Getting started with

Events Check In:
User Handbook

CATALOGUE

# CATALOGUE

Basic Intro: What We've Got

Operating System

Requires iOS 10.0 or later. Compatible with iPhone, iPad, and iPod touch and any standard browser.

Hierarchy: Understand Different User Types

Administrators: Organization Admins

Organization admins are people who can manage groups. Usually, organizations are schools or department like Tandon/SAB. **If you have a** ⚙ Org Profile **button on your left sidebar, then you are an admin of your organization.**
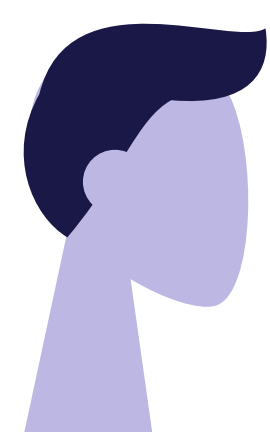
Administrators: Group Admins

Group admins are people who manage events. Usually, groups are sub departments or clubs like STIT(Student Technology and Innovation Team)/CAS Student Council.

Checkin Collectors

Checkin Collectors are people who collect checkins. They only have access to a specific event they are involved using quick check in mode, they cannot get into the system or view checkin data.

Support:
Ask us Anything!

We are open to all kinds of feedback and questions. If you have any feedback or question, please feel free to ask us on the Contact Us page.

We also have a FAQ page for some frequently asked questions.

For first users, we also have some video turorial which could be find at https://www.youtube.com/channel/UC933SY8rLpRMgkhDwXvROxA

Group Page

Organization Name

This is the organization you are viewing now.

Overview

Future Feature. Recent visited groups and events will show on this page.

Group Page

Shows all the groups under currently organization.

Statistic Page

Future Feature. Statistic analysis will be on this page.

Username

This is your log in ID. "⌄" will take you to FAQ, Contact or Log out.

Manage your groups

Click the drop down menu to change the view.

① **Enter a group**

Click group card to enter a group.

NYU Tandon ⌄

T Username ⌄

Groups

🔍 Search events or groups

Sort by   Name ▼

Overview

Group

Statistic

Org Profile

Group Name
22 people in the Group
100 Events
Group tag Group tag ...

Group Name
22 people in the Group
100 Events
Group tag Group tag ...

Group Name
22 people in the Group
100 Events
Group tag Group tag ...

Group Name
22 people in the Group
100 Events
Group tag Group tag ...

Group Name
22 people in the Group
100 Events
Group tag Group tag ...

Group Name
22 people in the Group
100 Events
Group tag Group tag ...

2

Create Events

Group Name

This is the group you are viewing now.

① Create an Event

Click this button to create a new event.

Event List

This is all the events your group have created. You can search an specific event by type in event name or by time the event starts.

◄ Group Aqaman   ⚙ Edit group profile   T Username ⌄

▦ Overview

＋ Create An Event

Events List

🔍

Now   All   Archive   Future

Strawberry Festival
Friday, Sep 12th, 2018 18:00

Strawberry Festival
Friday, Sep 11th, 2018 18:00

Strawberry Festival
Friday, Sep 10th, 2018 18:00

Strawberry Festival
Friday, Sep 9th, 2018 18:00

Strawberry Festival
Friday, Sep 11th, 2018 18:00

Strawberry Festival
Friday, Sep 10th, 2018 18:00

Strawberry Festival
Friday, Sep 9th, 2018 18:00

Strawberry Festival
Friday, Sep 11th, 2018 18:00

Strawberry Festival
Friday, Sep 9th, 2018 18:00

Strawberry Festival
Friday, Sep 11th, 2018 18:00

Group

Statistic

Org Profile

Create a Event   ⬇ Import from Engage

Event Name   Type event name

Set Tags   Type tags for this event

Time Period   Pick a start time 📅 ▶ Pick a end time 📅

Grace Hours ⓘ   Before event start | Hour | hr   After event End | Hour | hr

                  Time Period of the Event
                  Start   End
                  3/2 9:00   3/2 16:00

Use White List ⓘ   ◯ OFF

                   Create

② Import from NYU Engage*

You can also import existing events from NYU Engage using this button.

③ Fill the form

In order to create an event, you need to fill out the form.

Create an Event   🔗 Copy and paste your event url here to import. **Import**

Event Name   Type event name

④ Import from NYU Engage*

In order to import an event from Engage, simply copy and paste the event url from NYU Engage.

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White List

1 **Create an event with white list** - - - - - - - - **2** Add white list to an event

What is White List?

White list is a list of people who are allowed to come to your event. If you created an event with a whitelist, then only people on the list could be checked in. If you check in a person not on the list, there will be an alert.

You can also add a white list after creating an event, by going to the checkin data tab and toggle whitelist.

During checking in, people non-whitlist will be shown with a tag called "Non-WL". When downloading checkin data, Whitlist checkins will also be shown as a specific data section.

Set Tags | Type tags for this event

Time Period | Pick a start time ▶ Pick a end time

Grace Hours ⓘ | Before event start | Hour | hr | After event End | Hour | hr

Time Period of the Event
Start 3/2 9:00
End 3/2 16:00

① **Use White List**

Toggle white list if you want to create an event with white list.

Use White List ⓘ OFF

Create

② **Type down white list member**

Type down the NetID of white list people in the input box, then create event.

Use White List ⓘ ON

White List

* Type down the Net ID and use "," , ";" or a space to seperate the IDs.

yhl437, rl1188, jfk1124, ffw2283, yhl437, rl1188, jfk1124, ffw2283, yhl437, rl1188, jfk1124, ffw2283, yhl437, rl1188, jfk1124, ffw2283, yhl437, rl1188, jfk1124, ffw2283, yhl437, rl1188, jfk1124, ffw2283, ffw2283, yhl437, rl1188, jfk1124, ffw2283, ffw2283, yhl437, rl1188, jfk1124, ffw2283

Create

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White List

① Create an event with white list - - - - - - - - ② Add white list to an event

① Select an event

Click the event you want to add white list to.

+ Create An Event

Events List

🔍

| Now | All | Archive | Future |

Strawberry Festival
Friday, Sep 12th, 2018 18:00

Strawberry Festival
Friday, Sep 11th, 2018 18:00

Strawberry Festival
Friday, Sep 10th, 2018 18:00

Strawberry Festival
Friday, Sep 9th, 2018 18:00

Strawberry Festival
Friday, Sep 11th, 2018 18:00

CHECKIN DATA (12)   WHITE LIST ON ⬤

Search 🔍   ⬇ Download for OrgSync   ⬇ Download Raw CSV   + Add Check In

* White list is a list of people who are allowed to come to your event.
There is no member in the white list.

+ Add Member

② Add White List to an event

Toggle white list here in event detail page.

② Add white list member

Click the button to add people to the white list.

