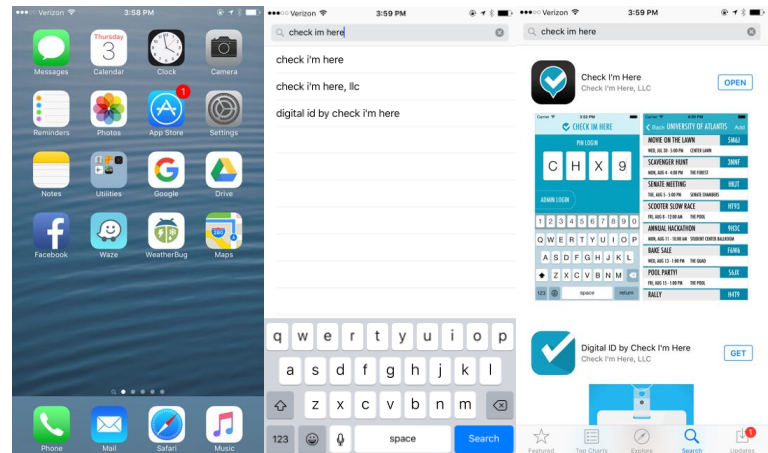


HOW TO: Use Check I'm Here - iPhone

Get the Check In App

1. Go to the App Store
2. Search for Check I'm Here
3. Download the app to your phone



Use the App to Check Students into Events

1. Open the Check I'm Here app
2. Click PIN LOGIN
3. Enter the 4 character PIN for the event
4. Click Barcode at the bottom of the screen
5. **Student has ID Card:** Hold the Student ID in front of your smartphone until it scans the barcode
6. **Student Doesn't have ID Card:** Select Manual Entry and key in the students email address

