



Event Check Ins in Minga

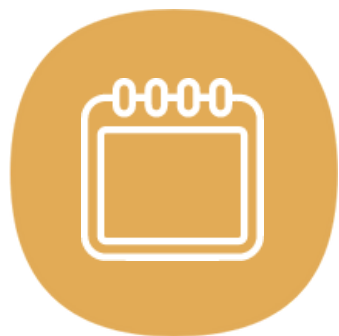
A quick guide to checking guests in to events and attendance reporting.

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 inCheck out

Event managers

Add

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

Event Manager

Action

AddRemove

Search People

Name, ID or Email

Upload file

Barcode scanner

Scan with camera

Group

List

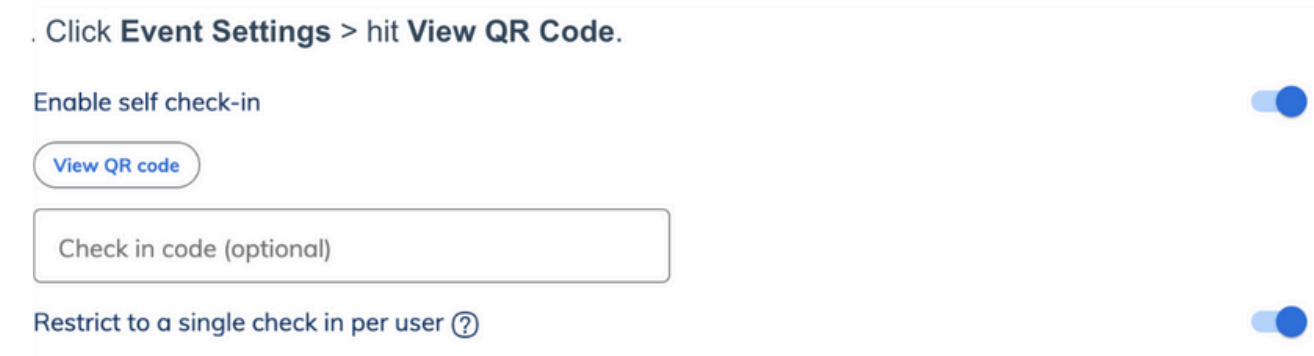
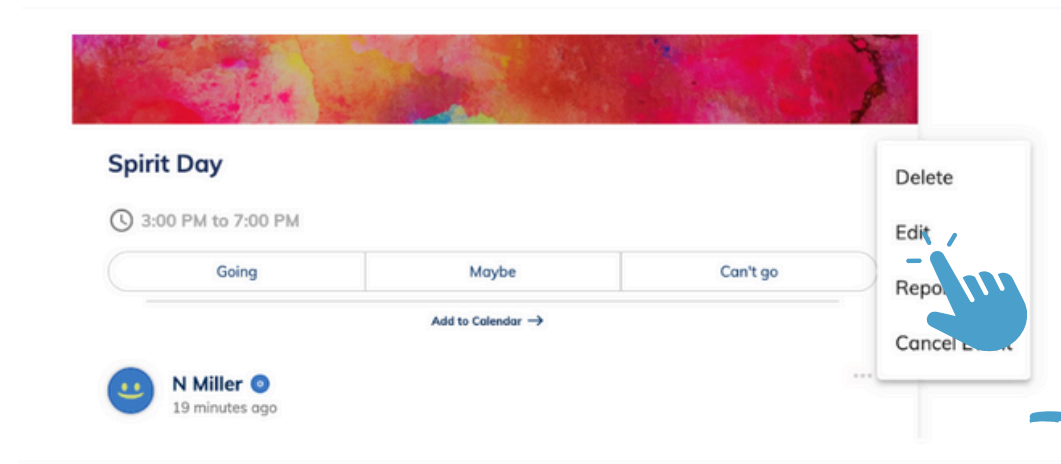
Grade

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.

