



# Event Check Ins in MINGA

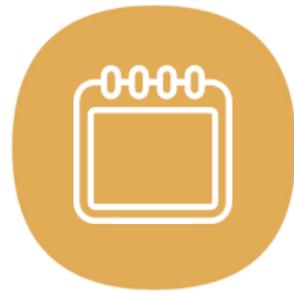
A quick guide to checking guests in to events and attendance reporting.

MINGA 7.0



# 4 Steps to Plan and Coordinate Events

1



## CREATE

Easily create your event listing and invite your guests in Minga.

2



## PROMOTE

Create and schedule promotional posts for your event on the home feed.

3



## CHECK-IN

On-site event check in & out and scan ID cards

4



## REPORT

Event attendance for reporting and on site event safety

[Creating & Promoting Events Guide](#)



[This Guide](#)

## STEP 1 - CREATE YOUR EVENT

# Create Your Event

Minga enables you to create your events calendar, promote your events, invite guests and manage on-site check-in and out from within the Minga app.

### First Steps

1. Read our guide on [Creating and Promoting Events](#) first to create your event
2. Invite guests
3. Promote your event with posts in Minga

Create events for weekly club meetings, football practice, school colors day, BBQ Friday...whatever you want to track participation for.



## STEP 2 - EVENT MANAGERS

# Add your Event Managers

Minga Owners & Managers can check guests in and out of all events in your Minga via the Event Management console.

Allow other individuals to check guests in on their device by making them an Event Manager.

1. Click your event under the Events menu in Minga
2. Click "Add" next to Event managers
3. Search for your event managers and click save

**Event Management**

Check in Check out

**Event managers** Add

 <b>0 / 26</b> Responded	 <b>0</b> Going	 <b>0</b> Tickets
 <b>0</b> Checked in	 <b>0</b> Checked out	 <b>26</b> Not checked in

**Event Manager**

Action

Add Remove

Search People

Name, ID or Email

Upload file

Barcode scanner

Scan with camera

Group

List

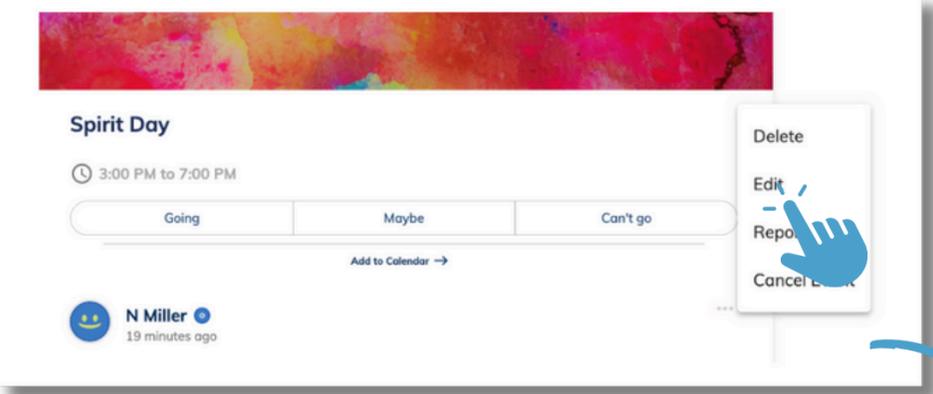
Grade

## STEP 3 - SELF CHECK IN

# Enable Self Check In

Allow students to self check in for events such as games, dances, spirit days, and prom by scanning QR Codes.

1. Click the event then hit the ellipses then select edit
2. Toggle on Enable self Check-in
3. Toggle on Restrict to a single check-in per user if you want the student to only be able to check into the event once.
4. Click Event Settings > hit View QR Code.
5. Save and Print and post accordingly in your school.



The top screenshot shows an event titled "Spirit Day" with a time of 3:00 PM to 7:00 PM. It features attendance buttons for "Going", "Maybe", and "Can't go", and an "Add to Calendar" link. A user profile for "N Miller" is shown with a "19 minutes ago" timestamp. A menu is open on the right side of the event, with the "Edit" option highlighted by a hand icon. A blue arrow points from the "Edit" option to the settings panel below.

Click **Event Settings** > hit **View QR Code**.

