

b e Oa M ab e L T

events.francis.edu and log-in

Find the event for which you are checking people in and click on the event

Select Organizer check-in (this can only be done 72 hours prior to the start of the event)

b e ab M T

- Top right corner select scan tickets
- Using your mobile device camera you will be able to scan tickets
- If someone has forgotten their ticket you can search in the box 'search attendee name or conf done 72