Add White List   ✕

Please enter Net IDs, use comma to seperate the IDs.

yhl437, ffg9947, jjhh888, idu999, hh1894, bn23875,
jj8830

Create

③ Type down white list member

Add white list member by typing down NetIDs. Click Create to finish adding members.

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Collect Checkins: RFID/Swiper Check in

① **Start** - - - - - - - - **②** RFID Check in

① **Select an event**

Click the event to start collecting checkins.

+ Create An Event

Events List

🔍

Now | All | Archive | Future

Strawberry Festival
Friday, Sep 12th, 2018 18:00

Strawberry Festival
Friday, Sep 11th, 2018 18:00

Strawberry Festival
Friday, Sep 10th, 2018 18:00

Strawberry Festival
Friday, Sep 9th, 2018 18:00

Strawberry Festival
Friday, Sep 11th, 2018 18:00

Event Info   ✎ Edit   🗑 Delete

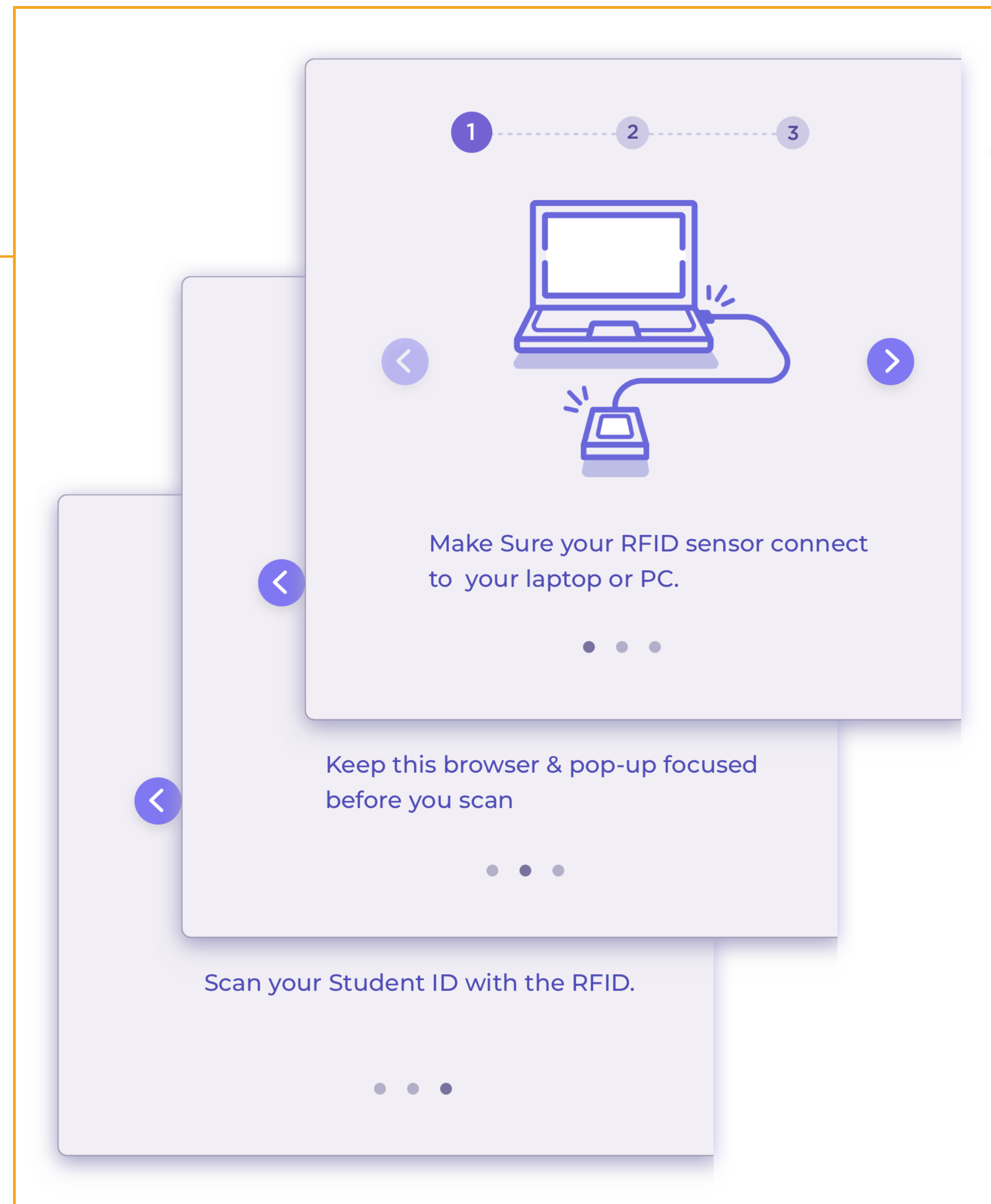| Event Name | **Hey BBQ** |
Open	Monday, June 25, 2018 7:00 am
Close	Monday, June 25, 2018 5:00 pm
Grace Hour	Before start: 2 hours After end: 1.5 hours
Access Code	Asnneihg-llies2499-qlubrks-37ry Copy

RFID/Swiper Checkin

② **Start RFID/Swiper Checkin**

After connect RFID/swiper with your computer, start collecting checkins by click this button.

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Collect Checkins: RFID/Swiper Check in

1 Start - - - - - - - - **2** RFID Check in

① Instructor

Follow the instructors to set up your RFID/Swiper and your computer.

Make Sure your RFID sensor connect to your laptop or PC.

Keep this browser & pop-up focused before you scan

Scan your Student ID with the RFID.

✓ **Albert Thomas** just successfully checked in! ✕

Collecting

Please **keep this pop-up open** to ensure that you can scan ID cards successfully.

