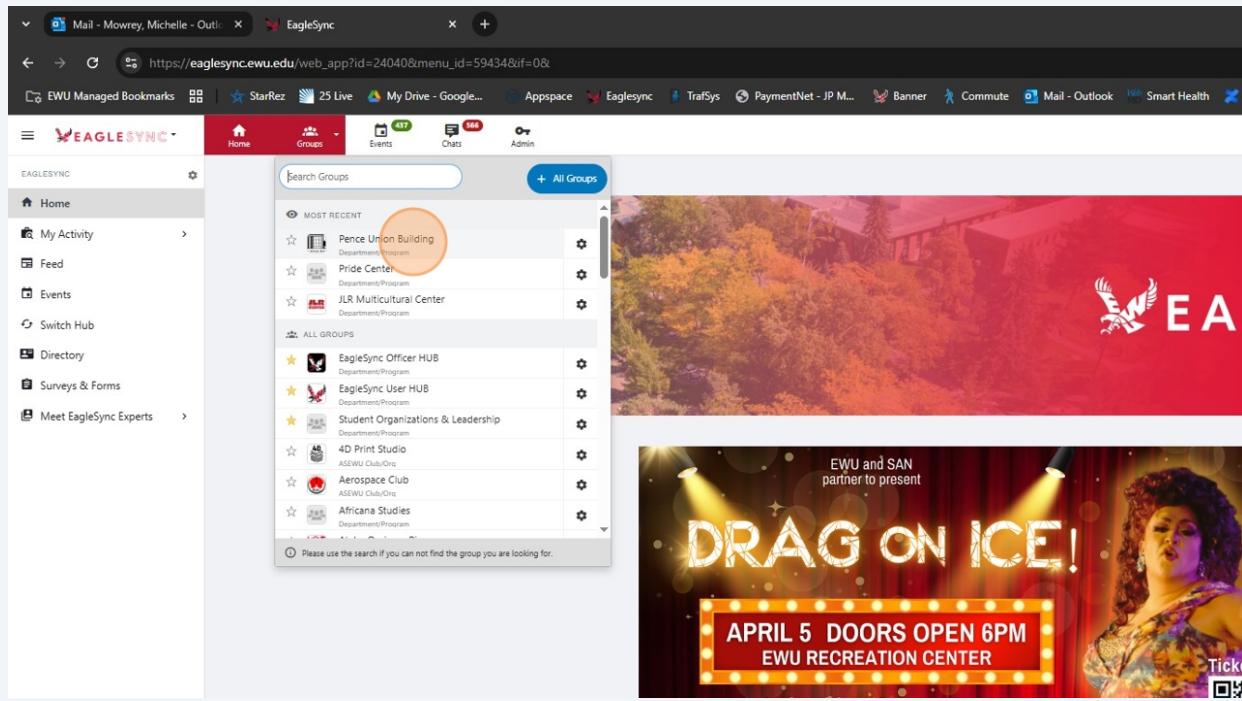
EagleSync Tutorial - Bulk Checking in Attendees

This guide provides a step-by-step tutorial for efficiently managing attendee check-ins for events using EagleSync. It simplifies the bulk checking process, saving time and ensuring accuracy in attendance tracking. By following the instructions, users can enhance their event management skills and streamline their workflow, making it a valuable resource for anyone involved in organizing events. Whether you're a beginner or looking to refine your skills, this guide is essential for maximizing your event's success.

- 1 Within EagleSync, search for your group.

