



Event Check Ins in MINGA

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

MINGA 6.10.0



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 'Managers' then 'Add'
3. Search for your event managers and click save

The image shows a screenshot of the 'Event Management' console. At the top, there are two buttons: 'Check In' (blue) and 'Check Out' (red). Below these are six statistics cards arranged in a 2x3 grid:

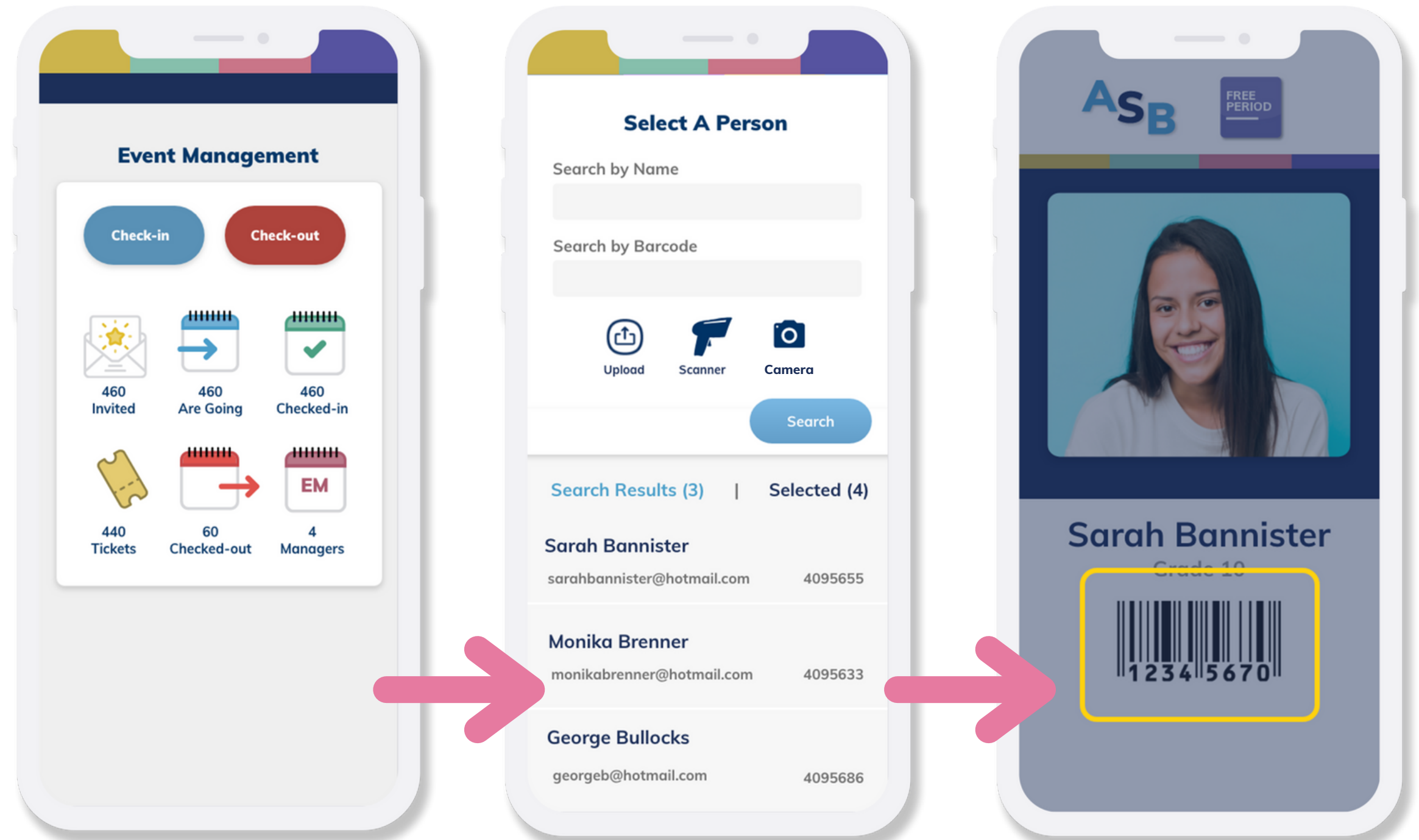
- Invited: 0 (Icon: envelope with star)
- Are Going: 0 (Icon: calendar with checkmark)
- Have Tickets: 0 (Icon: yellow ticket)
- Checked In: 0 (Icon: calendar with blue arrow)
- Checked Out: 0 (Icon: calendar with red arrow)
- Managers: 0 (Icon: person with gear)

