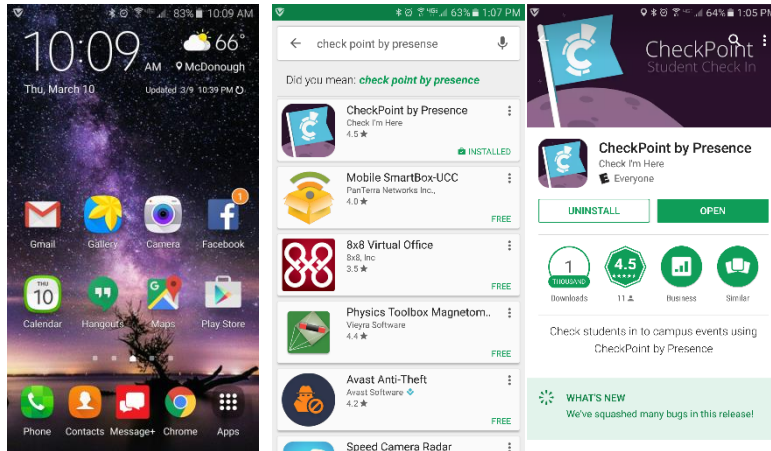


# HOW TO: Use Check I'm Here - Android

## Get the Check In App

1. Go to the Google Play store
2. Search for Check Point by Presence
3. Click install



## Use the App to Check Students into Events

1. Open the CheckPoint/Check I'm Here app
2. Click through the Getting Started tutorial
3. Swipe UP on the word SCAN
4. Enter the 4 character PIN for the event
5. Click GO
6. Click Barcode at the bottom of the screen
  - ✓ If you do not have a barcode scanner installed, you will be prompted to install, Select YES
  - ✓ Click Install
  - ✓ Upon completion go back to Check I'm Here
7. Click Barcode
  - **Student has ID Card:** Hold the Student ID in front of your smartphone until it scans the barcode
  - **Student Doesn't have ID Card:** Select Manual Entry and key in the students email address