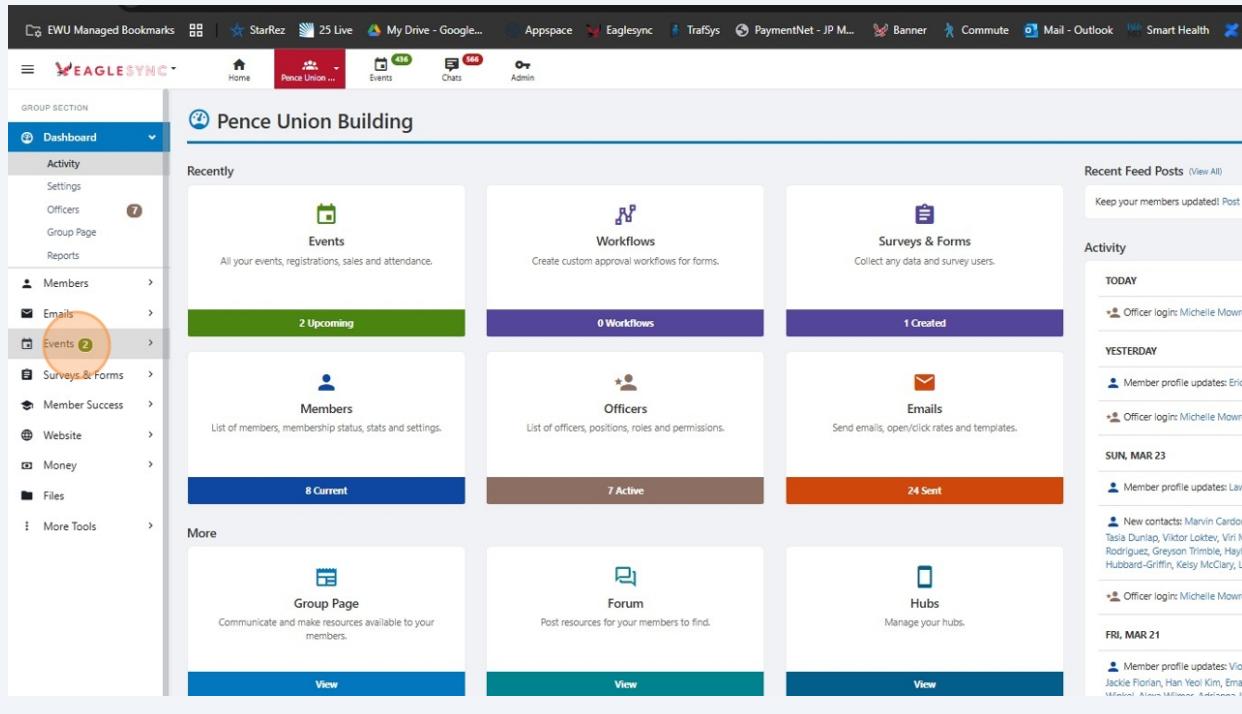


2 When you find your group, click the wheel to "manage" your group.



The screenshot shows the EagleSync interface. On the left, a sidebar lists various options: Home, My Activity, Feed, Events, Switch Hub, Directory, Surveys & Forms, and Meet EagleSync Experts. The 'Groups' tab is selected, showing a list of groups under 'MOST RECENT' and 'ALL GROUPS'. The 'Pence Union Building' group is highlighted with a yellow circle. The main content area features a banner for 'DRAG ON ICE!' with a date of April 5th and a 'DOORS OPEN 6PM' sign. The banner also mentions 'EWU and SAN partner to present' and 'Ticket'. The EagleSync logo is in the top right corner.

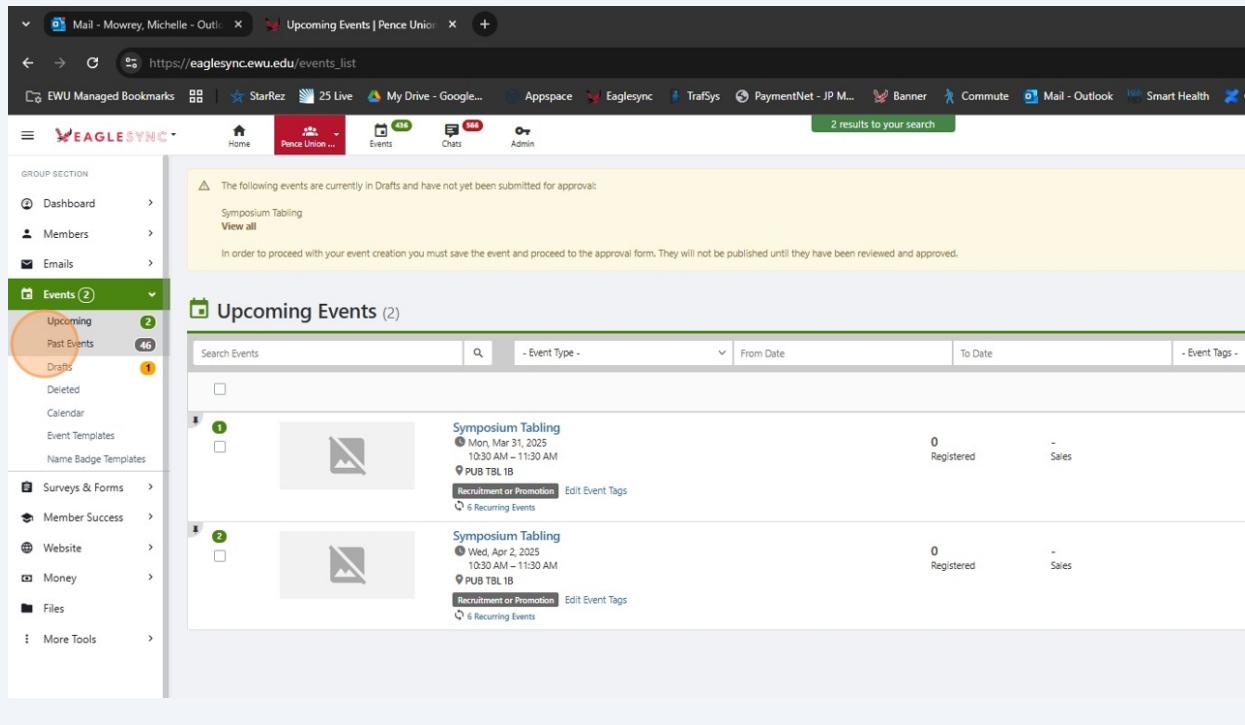
3 On the left hand tool bar, click "Events."



