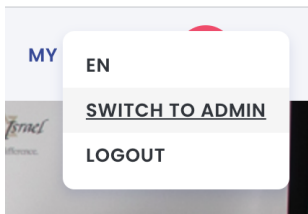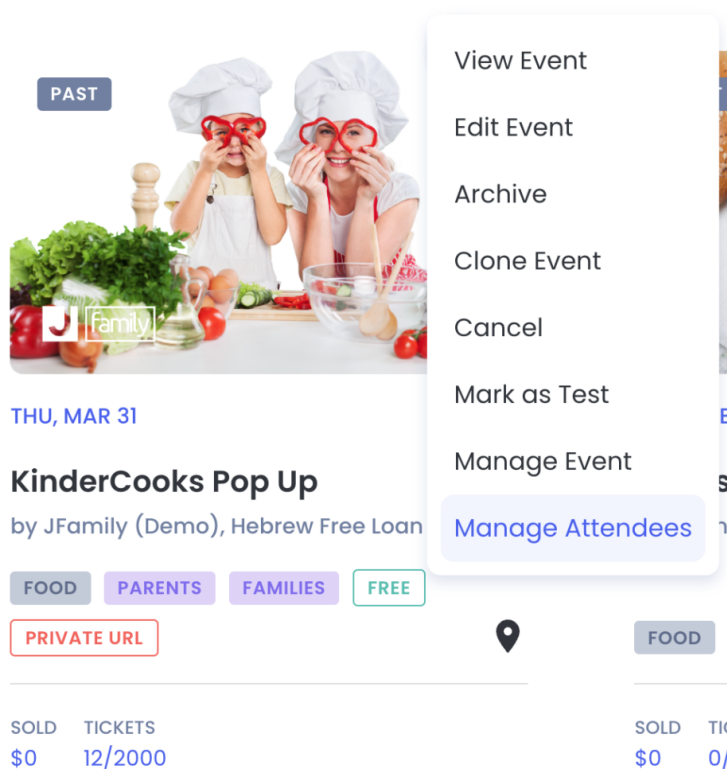# Manage Attendees & Check Ins

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

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.

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]

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jlive

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 Big Party

ATTENDEE CHECKED IN

Checked in

Peter Currey
currrey_pit@gmail.com

Preferred Seating & Valet
Parking

TICKET ID
1230213421532432

[SCAN ANOTHER]

[CHECK IN]

HDR

SLO-MO VIDEO PHOTO SQUARE PANO

jlive

Events | Org Profile | Reports

Registrants 240
Checked In 12

Natalie Smith Preferred Seating & Valet Parking		CHECK IN
Alex Feldman Free Ticket		CHECK IN
Jackie Mendel Preferred Seating & Valet Parking		CHECK IN
Doron Lev Free Ticket		CHECKED IN
Jaime Walters Free Ticket		CHECK IN
Jessica Goodman Preferred Seating & Valet Parking		CHECK IN

Check ins **12/240**

SCAN QR CODE