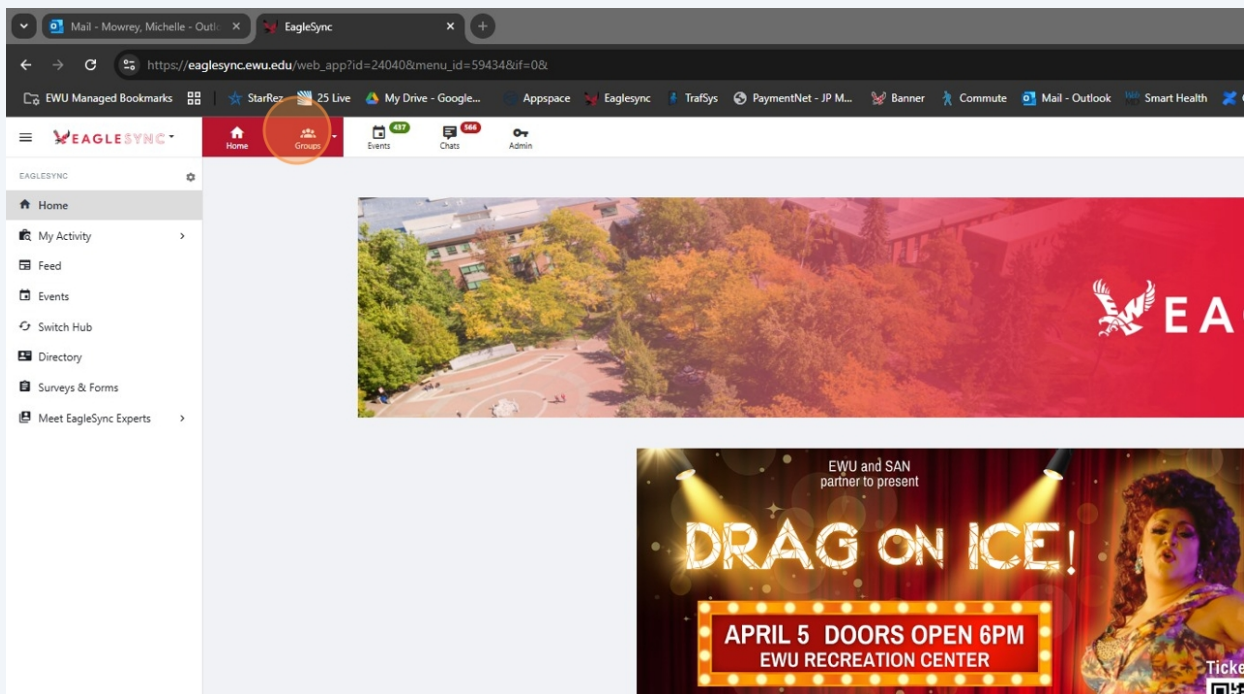


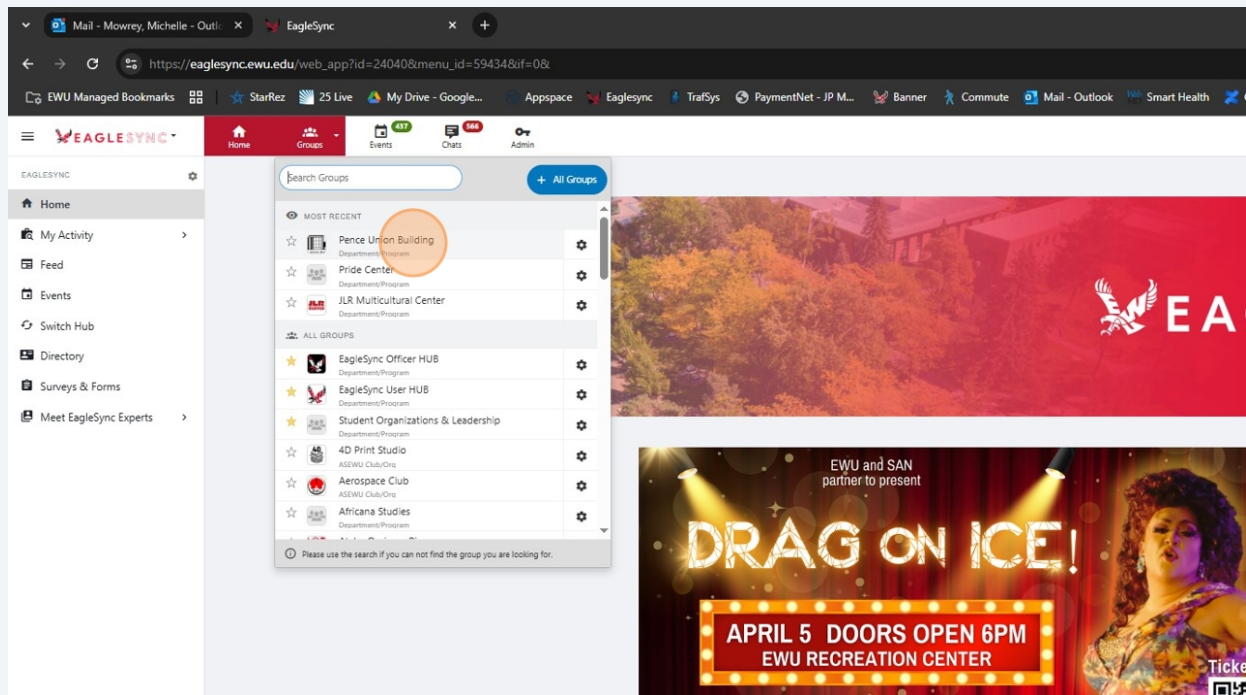
# EagleSync Tutorial - Bulk Checking in Attendees