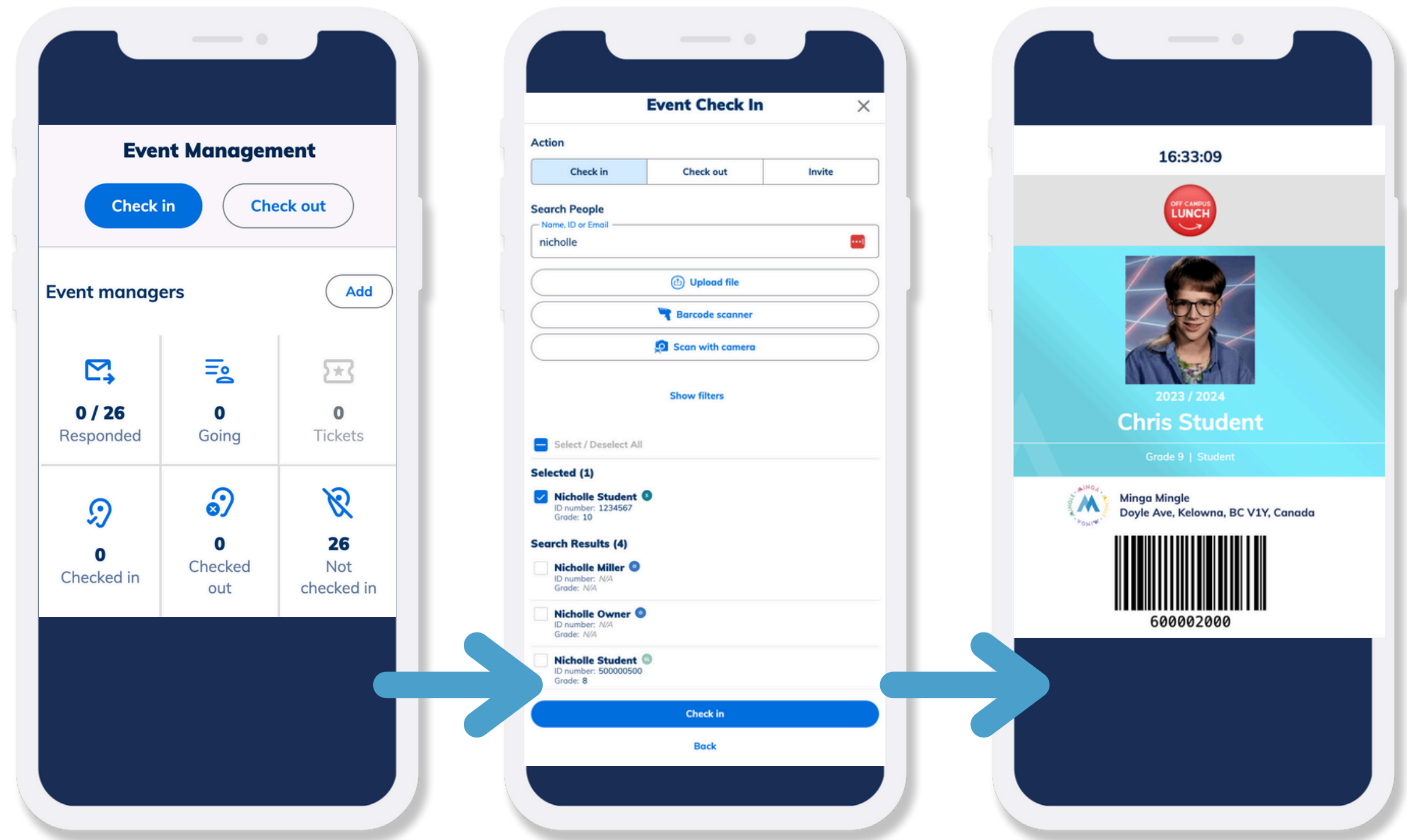
1. Click the event then hit the ellipses then select edit
2. Toggle on Enable self Check-in
3. Toggle on Restrict to a single check-in per user if you want the student to only be able to check into the event once.
4. Click Event Settings > hit View QR Code.
5. Save and Print and post accordingly in your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



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.

