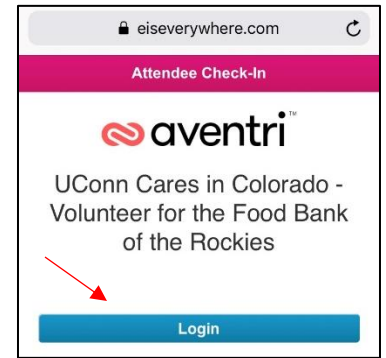
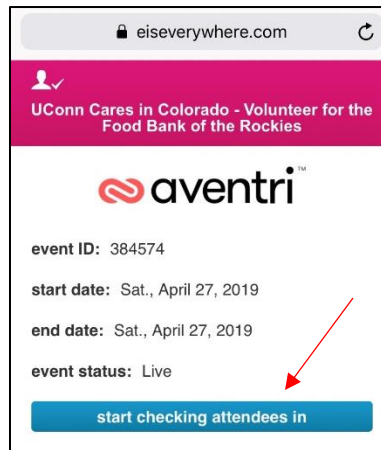


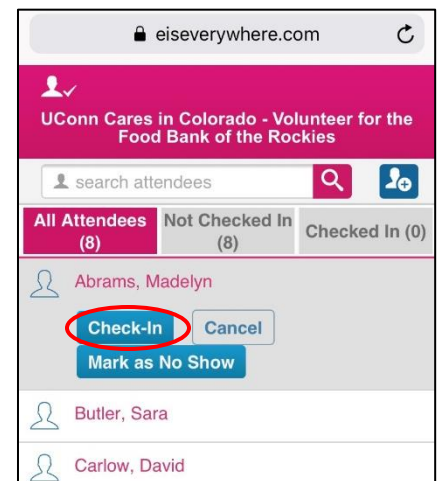
## Mobile Check-in Link Instruction

### How to Check-In Registrants

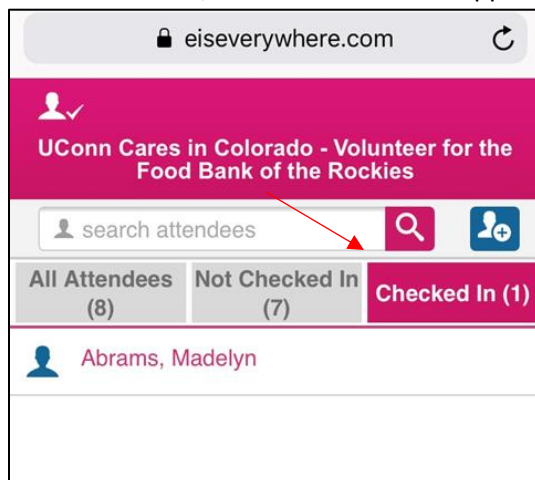
1. Click on link sent to you through email from your UConn Alumni staff liaison
2. Select **“Login”**
3. On the next screen select **“Start checking attendees in”**



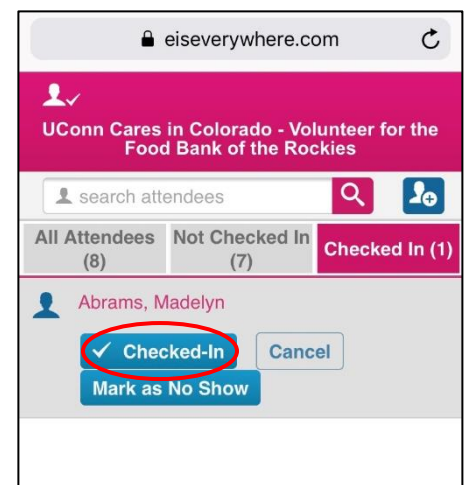
4. Once on the main screen, **select the individual** and press the blue **“Check-In”** button



5. Once checked in, their name will now appear in the **“Checked In”** tab

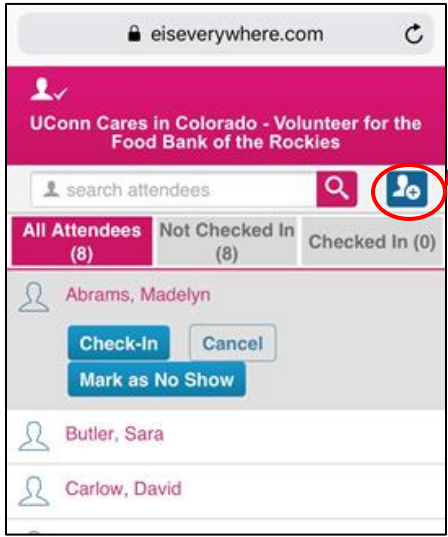


6. If you checked the wrong person in, you can undo this action by clicking on their name in the **“Checked in”** tab and re-selecting the blue **“checked in”** button

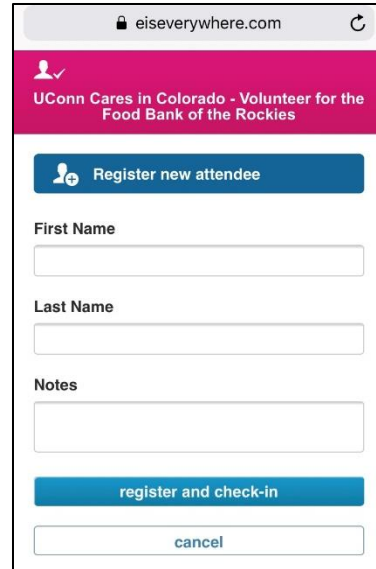


## How to Add Walk-ins

7. To add a walk-in, select the **blue plus sign** in the top right corner

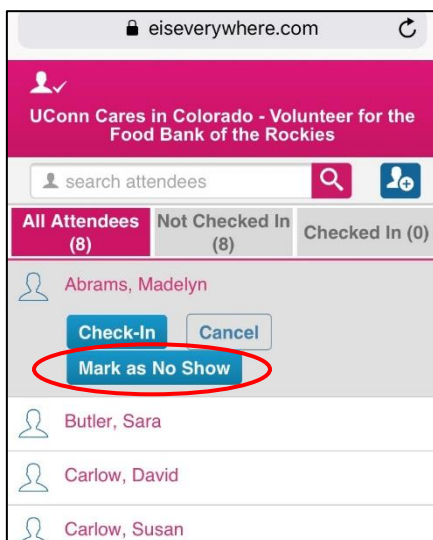


8. Add their information and Select **"Register and Check-in"**

A screenshot of the "Register new attendee" form in the eiseverywhere.com mobile application. The page title is "UConn Cares in Colorado - Volunteer for the Food Bank of the Rockies". Below the title is a blue button labeled "Register new attendee". Below that are three input fields: "First Name", "Last Name", and "Notes". At the bottom of the form are two buttons: a blue button labeled "register and check-in" and a white button labeled "cancel".

## How to Mark No-shows

9. To mark a no-show, **select their name** and click on the blue **"No Show" button**.



You are all set! No need to save or send this page. This information will update directly to UConn Alumni

