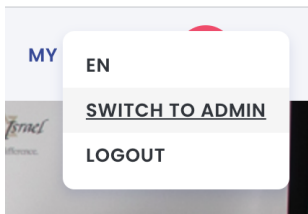
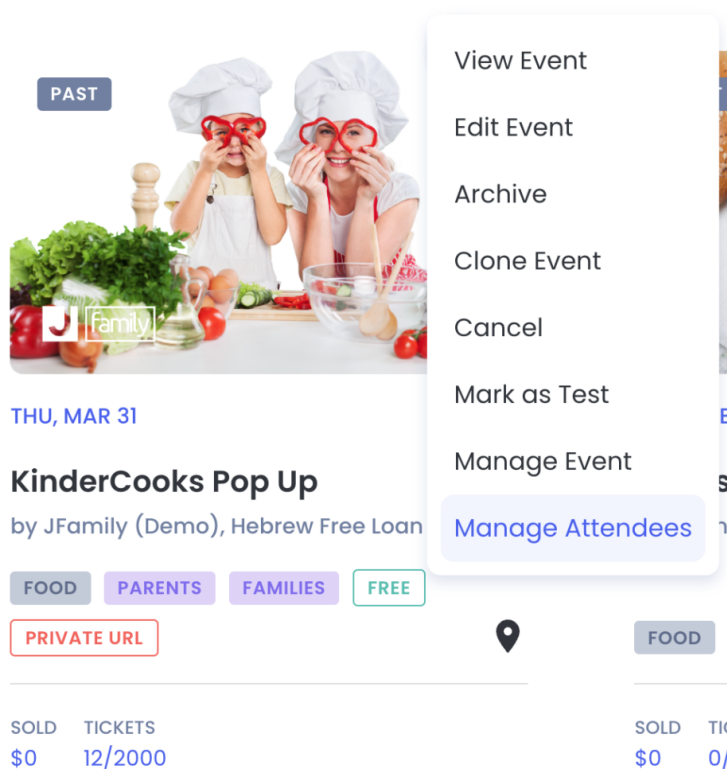


Manage Attendees & Check Ins

1. Log into Jlive using [Magic Link](#)
2. Switch to admin



1. Choose an event to manage
2. Hover mouse over 3 dots on right side of the event
3. Click on Manage Attendees



Open the CVS file in Excel or Numbers

1. **CHECK-IN ATTENDEES**
2. To Check-In Attendees - Select Check In

DETROIT
JFAMILY (DEMO)
EVENTS
CREATE

KinderCooks Pop Up
Thu, Mar 31

Dashboard
Messages
Registrants
Orders
Registration questions
Feedback
Promotion
Preview
Edit
Change Status
Cancel Event

Registered (12)

NOT YET CHECKED IN (7)
CHECKED IN (5)

NAME	EMAIL	TICKET	
Meredith Golden	meredith.golden@email.com	Child Ticket	<div> CHECKED IN OCT 6TH • 5:42 PM Uncheck In </div>
Sam Golden	sam.golden@email.com	Child Ticket	<div> CHECKED IN OCT 6TH • 5:42 PM Uncheck In </div>
Ron Golden	rongolden@email.com	Adult Ticket	<div>CHECK IN</div>
Kimmy Smith	kimmy.smith23@email.com	Adult Ticket	<div>CHECK IN</div>
Rachel Frankel	rfrankel92@email.com	Child Ticket	<div>CHECK IN</div>
Sarah Gilmore	happygilmore9@email.com	Adult Ticket	<div>CHECK IN</div>
Zach Weisman	zach@jlive.app	Adult Ticket	<div>CHECK IN</div>
Julie Yaker	julie@jlive.app	Adult Ticket	<div>CHECK IN</div>
Julie Yaker	julie@jlive.app	Adult Ticket	<div>CHECK IN</div>

See [Mobile Check In](#) to learn how to scan QR Codes using your Phones native camera as long as you are logged in to your Admin account and not using a Private browser session.

Menu icon

jlive

Profile icon

nts My tickets My interests My friends

My tickets

Copy calendar URL to sync your events with your personal calendar.

[COPY URL](#)

The Big Party

The Well, Federation CJA, BBYO, Frankel Jewish Academy, Hillel School

SAT, JUNE 16

2 TICKETS

[VIEW TICKETS](#)

Hebrews, Shebrews, We all brew!

BBYO

SAT, JUNE 16

1 TICKET

[VIEW TICKET](#)

Welcome to an evening meetup with Fauda TV star Lior Raz

Next Gen

SAT, JUNE 16

2 TICKETS

[VIEW TICKETS](#)





Back arrow

jlive

Profile icon

nts My tickets My interests My friends

Ticket 1 of 2



The Big Party


The Well, Federation CJA, BBYO, Frankel Jewish Academy, Hillel School

SAT, JUNE 16 THE MANHATTAN CLUB

8:00 — 10:00 PM 1594 Rue Saint-Denis, Montréal

VIP


Shannon Richardson • \$100



Order #134535452543
by John Smith
at 9:30 PM
on Sat, June 24

[Download pdf](#)

Ticket 2 of 2




The Bia Party



Close icon

ATTENDEE CHECKED IN



Checked in

Peter Currey
currey_pit@gmail.com

Preferred Seating & Valet Parking

TICKET ID
1230213421532432

[SCAN ANOTHER](#)

[CHECK IN](#)

jlive

Events

Org Profile

Reports

Registrants 240

Checked In 12

Natalie Smith

Preferred Seating & Valet Parking

CHECK IN

A

Alex Feldman

Free Ticket

CHECK IN

Jackie Mendel

Preferred Seating & Valet Parking

CHECK IN

Doron Lev

Free Ticket

CHECKED IN

A

Jaime Walters

Free Ticket

CHECK IN

Jessica Goodman

Preferred Seating & Valet Parking

CHECK IN

Check ins 12/240

SCAN QR CODE