Enable self check-in

[View QR code](#)

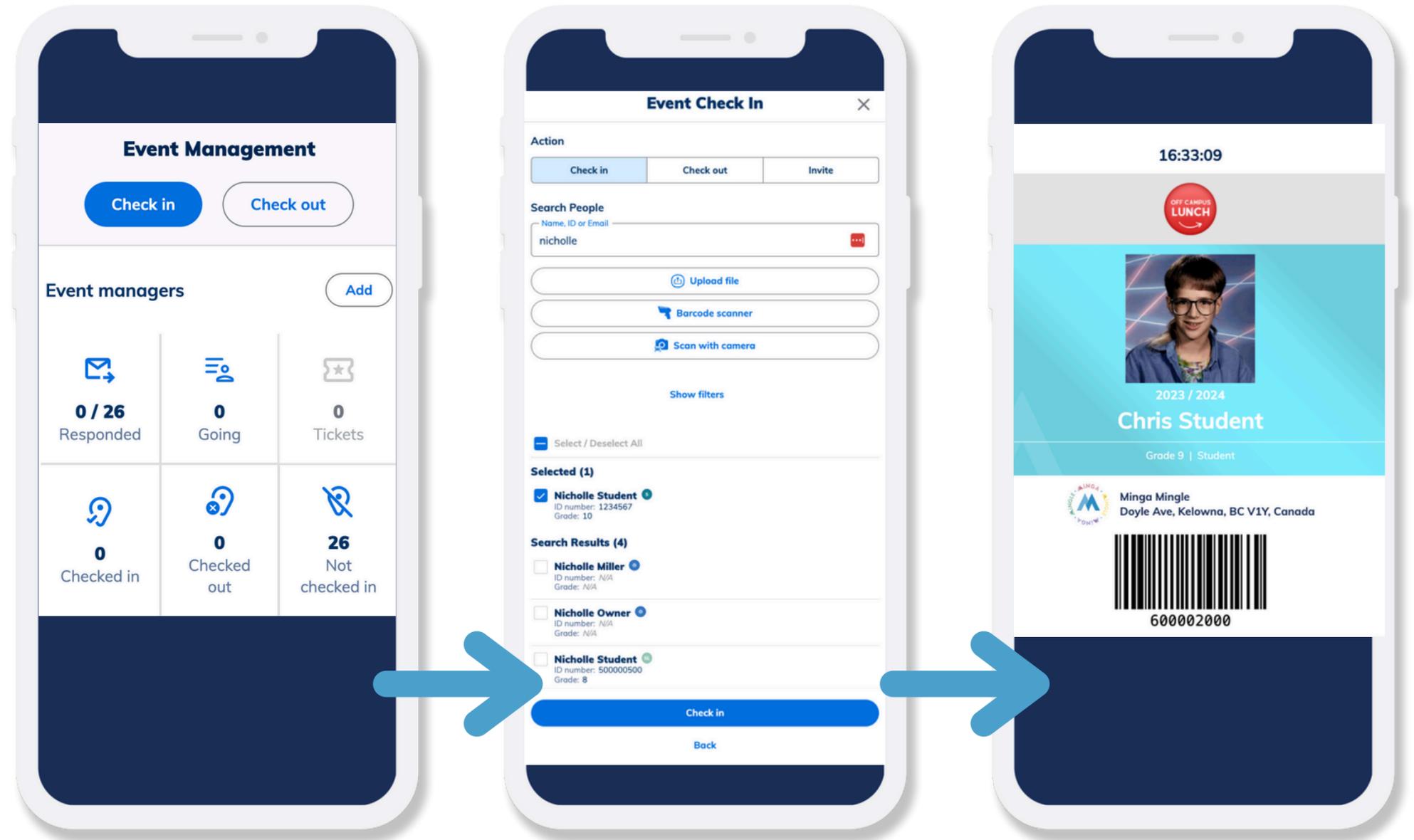
Check in code (optional)

Restrict to a single check in per user  [?](#)

# Check in your students

1. Open the Minga App
2. Go to Events and click on your event
3. Click **Check In** on the Event Management console
4. Tap the Camera icon to open your camera app
5. Scan the student's digital ID barcode from their phone
6. Confirm Check In

*If you do not see the check in option (step 3), contact your Minga administrator to become an event manager.*



## STEP 4 - CHECKING OUT

# Checking Out and Attendance Reporting

If you are also monitoring student's checking out of your event, click **Check Out** and follow the same process of scanning the Student ID barcode or searching for the name manually.

## Reporting

- Click the Checked In icon to view the report of all guests check in and out times.
- Click the three dot menu and Download CSV File to export this data.
- The 'Not Checked In' icon shows those students who have been invited or have marked as "going" but have not yet checked in.