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.

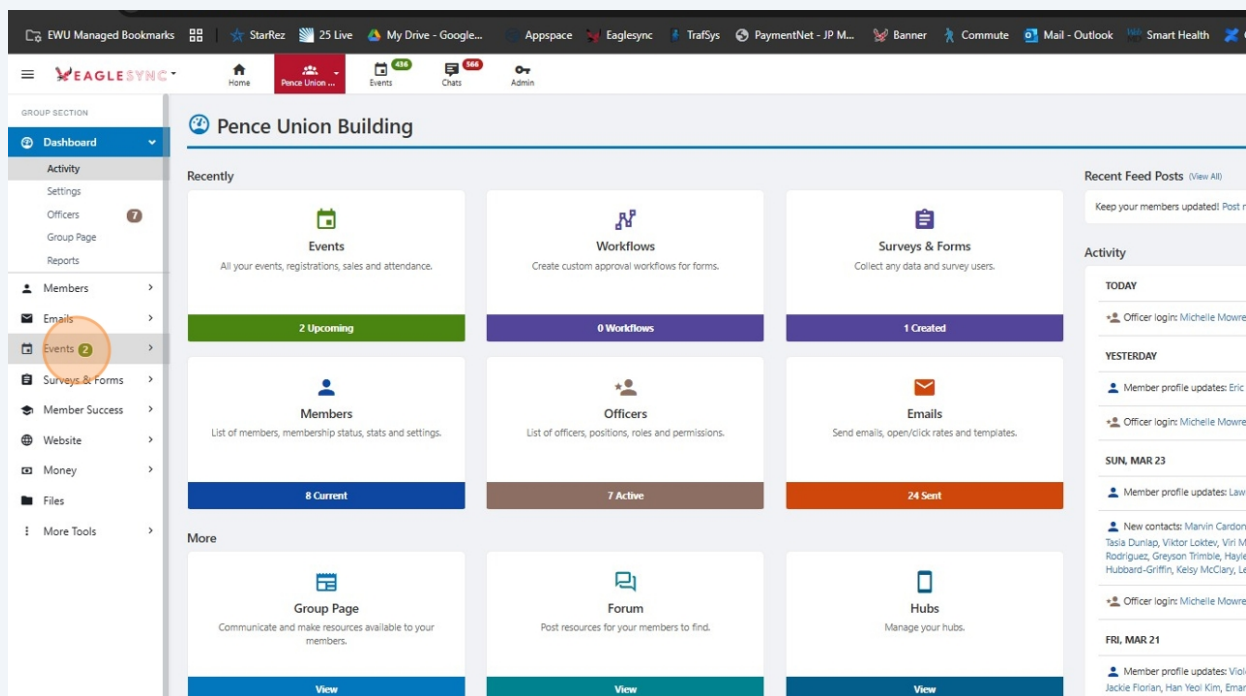
1 Within EagleSync, search for your group.



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



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



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 web application interface. The left sidebar contains a 'GROUP SECTION' with various navigation options. The 'Events' section is expanded, and 'Past Events' is highlighted with an orange circle. The main content area displays 'Upcoming Events (2)' with a search bar and filters. Two events are listed: 'Symposium Tabling' for Mon, Mar 31, 2025 and 'Symposium Tabling' for Wed, Apr 2, 2025. Both events show 0 Registered and 0 Sales. The first event is highlighted with an orange circle.