✓ Albert Thomas   ✓ Sam Williams   ✓ Yu-Hsuan Lin
✓ Tianyue Wu

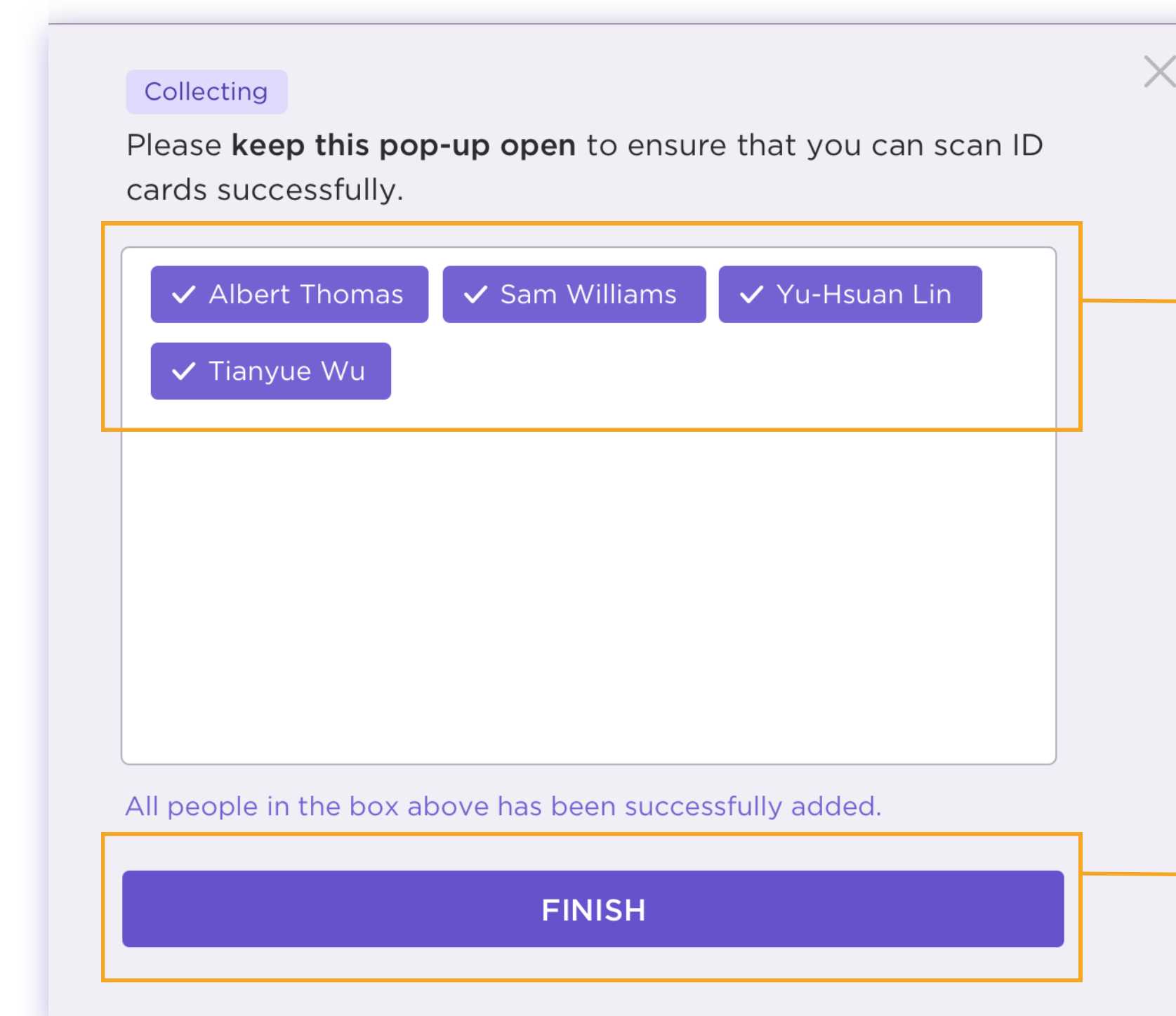All people in the box above has been successfully added.

FINISH

② Succesfully checked in alert

When successfully check in a person, you will get an confirmation like this on your screen.
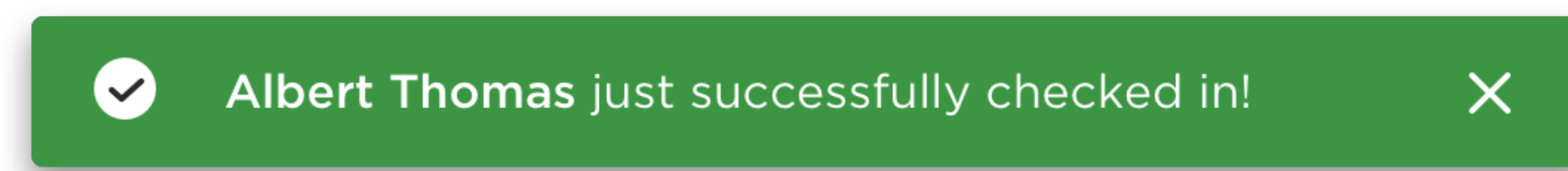
③ Checkin records

All the people you have checked in will be shown at here.

④ Finish RFID checking in

Click FINISH to safely add your RFID checkin data into your database.

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Collect Checkins: Manually Check in

1 **NYU Student** - - - - - - - - - **2** Guest

CHECKIN DATA (12)   WHITE LIST OFF

| Student ID 12 | | | Guest 12 |

Search

⬇ Download for OrgSync   ⬇ Download Raw CSV   + Add Check In

Name	Check In Time	Check Out Time	Collector	Manage
▼ Tianyue Wu	06/29/18 3:25 PM	06/29/18 5:39 PM	Tianyue Wu	Edit Delete
▼ Xhi Eu	06/29/18 3:25 PM	⬅ Check Out	Mona	Edit Delete

① **Add Check in manually**

If the student forgot to bring his/her ID, you can choose to add checkins manually.

Manually Check In

* Type in the Net ID and use ",", ";" or a space to seperate the IDs.

Tianyue Wu   Abc Deff   Ghi Jklm ✕

Cancel   Check In

② **Type in Net ID**

Type in student NetID and use ",", ";" or a space to seperate the IDs. You can also delete a checkin by click the cross btn.

④ **Check in**

Click Check in to check the people in. If you don't want to check in them, click cancel to exit the pop up window.

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Collect Checkins: Manually Check in

1 NYU Student - - - - - - - 2 Guest

CHECKIN DATA (12)	WHITE LIST OFF

Student ID 12	Guest 12

| Search | | Download Guest Checkins | + Add Check In |

ID/Email	Name	Check In Time	Check Out Time	Manage
wty@abc.com	Tianyue Wu	06/29/18 3:25 PM	06/29/18 5:39 PM	Edit Delete
abcd.ef@ghil.com	Lu	06/29/18 3:25 PM	Check Out	Edit Delete

1 **Add Check in manually**
Change to guest tab, click Add Check In button.

CHECKIN DATA (12)	WHITE LIST

Student ID 12	Guest 12

| Search | | Download Guest Checkins | + Add Check In |

ID/Email	Name	Check In Time	Check Out Time	Manage
		-	-	Check in
wty@abc.com	Tianyue Wu	06/29/18 3:25 PM	06/29/18 5:39 PM	Edit Delete
abcd.ef@ghil.com	Lu	06/29/18 3:25 PM	Check Out	Edit Delete

2 **Type in guest info to check in**
Enter the guest's email and name to check in.

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Manage Checkins

① Checkin Data Tab

Click the tab to see checkin data. All checkins would be in this tab.

② Choose type of checkins

You can view NYU checkins and Guest checkins.

③ Search checkin data

Use this search bar to search a person's checkin data.

⑤ Download Checkin data

You can download checkin data for further analysis. We will also have a new feature for statistic soon.

**⑥ Edit Checkin data**

You can edit or delete checkin data.

CHECKIN DATA (12)   WHITE LIST OFF

Student ID 12	Guest 12

Search

Download for OrgSync   Download Raw CSV   + Add Check In

Name	Check In Time	Check Out Time	Collector	Manage
⌄ Tianyue Wu	06/29/18 3:25 PM	06/29/18 5:39 PM	Tianyue Wu	Edit Delete
⌄ Xhi Eu	06/29/18 3:25 PM	Check Out	Mona	Edit Delete

④ See Checkin details

Use this arrow to see checkin details of the person.