The screenshot displays the 'Event Management' interface for a 'School Sports Fundraiser'. At the top, there are 'Check in' and 'Check out' buttons. Below this, a grid shows attendance statistics:

Event managers	Response	Going	Tickets
	22 / 26 Responded	0 Going	0 Tickets
Checked in	Checked out	Not checked in	
51	0	4	

A blue arrow points from the '51 Checked in' icon to a detailed report for 'Checked In' guests. The report includes a 'Download CSV File' button and a list of guests with their check-in and check-out times:

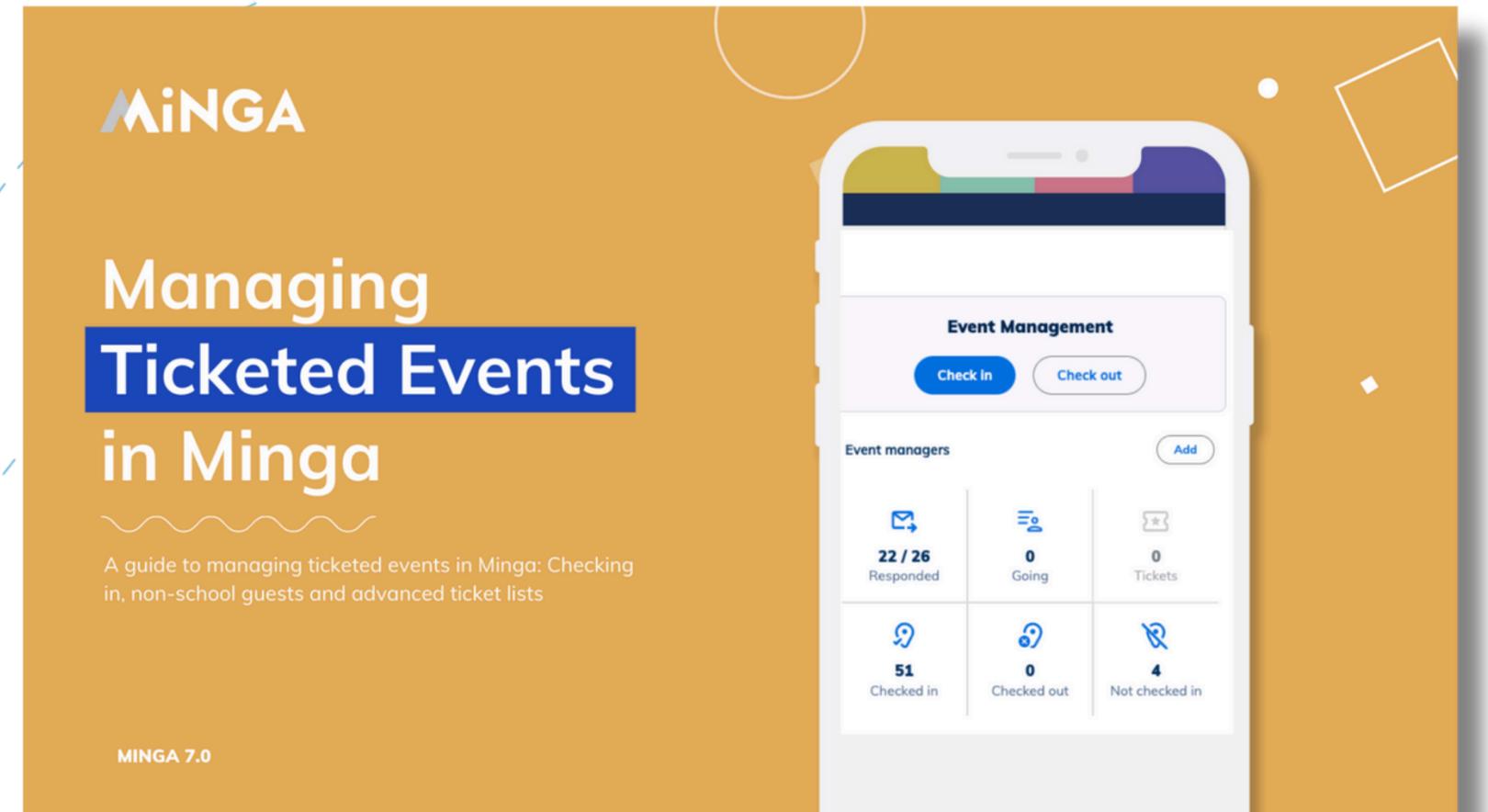
Name	Check In	Check Out
Freya Redman	11:30 AM	11:32 AM
Guest: Harry Kipper	11:30 AM	11:32 AM
Yasmin Freeman	11:23 AM	
Harry Founder	11:22 AM	11:21 AM
Georgia H	10:59 AM	
Laura Pineda	10:18 AM	
Guest: Simone Pinner	10:18 AM	

# Managing Ticketed Events

Learn more about managing check in for ticketed events in the Minga Ticketed Events Guide.

- Creating a ticketed event
- Uploading pre-purchased ticket lists
- Managing non-student guest lists
- Checking in with tickets

[View Guide](#)



# Minga Help Center

For any other support you need when setting up and using your Minga, please visit our Help Center and the knowledge base.

We host weekly training sessions on Zoom which are a great opportunity to get specific questions addressed in person. We encourage you to attend!

Visit Help Center