The screenshot shows the Pence Union Building group dashboard. The left sidebar has 'Events' selected, indicated by a yellow circle. The main dashboard has three main sections: 'Events' (2 Upcoming), 'Workflows' (0 Workflows), and 'Surveys & Forms' (1 Created). Below these are sections for 'Members' (8 Current), 'Officers' (7 Active), and 'Emails' (24 Sent). The right sidebar shows a 'Recent Feed Posts' section with activity from 'Officer login: Michelle Mowrey' and 'Member profile updates: Law'. It also shows a 'Recent Feed Posts' section for 'TODAY', 'YESTERDAY', and 'SUN, MAR 23'.

4

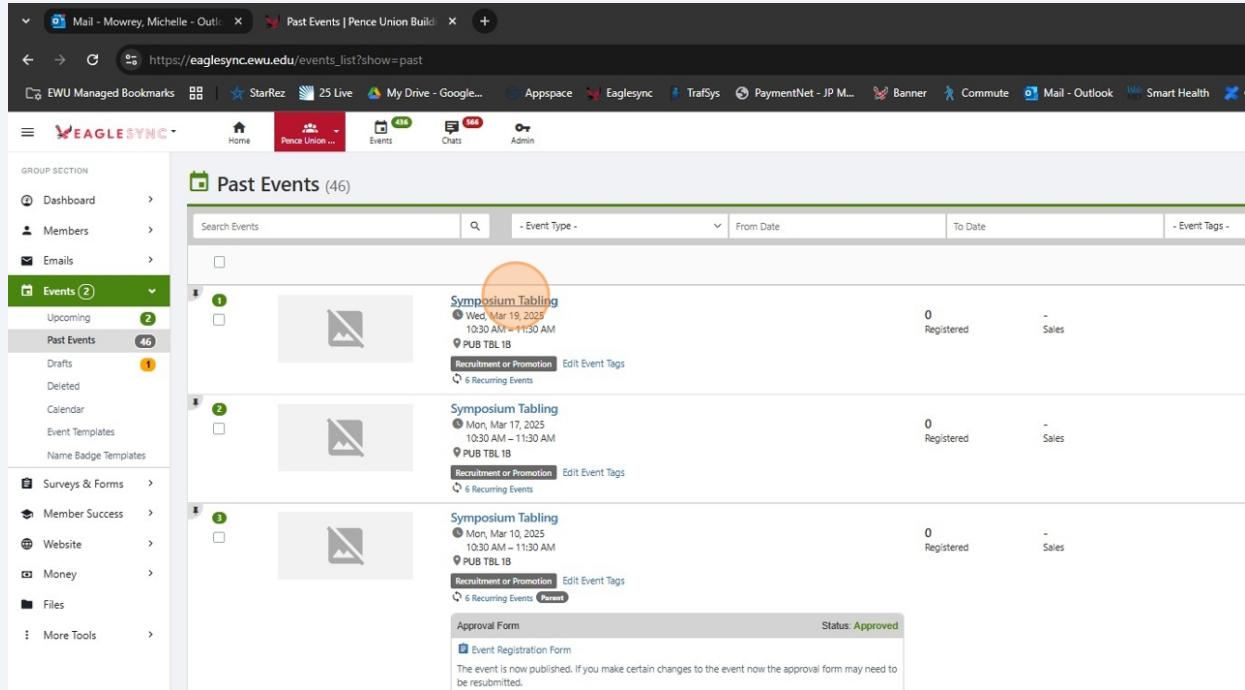
Click "Past Events" as generally speaking if you are bulk checking in attendees, you will be doing that for a past event.



The screenshot shows the EagleSync software interface. The left sidebar has a 'Events' section with 'Upcoming' (2), 'Past Events' (46), 'Drafts', 'Deleted', 'Calendar', 'Event Templates', and 'Name Badge Templates'. The 'Past Events' button is highlighted with a red circle. The main content area shows a table for 'Upcoming Events' (2). Each row contains an event thumbnail, the event name 'Symposium Tabling', the date ('Mon, Mar 31, 2025'), time ('10:30 AM - 11:30 AM'), location ('PUB TBL 1B'), and registration status ('0 Registered', '- Sales'). There are buttons for 'Edit Event Tags' and '6 Recurring Events'.