⑦ Check out

Check out people by click this data.

⌄ Tianyue Wu	06/29/18 3:25 PM	06/29/18 5:39 PM	Tianyue Wu	Edit Delete
⌃ Xhi Eu	06/29/18 3:25 PM	Check Out	Mona	Edit Delete
N Number	N12345678			
NetID	xe1234			
Email	xe1234@nyu.edu			
Affiliation	Tandon School of Engineering			

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Manage your Organization
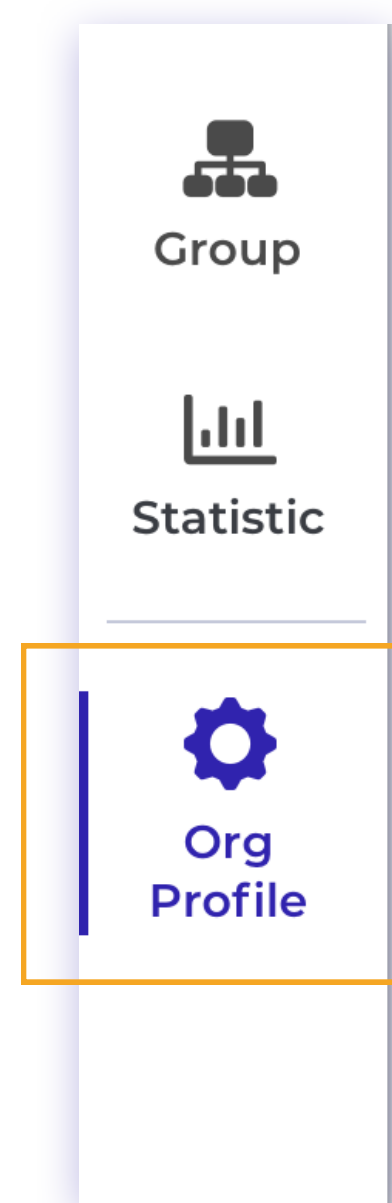
① Edit Org Profile
Click "Org Profile" to start editting your organization profile.

② Add a new member
To add a new member for your organization, click this.

Group

Statistic

Org Profile

Members in NYU Tandon (22)

+   Add a new member   ›

T   **Tianyue**
tw1620@nyu.edu   ✎ Edit

J   **John Doe**
tw1620@nyu.edu   ✎ Edit

J   **John Doe**
tw1620@nyu.edu   ✎ Edit

---

③ Fill in the form
Type in the new member's NetID and Name, then hit Submit.

Members in NYU Tandon (22)

✎   [NetID]   [Name]   Submit

T   **Tianyue**
tw1620@nyu.edu   ✎ Edit

J   **John Doe**
tw1620@nyu.edu   ✎ Edit

J   **John Doe**
tw1620@nyu.edu   ✎ Edit

④ Edit Org member
This is where you can change the email address and name of an org member.
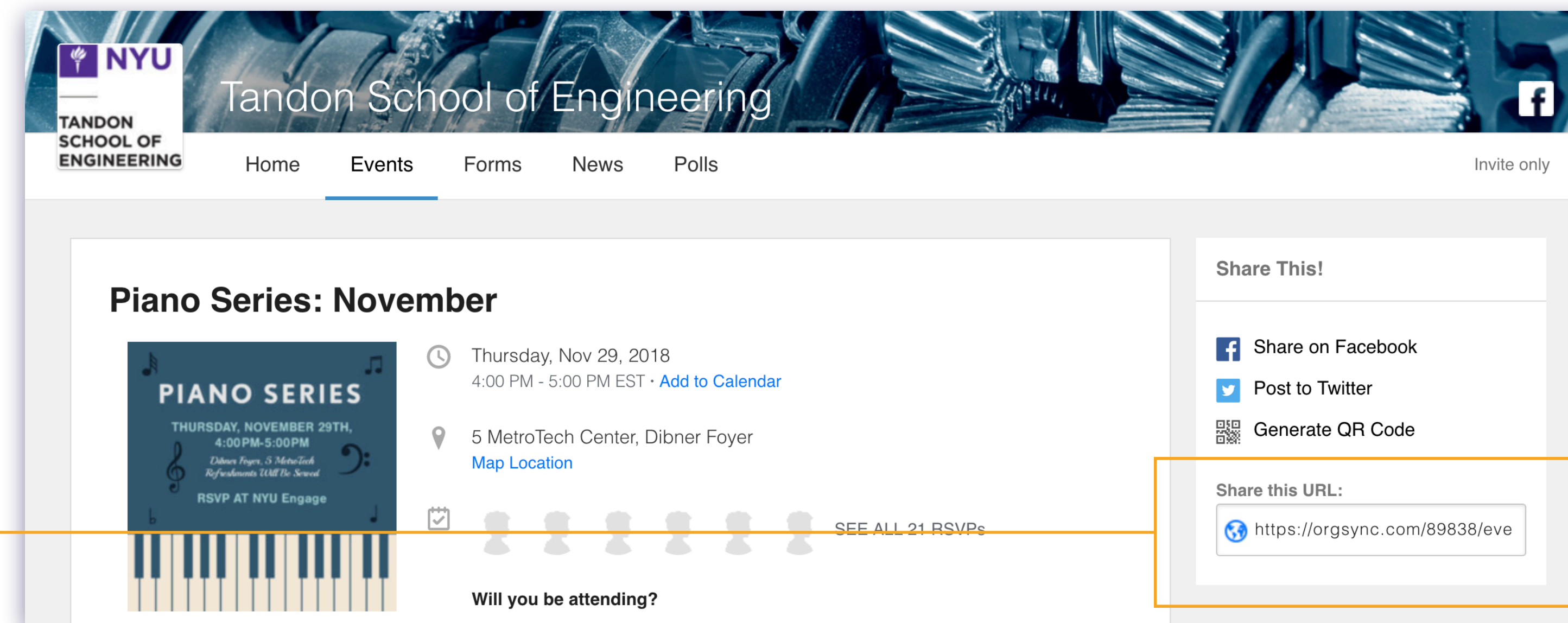
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Sync groups to your Organization

What is Sync?

By synchronizing a group from NYU Engage, you can have all the events from the group synchronized in your ECI group. Once linked, it will be automatic update from Engage and back to Engage every 5 minutes.