A hand cursor is pointing at the 'Managers' card. A red arrow points from this card to a search modal below. The modal has a 'Close' button, a search bar, and three icons: 'Upload', 'Scan', and 'Camera'. Below the search bar is a section titled 'FILTER YOUR AUDIENCE' with three dropdown menus for 'Group', 'Grade', and 'Role'. A 'Search' button is at the bottom right of the modal. To the right of the modal, there is a search results area with 'Results (0)' and 'Selected (0)', a magnifying glass icon, and the text 'Start Your Search.'.

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.



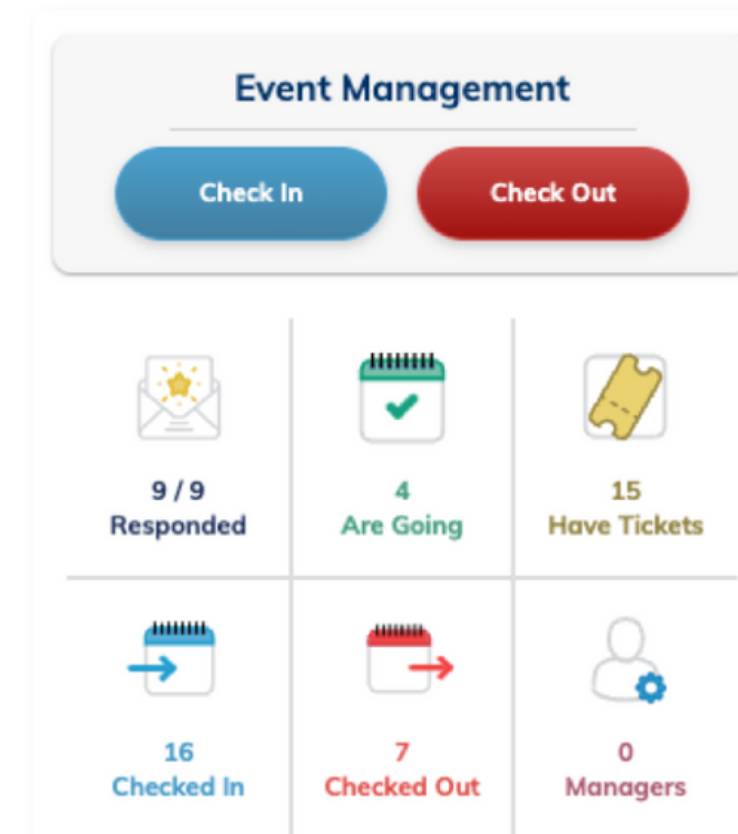
STEP 4 - CHECKING OUT

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.