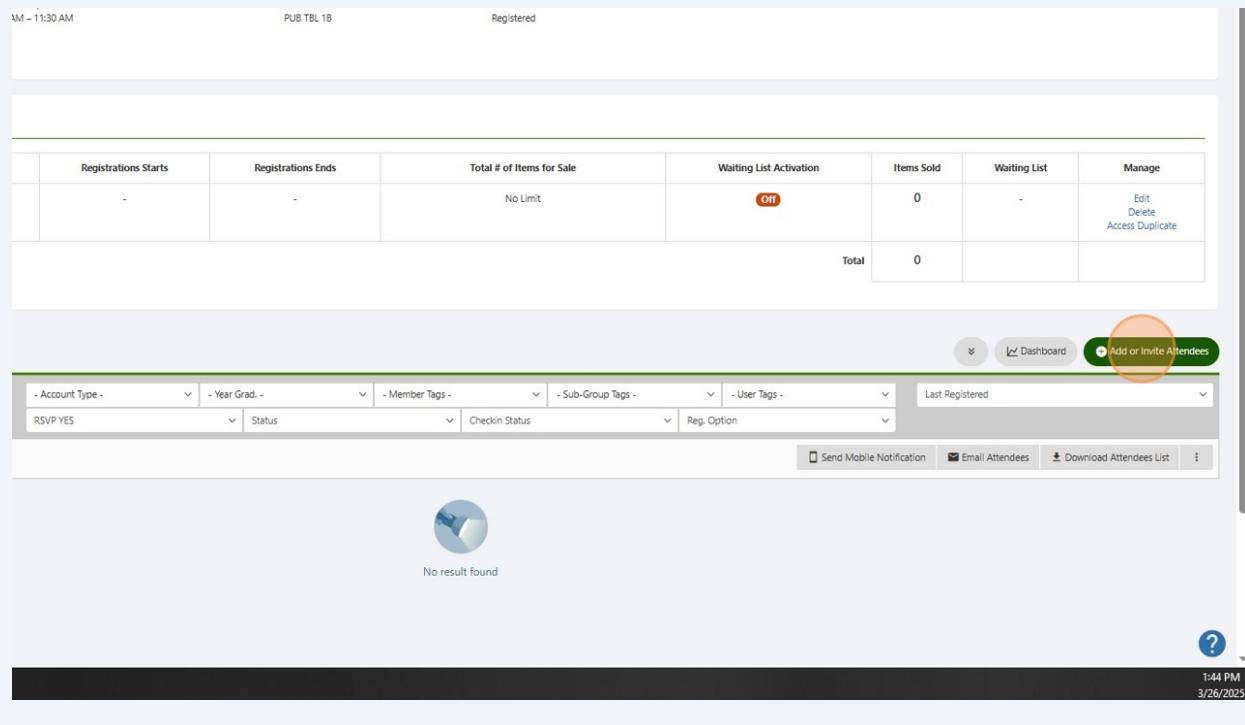
5

Find the correct event and click on it to "manage" the event.



The screenshot shows the EagleSync software interface. The left sidebar has a 'Events' section with 'Upcoming' (2), 'Past Events' (46), 'Drafts', 'Deleted', 'Calendar', 'Event Templates', and 'Name Badge Templates'. The 'Past Events' button is highlighted with a red circle. The main content area shows a table for 'Past Events' (46). The first event, 'Symposium Tabling' (Wed, Mar 19, 2025), is highlighted with a red circle. The event details show '0 Registered', '- Sales', and buttons for 'Edit Event Tags' and '6 Recurring Events'. Below the event list, there is a section for 'Approval Form' with a status of 'Approved'.

6 Click "Add or Invite Attendees"



AM - 11:30 AM PUB TBL 1B Registered

Registrations Starts	Registrations Ends	Total # of Items for Sale	Waiting List Activation	Items Sold	Waiting List	Manage
-	-	No Limit	Off	0	-	Edit Delete Access Duplicate
				Total	0	

Dashboard Add or invite Attendees

- Account Type - - Year Grad. - - Member Tags - - Sub-Group Tags - - User Tags - Last Registered
RSVP YES Status Checkin Status Rep. Option