Event Management

Check in

Check out

Event managers

Add

22 / 26

Responded

0

Going

0

Tickets

51

Checked in

0

Checked out

4

Not checked in

School Sports Fundraiser

Download CSV File

Checked In

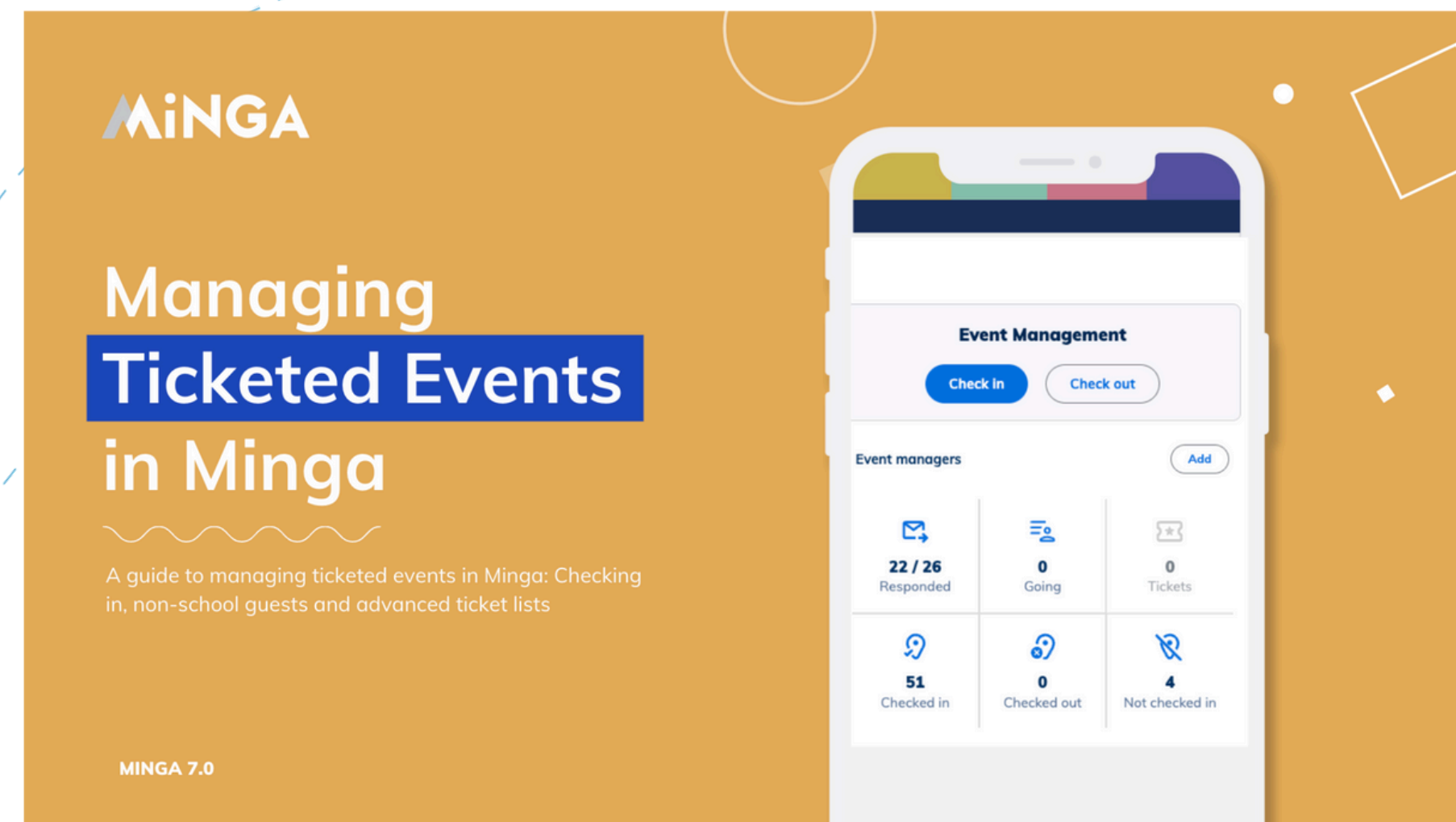
Name		
Freya Redman	11:30 AM	11:32 AM
Guest: Harry Kipper	11:30 AM	11:32 AM
Yasmin Freeman	11:23 AM	
Harry Founder	11:22 AM	11:21 AM
Georgia H	10:59 AM	
Laura Pineda	10:18 AM	
Guest: Simone Pinner	10:18 AM	

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](#)



RESOURCES

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