5

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

The screenshot shows the Eaglesync web application interface. The left sidebar contains a 'GROUP SECTION' with various navigation options. The 'Events' section is expanded, and 'Past Events' is highlighted with an orange circle. The main content area displays 'Past Events (46)' with a search bar and filters. Three events are listed: 'Symposium Tabling' for Wed, Mar 19, 2025, 'Symposium Tabling' for Mon, Mar 17, 2025, and 'Symposium Tabling' for Mon, Mar 10, 2025. All events show 0 Registered and 0 Sales. The first event is highlighted with an orange circle. Below the list, there is an 'Approval Form' section with a 'Status: Approved' label.

## 6 Click "Add or Invite Attendees"

AM - 11:30 AM      PUB TBL 18      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   Reg. Option

Send Mobile Notification   Email Attendees   Download Attendees List

No result found

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.

**Add Attendees**   Advanced Add or Invite 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 (selected), Invite Attendees by email (Send a notification email to invited attendees), Invite Attendees by Mobile Push Notification, Check-In Attendees

Close   Add

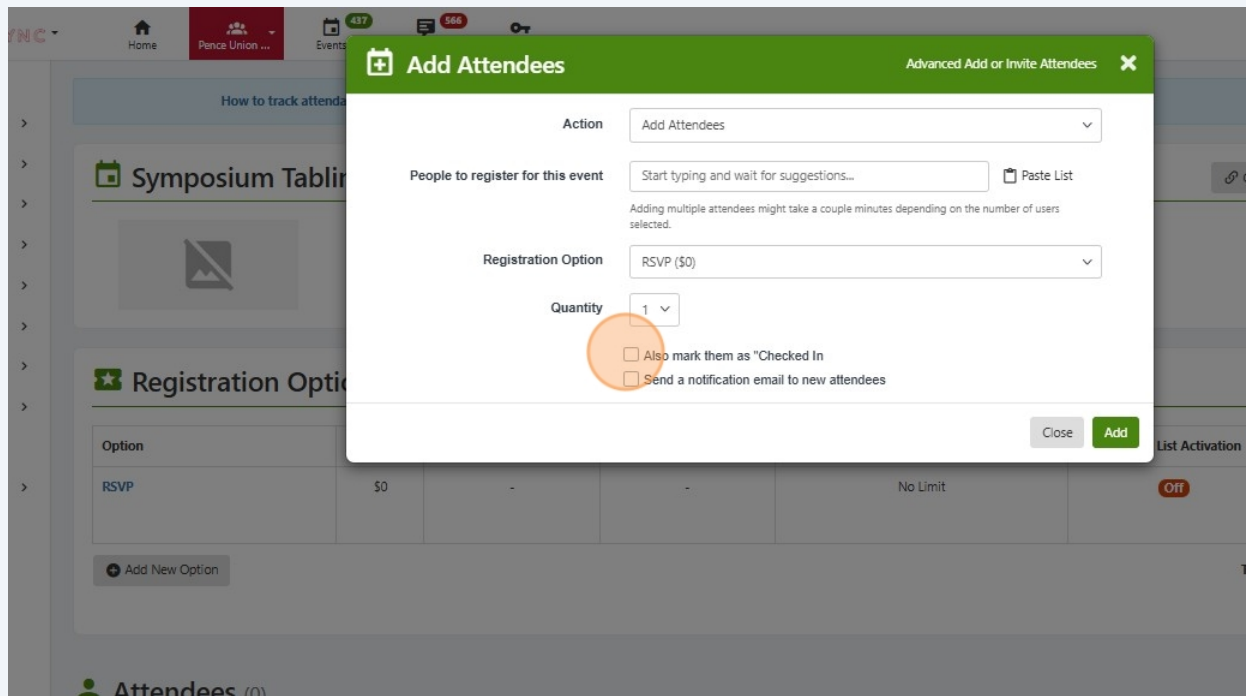
How to activate self check-in

Copy Link   Edit   Preview   Check-in Attendees

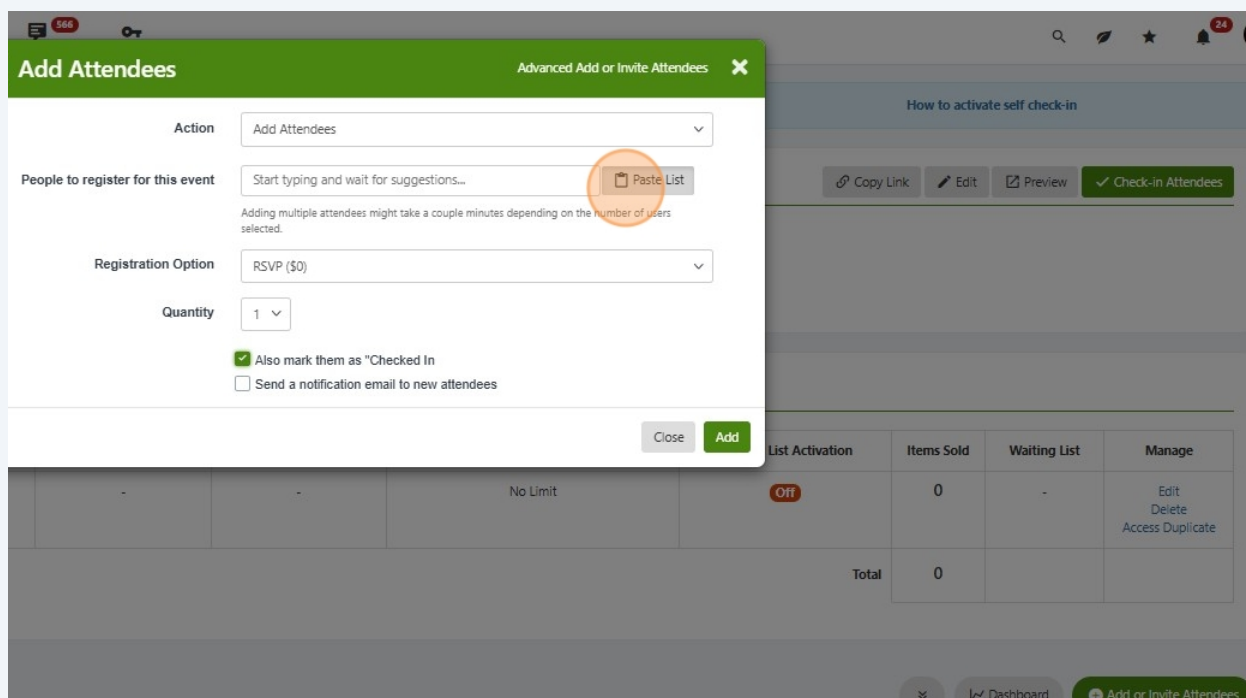
List Activation	Items Sold	Waiting List	Manage
Off	0	-	Edit Delete Access Duplicate
Total		0	

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 the EagleSync interface with a modal window open for adding attendees. The modal contains the following elements:

- Attendee List:** A list of names with 'x' icons for removal: Amy Patacini, Lexi Peterson, Alexis Zarate, Brianna Pierce, Brayam Sanchez, Curtiss Breazeal, and Claire Duggan. A 'Paste List' icon is also present.
- Registration Option:** A dropdown menu set to 'RSVP (\$0)'.