No result found

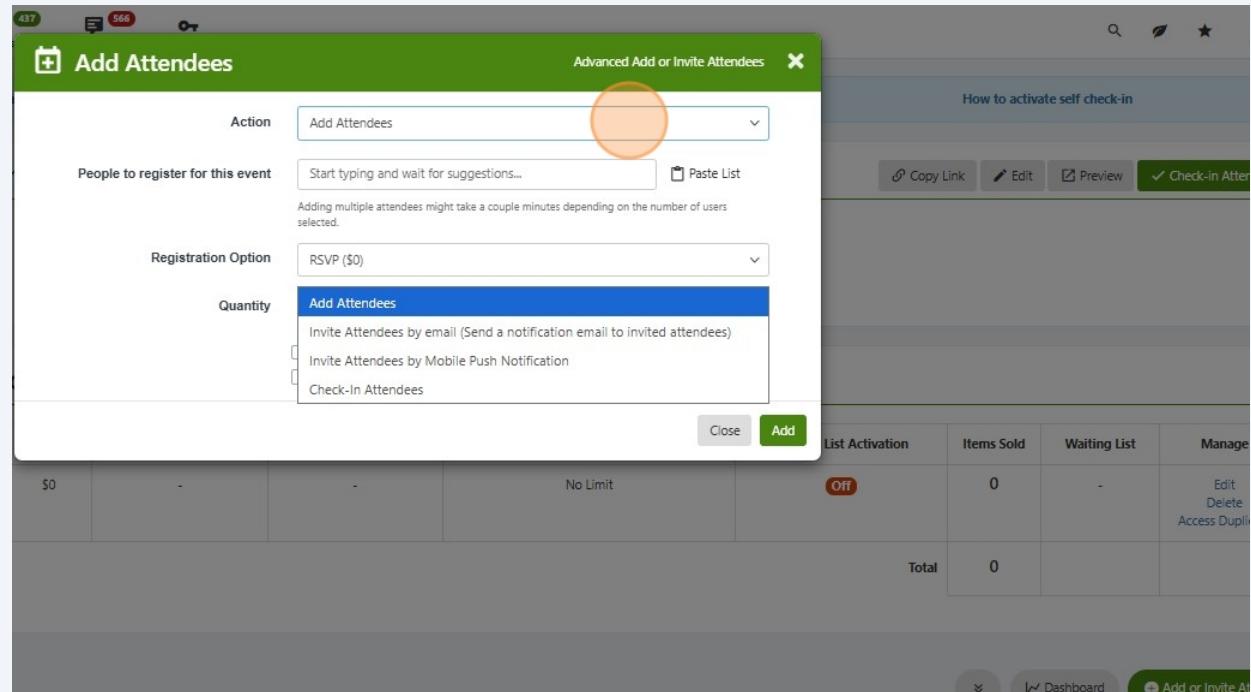
Send Mobile Notification Email Attendees Download Attendees List

?

1:44 PM
3/26/2025

7 In the drop down menu, make sure "Add Attendees" is selected.

You might think "Check-in Attendees" is the best option, but that may not work correctly if the event settings did not allow for RSVP at the door.



437 566

Add Attendees

Action: Add Attendees

People to register for this event: Start typing and wait for suggestions... Paste List

Registration Option: RSVP (\$0)

Quantity: Add Attendees

- Invite Attendees by email (Send a notification email to invited attendees)
- Invite Attendees by Mobile Push Notification
- Check-In Attendees

Close Add

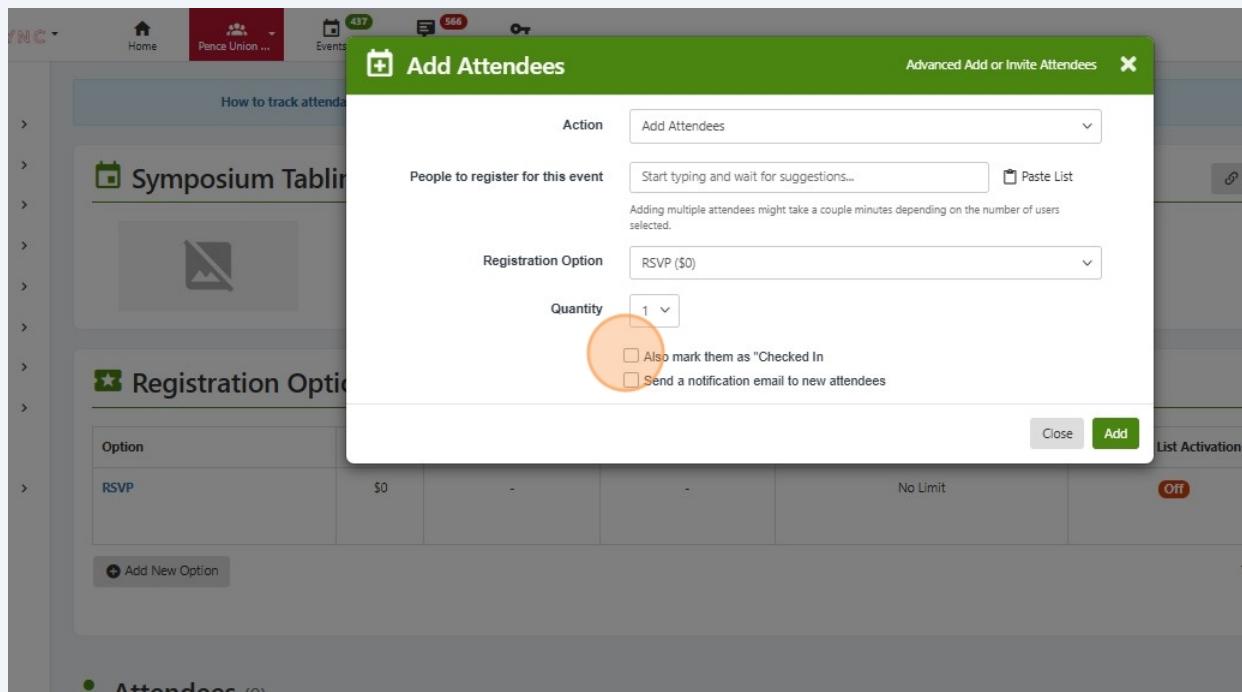
List Activation	Items Sold	Waiting List	Manage
Off	0	-	Edit Delete Access Duplicate
Total	0		

