On Mobile / Lap top/ Tablet
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)

Mobile/Tablet
- 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 confirmation code' and once you find their name or code manually check them in
- To issue a ticket that is free or a guest is paying via cash or check you can 'issue ticket' at the top right corner of the screen.
  - *Permission from the event coordinator is required*
- If someone wishes to purchase a ticket and pay via credit card they must do so at events.francis.edu on their mobile phone or at a kiosk (a tablet or laptop issued by SFU)

Laptop using an external scanner
- Put the cursor in the 'search attendee name or confirmation code' and scan their ticket using the external scanner
- The attendee code will appear in the box
- Select check-in
- If someone has forgotten their ticket you can search in the box 'search attendee name or confirmation code' and once you find their name or code manually check them in
- To issue a ticket that is free or a guest is paying via cash or check you can 'issue ticket' at the top right corner of the screen.
  - *Permission from the event coordinator is required*
- If someone wishes to purchase a ticket and pay via credit card they must do so at events.francis.edu on their mobile phone or at a kiosk (a tablet or laptop issued by SFU)