Example: You have an Engage group Alice and a ECI group Bob. Once linked, all the events under Alice will be created under Bob, and all the checkin data will be synchronized. You can collect checkins from Bob and it will update to Alice. But the events created by Bob itself will not be created under Alice.
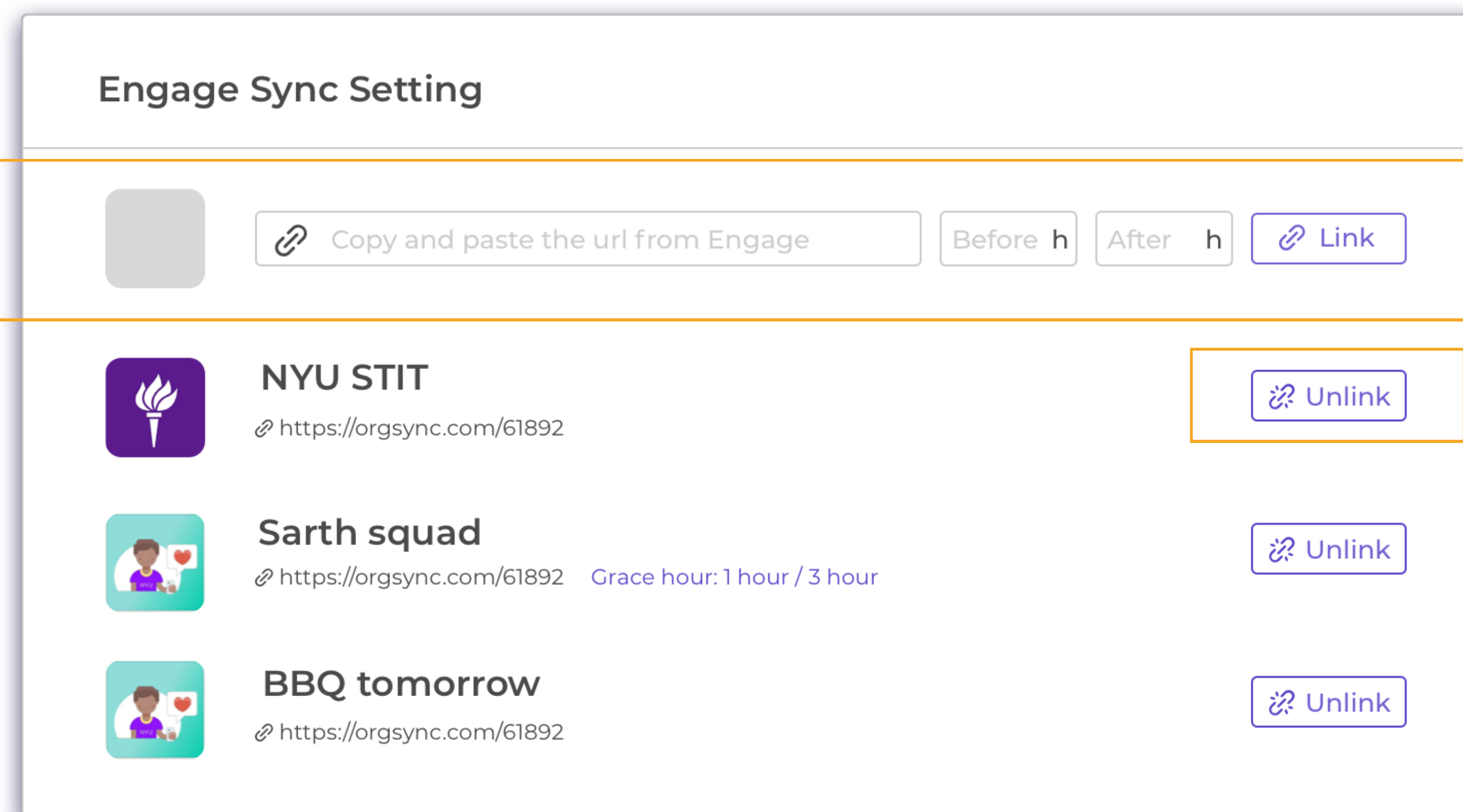
Tandon School of Engineering

Home   Events   Forms   News   Polls   Invite only

Piano Series: November

PIANO SERIES
THURSDAY, NOVEMBER 29TH,
4:00PM-5:00PM
Dibner Foyer, 5 MetroTech
Refreshments Will Be Served
RSVP AT NYU Engage

Thursday, Nov 29, 2018
4:00 PM - 5:00 PM EST · Add to Calendar

5 MetroTech Center, Dibner Foyer
Map Location

SEE ALL 21 RSVPs

Will you be attending?

Share This!

Share on Facebook
Post to Twitter
Generate QR Code

Share this URL:
https://orgsync.com/89838/eve

① **NYU Engage**

Go to NYU Engage, find the group you want to sync, copy the link.

Engage Sync Setting

② **Sync your group**

Paste the url from Engage, add then click link.

Copy and paste the url from Engage | Before h | After h | 🔗 Link

③ **Unlink a group**

If you want to unlink a group from Engage, click this button.