Copy Link Edit Preview Check-in Attendees

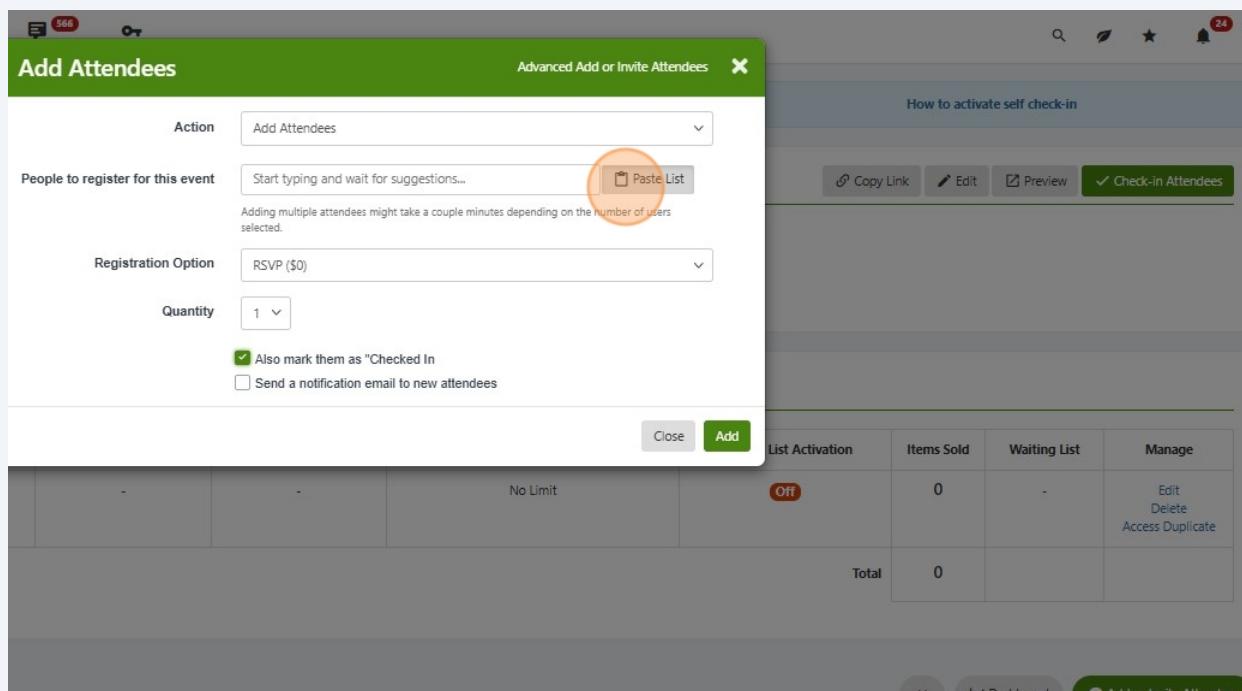
How to activate self check-in

Dashboard Add or Invite Attendees

8 Click the "Also mark them as "Checked In" field.

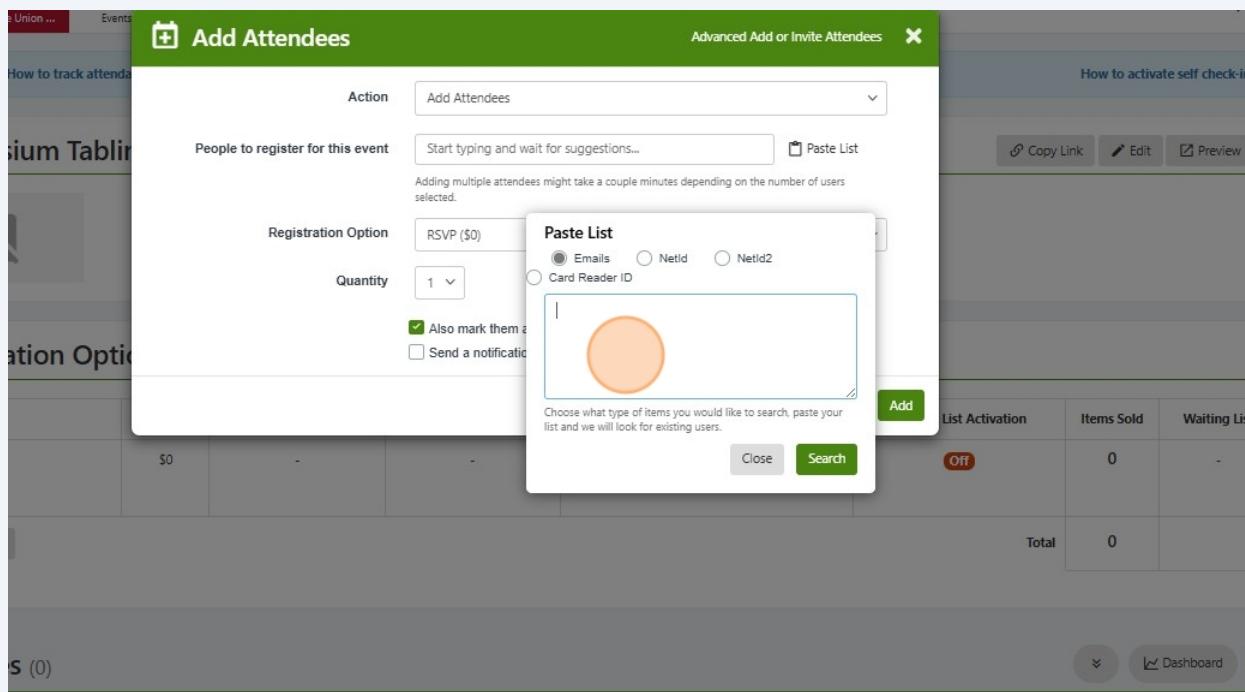


9 Click "Paste List"



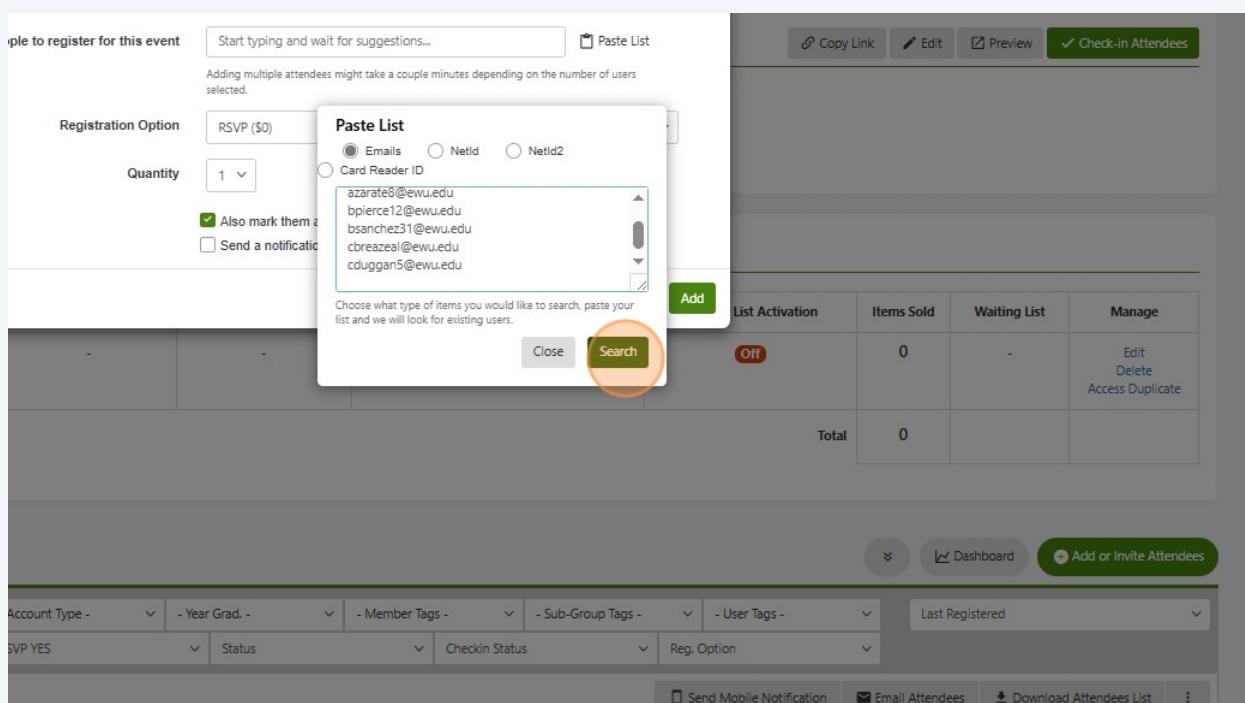
10

You can now paste a list of EWU emails, NetID, or Student ID (NetID2) into the box. Generally speaking, EagleSync can handle 500 entries added at a time.



11

Click "Search"





Alert!

In some cases, you may see a red box with a list of student were not able to be added. This is either because they are not yet added into EagleSync - this may be the case at the beginning of a quarter, or because their account has been deactivated - because they are not a currently registered student.