- Quantity:** A dropdown menu set to '1'.
- Check-in Options:** Two checkboxes: 'Also mark them as "Checked In"' (checked) and 'Send a notification email to new attendees' (unchecked).
- Buttons:** 'Close' and 'Add' buttons at the bottom right of the modal. The 'Add' button is highlighted with a red circle.

The background interface includes a top bar with 'Copy Link', 'Edit', 'Preview', and 'Check-in Attendees' buttons. Below this is a table with columns: 'List Activation' (set to 'Off'), 'Items Sold' (0), 'Waiting List' (-), and 'Manage' (with links for 'Edit', 'Delete', and 'Access Duplicate'). A 'Total' row shows 0 items sold. At the bottom, there are filters for 'Account Type', 'Year Grad', 'Member Tags', 'Sub-Group Tags', 'User Tags', and 'Last Registered'. A footer bar contains 'Send Mobile Notification', 'Email Attendees', and 'Download Attendees List' buttons.

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

<b>Registrations</b>	
1 RSVP 26 Mar at 3:26:51pm 🔊	<b>REGISTERED</b> Delete - Transfer - Print Ticket
	\$0 <b>CHECKED IN</b> 🗕 By Michelle Mowrey On Mar 26, 2025 3:26 PM
<a href="#">Add tickets</a> <a href="#">Check Out</a>	
<b>RSVP'ed</b>	<b>Membership status</b>
✓ Yes - Change to No 26 Mar at 3:26:51pm 🔊	👤 Non-member <a href="#">View all transactions</a>
<b>Registrations</b>	
1 RSVP 26 Mar at 3:26:51pm 🔊	<b>REGISTERED</b> Delete - Transfer - Print Ticket
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<a href="#">Add tickets</a> <a href="#">Check Out</a>	
<b>RSVP'ed</b>	<b>Membership status</b>
✓ Yes - Change to No 26 Mar at 1:45:08pm 🔊	👤 Non-member <a href="#">View all transactions</a>
<b>Registrations</b>	
1 RSVP 26 Mar at 3:26:51pm 🔊	<b>REGISTERED</b> Delete - Transfer - Print Ticket
	\$0 <b>CHECKED IN</b> 🗕 By Michelle Mowrey On Mar 26, 2025 3:26 PM
<a href="#">Add tickets</a> <a href="#">Check Out</a>	
<b>RSVP'ed</b>	<b>Membership status</b>