NYU STIT
🔗 https://orgsync.com/61892   🔗 Unlink

Sarth squad
🔗 https://orgsync.com/61892   Grace hour: 1 hour / 3 hour   🔗 Unlink

BBQ tomorrow
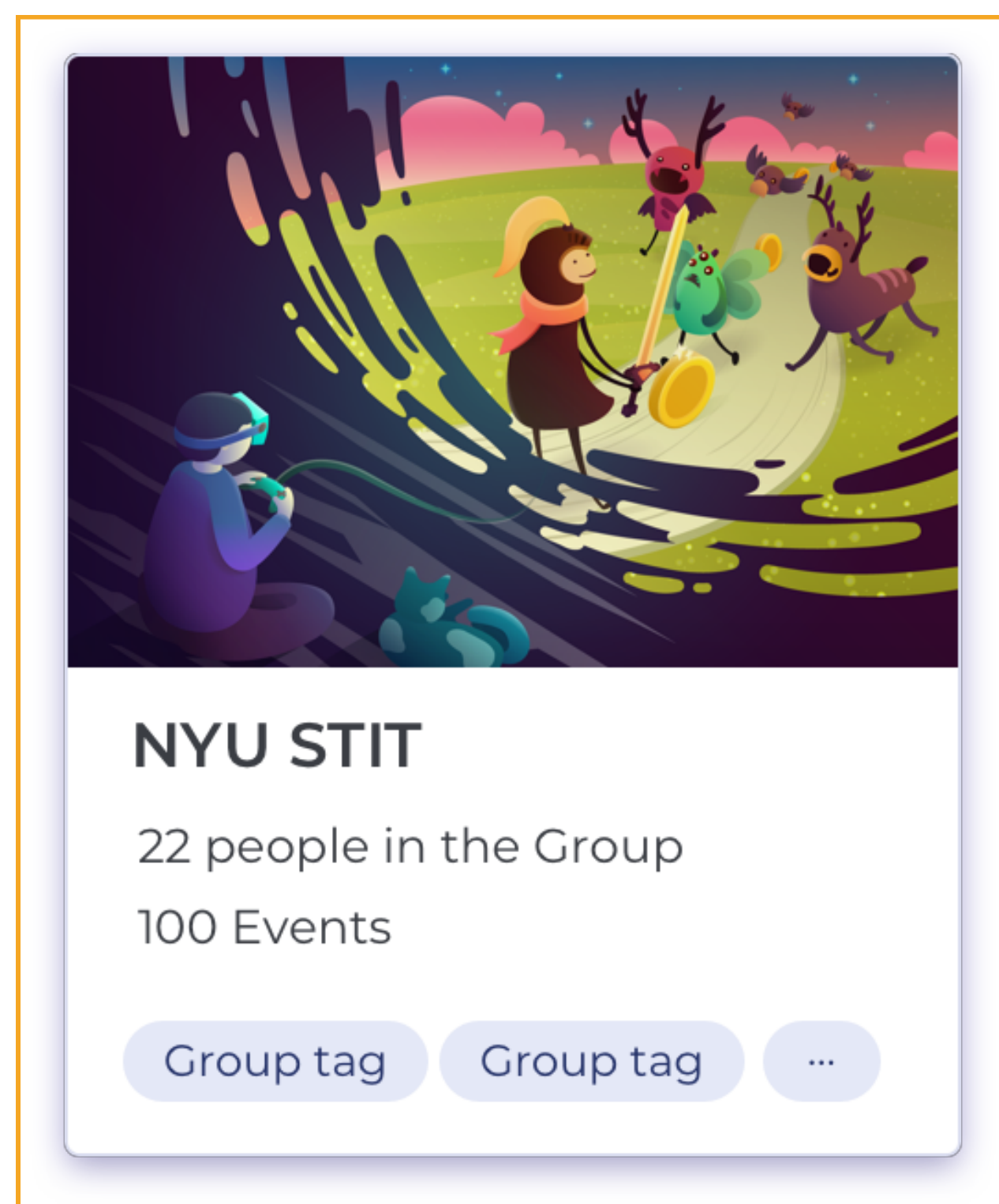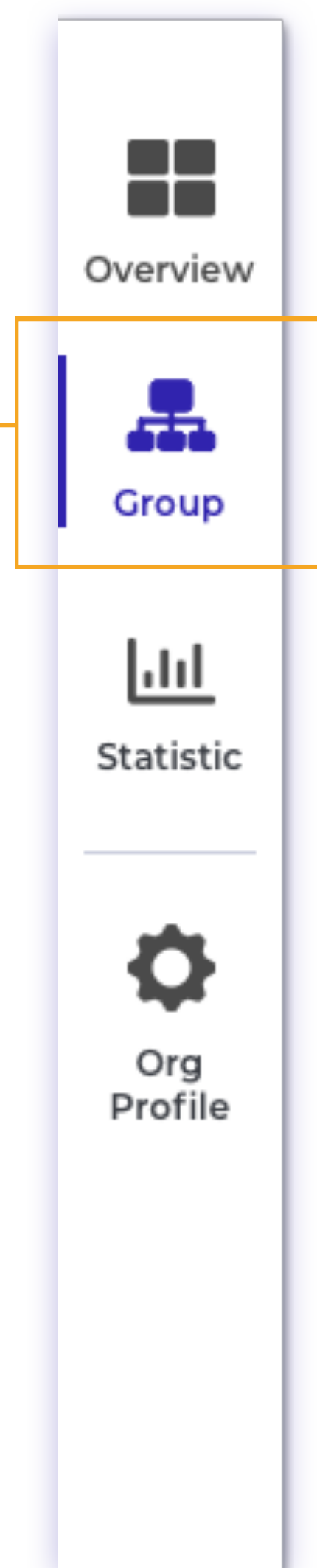🔗 https://orgsync.com/61892   🔗 Unlink

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Manage your Group

1 Edit Group Profile - - - - - - - - 2 Change settings

1 **Group Page**

Click "Org Profile" to start editting your organization profile.

Overview

Group

Statistic

Org Profile

NYU STIT

22 people in the Group
100 Events

Group tag   Group tag   ...

2 **Add a new member**

To add a new member for your organization, click this.

◄   NYU STIT   ⚙

3 **Edit Group Profile**

Click "Org Profile" to start editting your organization profile.

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Manage your Group

1 Edit Group Profile - - - - - - - - 2 Change settings

Name
NYU STIT

Category
Media and Publication

Events Created
29

Total Check In
1530

⬇ Download

My Role
Super Admin ⓘ

✏ Edit group info

① **Edit Group Info**
Click this button to change basic settings of your group.

② **Edit info**
You can change your group name and category.

③ **Update changes**
Once you finished editing, click update to keep the group info up to date.

Name
NYU STIT

Category
Media and Publication

Events Created
29

Total Check In
1530

My Role
Super Admin ⓘ

Update Group Info

Members in STIT (22)

➕ Add a new member ›

Tianyue
tw1620@nyu.edu
✏ Edit

John Doe
tw1620@nyu.edu
✏ Edit

④ **Add a new member**
When you want to add a new member to your group, click this.

Members in STIT (22)

✏ NetID | Name | Submit

Tianyue
tw1620@nyu.edu
✏ Edit

John Doe
tw1620@nyu.edu
✏ Edit

⑤ **Fill the form**
Type in the new member's NetID and Name, then click Submit to add the person into your group.

⑥ **Edit Group member**
This is where you can edit a member's profile or remove a person from your group.

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Quick Check In

1 Enter Quick Check In Mode - - - - - - - - **2** Start Check In

What is Quick Check In?

Quick Check In is a check in mode for checkin collectors. In quick check in mode, checkins are only shows as name and check in time. Checkin collectors have no access to checkin details.