Students are populated into EagleSync when the following two things are true:

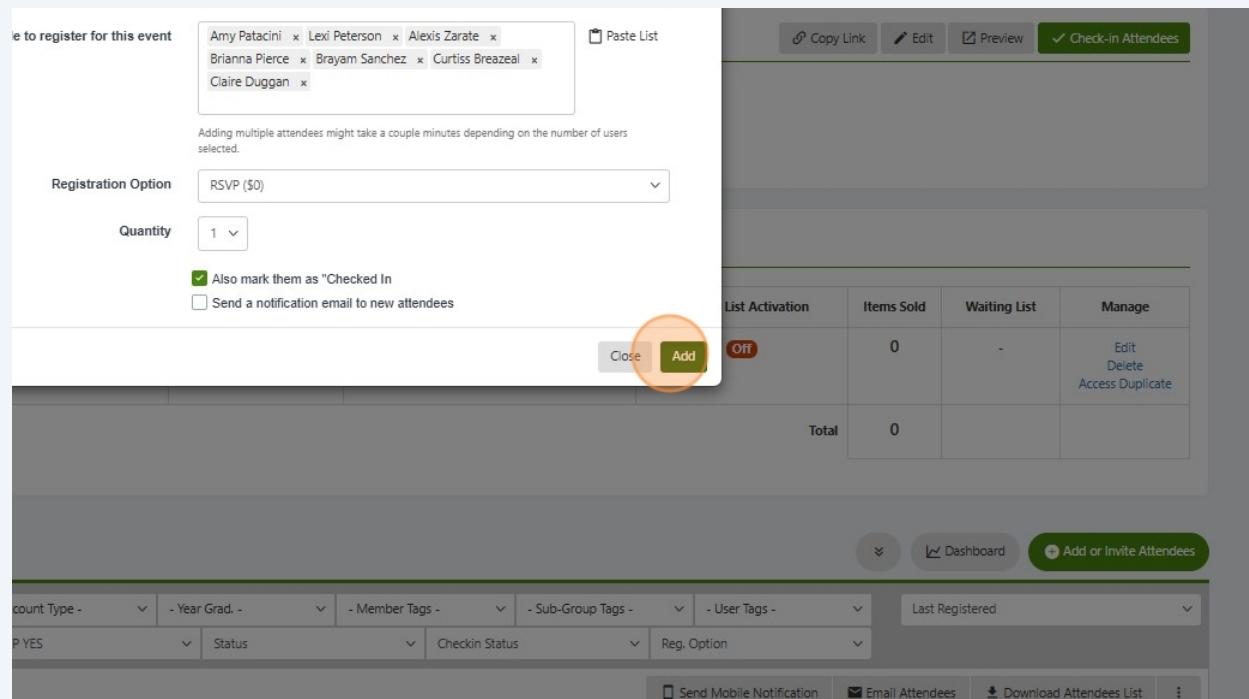
1 - The day after a student is registered

AND

2 - It is within 90 days of the start of the term they are registered for.

12

Click "Add"



The screenshot shows a software interface for managing event attendees. At the top, there is a list of names: Amy Patacini, Lexi Peterson, Alexis Zarate, Brianna Pierce, Brayam Sanchez, Curtiss Breazeal, and Claire Duggan. Below this list, there is a note: "Adding multiple attendees might take a couple minutes depending on the number of users selected." There are dropdown menus for "Registration Option" (set to "RSVP (\$0)") and "Quantity" (set to "1"). Below these, there are two checkboxes: "Also mark them as 'Checked In'" (checked) and "Send a notification email to new attendees" (unchecked). At the bottom of the form, there are "Close" and "Add" buttons, with the "Add" button being highlighted with an orange circle. To the right of the form, there is a table with columns: List Activation, Items Sold, Waiting List, and Manage. The "List Activation" column shows "Off". The "Items Sold" column shows "0". The "Waiting List" column shows "-". The "Manage" column has links for "Edit", "Delete", and "Access Duplicate". Below the table, there is a "Total" row showing "0". At the bottom of the interface, there are various filters and buttons: "Dashboard", "+ Add or Invite Attendees", "Last Registered", "Send Mobile Notification", "Email Attendees", "Download Attendees List", and a search bar with dropdowns for "Count Type", "Year Grad.", "Member Tags", "Sub-Group Tags", "User Tags", "Status", "Checkin Status", and "Reg. Option".

13 You will then see that they are checked in to that event.

Registrations

1 RSVP
26 Mar at 3:26:51pm

REGISTERED
Delete - Transfer - Print Ticket

CHECKED IN
By Michelle Mowrey
On Mar 26, 2025 3:26 PM

Add tickets

RSVP'ed

Yes - Change to No
26 Mar at 3:26:51pm

Registrations

1 RSVP
26 Mar at 3:26:51pm

REGISTERED
Delete - Transfer - Print Ticket

CHECKED IN
By Michelle Mowrey
On Mar 26, 2025 3:26 PM

Add tickets

RSVP'ed

Yes - Change to No
26 Mar at 1:45:08pm

Registrations

1 RSVP
26 Mar at 3:26:51pm

REGISTERED
Delete - Transfer - Print Ticket

CHECKED IN
By Michelle Mowrey
On Mar 26, 2025 3:26 PM

Add tickets

RSVP'ed

Membership status

Non-member