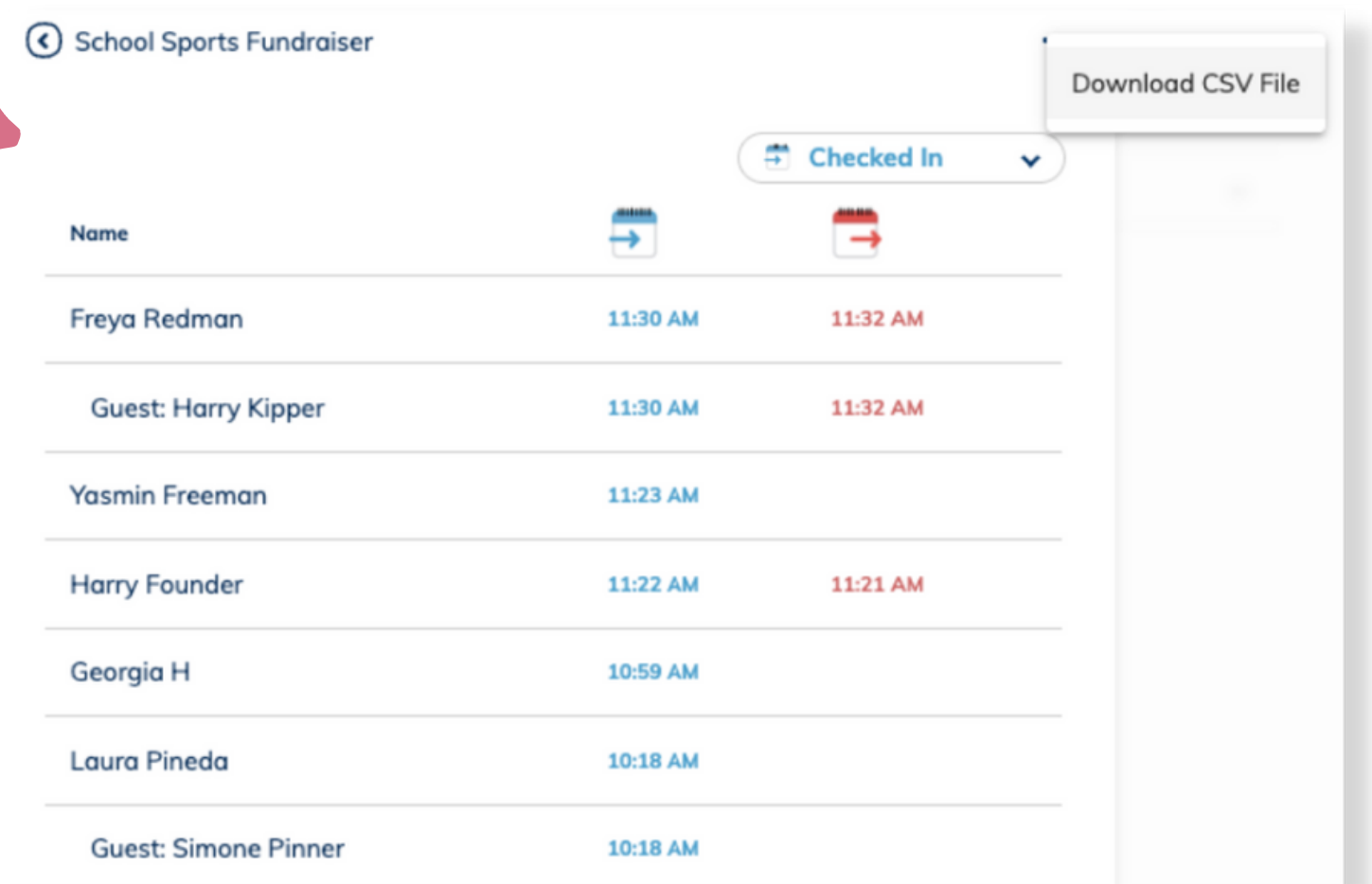
Reporting

- 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 Event Management dashboard features a header with 'Event Management' and two buttons: 'Check In' (blue) and 'Check Out' (red). Below are six statistics cards in a 2x3 grid:

Icon	Value	Label
Envelope with star	9 / 9	Responded
Calendar with checkmark	4	Are Going
Yellow ticket	15	Have Tickets
Calendar with blue arrow	16	Checked In
Calendar with red arrow	7	Checked Out
Person with gear	0	Managers



The screenshot shows the 'Checked In' report for a 'School Sports Fundraiser' event. A red arrow points from the 'Checked In' icon in the dashboard to this report. The report includes a 'Download CSV File' button and a table of guest check-in and check-out times.

Name	Checked In	Checked 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!

You can also reach out to us directly for help at support@minga.io