You can go to quick check in mode by type in your event access code. Access code will be sent to you by your group admin or org admin.
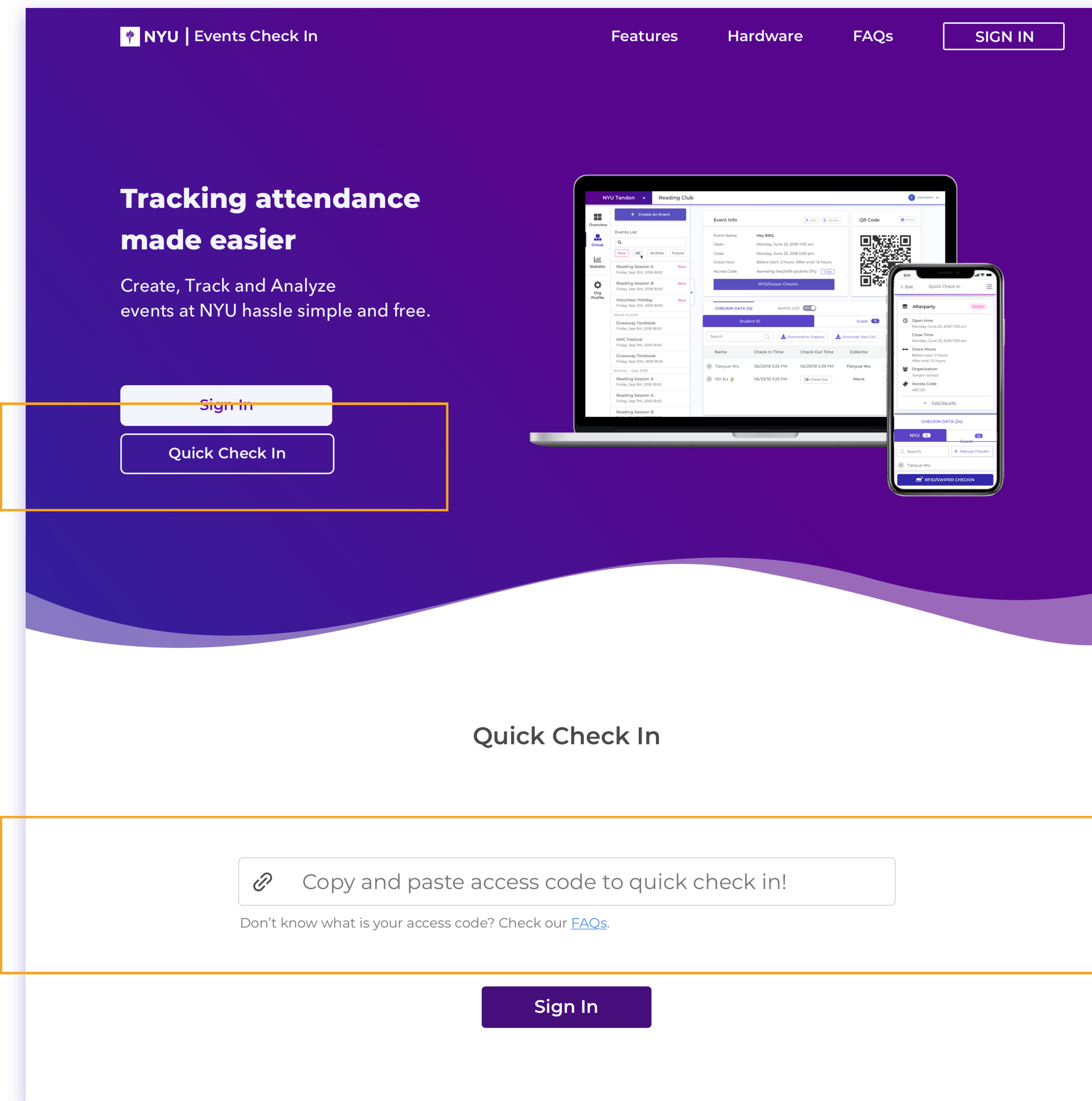
Please note that you can only enter quick check in mode within the event opening time. If you want to check in people before the event start, change the grace time in event info.

1 **Enter Quick Check In**

Click this button to enter Quick Check In mode.

2 **Type in Access Code**

Type in the access code of your event, hit enter to enter the event.

NYU | Events Check In   Features   Hardware   FAQs   SIGN IN

Tracking attendance made easier

Create, Track and Analyze events at NYU hassle simple and free.

Sign In

Quick Check In

Quick Check In

Copy and paste access code to quick check in!

Don't know what is your access code? Check our FAQs.

Sign In

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Quick Check In

1 Enter Quick Check In Mode - - - - - - - - **2** Start Check In

NYU | Events Check-in   Quick Check In Mode   T tw1620@nyu.edu

Hey BBQ `Active` * Please contact group manager if you want to edit this event.

Orginzation	NYU STIT
Open	Monday, June 25, 2018 7:00 am **Close** Monday, June 25, 2018 5:00 pm
Grace Hour	Before start: 2 hours After end: 1.5 hours

RFID/Swiper Checkin

① RFID/Swoper Check In

Click this button to start check in people using RFID/ Swiper.

Checkin Data   White List `ON`

Student ID `12`   Guest `12`

Search   + Manual Check In

Name	Check In Time	Check Out Time	Collector	Manage
Tianyue Wu	06/29/2018 3:25 PM	06/29/2018 5:39 PM	Tianyue Wu	Edit Delete
Xhi Eu	06/29/2018 3:25 PM	Check Out	Mona	Edit Delete

> To learn more about RFID check in, please turn to page 6.
>
> To learn more about Manually check in, please turn to page 8.

② Manually Check In

Start manually check in by clicking this button.

③ Checkins

Here are checkin records. Checkin colloectors can only see names and check in time.

Hey BBQ `Close`

Orginzation	NYU STIT
Open	Monday, June 25, 2018 7:00 am **Close** Monday, June 25, 2018 5:00 pm
Grace Hour	Before start: 2 hours After end: 1.5 hours

RFID/Swiper Checkin

Sorry, this event has already closed! To change close time of this event, please contact event organizers or group admins.
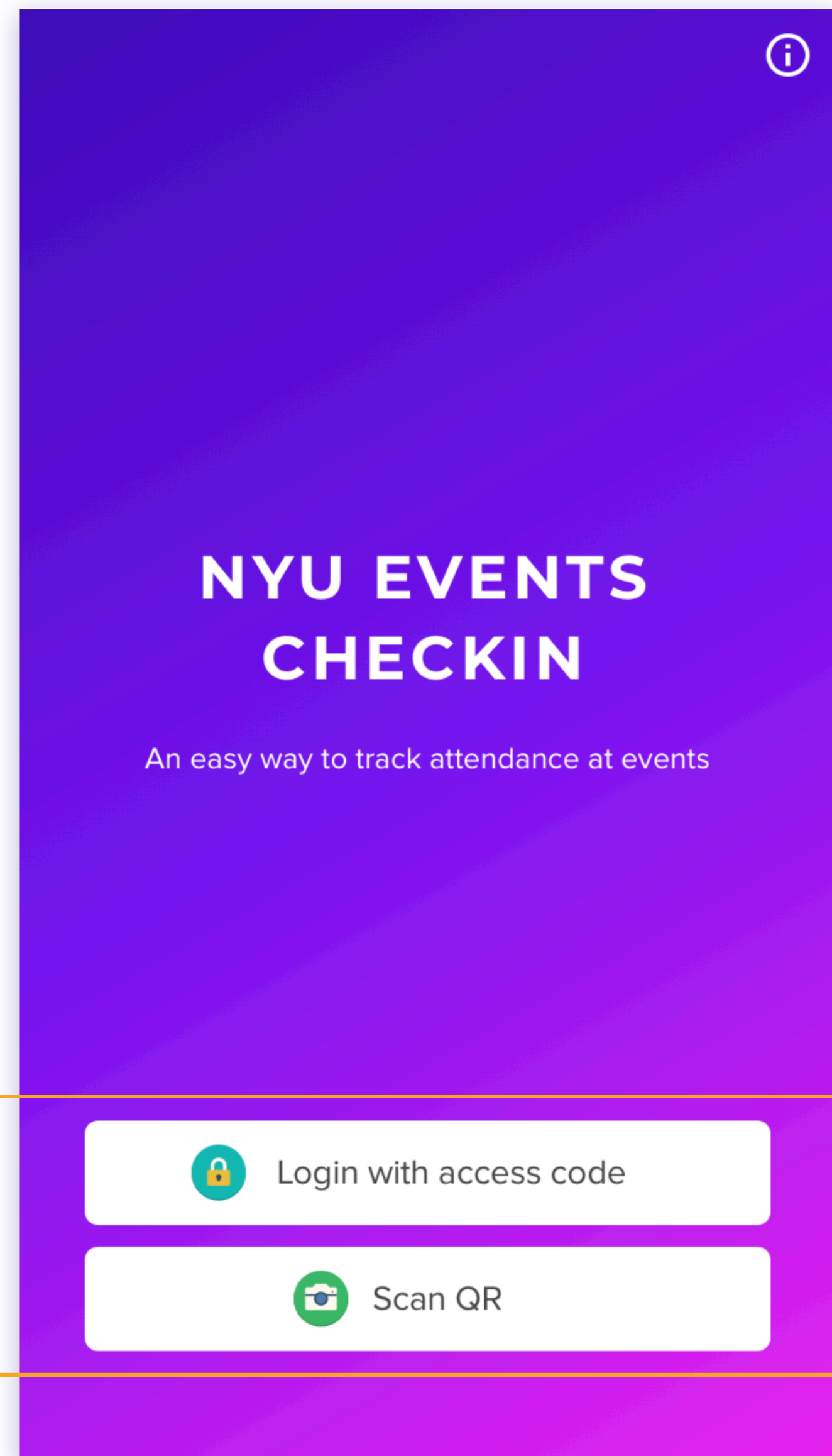
④ Event Close Alert

If the event is already closed, you will see this on your screen. To change the starting time and closing time, please contact a group admin or an org admin.

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Events Check In iOS App

① Enter Quick Check In Mode - - - - - - - - ② **Start Check In**

NYU Events Check In is now on iOS App Store. Currently, it requires iOS 10.0 or later. Compatible with iPhone, iPad, and iPod touch.
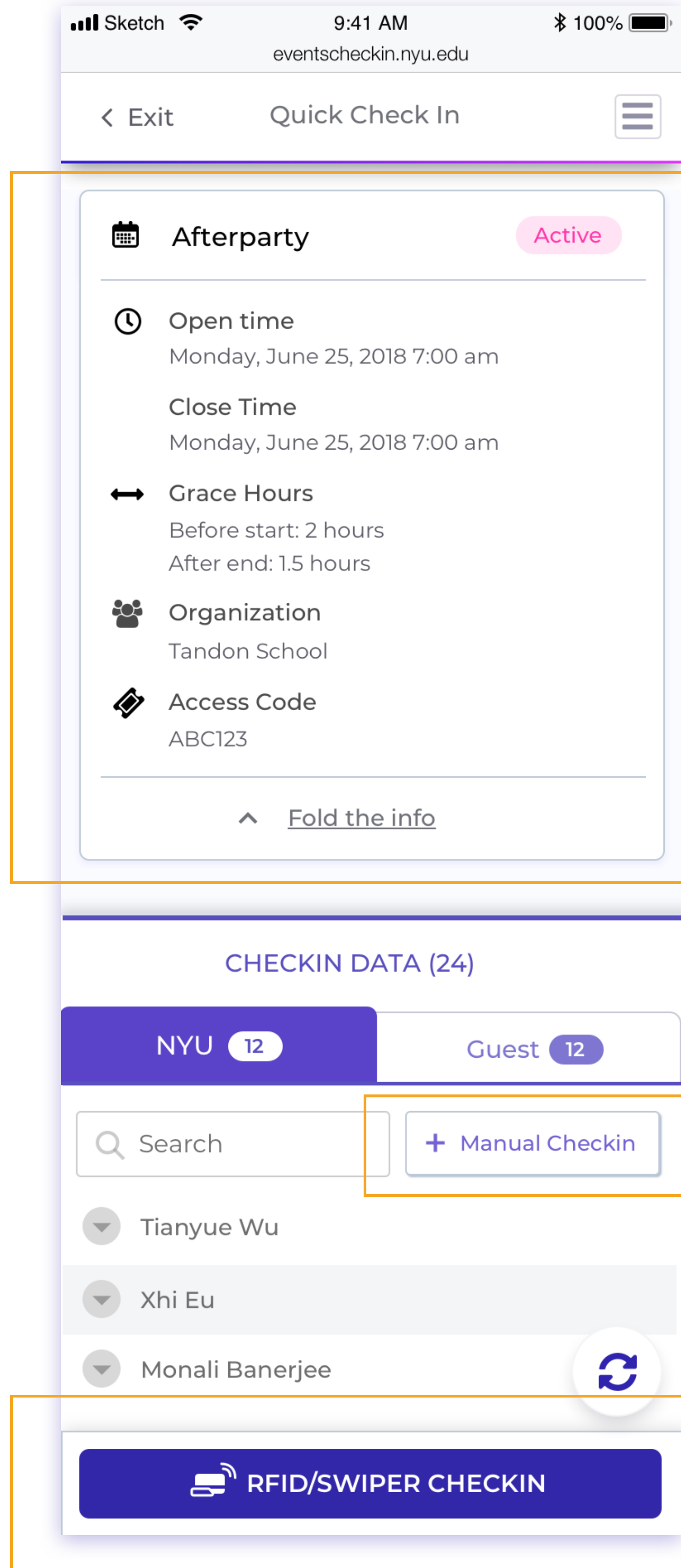
For more information, check our app at https://itunes.apple.com/us/app/nyu-events-check-in/id1256024271?mt=8

NYU EVENTS CHECKIN

An easy way to track attendance at events

🔒 Login with access code

📷 Scan QR

① **Start with access code or QR**

Start to check in by using access code or scaning QR code.

* We are working on Adroid Application. Please stay tuned to our next step ^ ^

Sketch 9:41 AM ⚡ 100% 🔋
eventscheckin.nyu.edu

‹ Exit Quick Check In ☰

📅 **Afterparty** Active

🕐 Open time
Monday, June 25, 2018 7:00 am

Close Time
Monday, June 25, 2018 7:00 am

↔ Grace Hours
Before start: 2 hours
After end: 1.5 hours

👥 Organization
Tandon School

🎟 Access Code
ABC123

⌃ Fold the info

CHECKIN DATA (24)

NYU 12 | Guest 12

🔍 Search | + Manual Checkin

⌄ Tianyue Wu

⌄ Xhi Eu

⌄ Monali Banerjee 🔄

📶 **RFID/SWIPER CHECKIN**

② **Event info**

You can fold or unfold event information.

③ **Manually check in**

Start to manually check in people by click this button.

④ **RFID/Swiper check in**

Start RFID/Sqiper check in by clicking this button, then follow the instructor showed on the pop up.

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