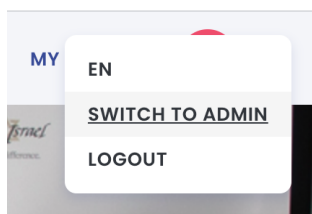
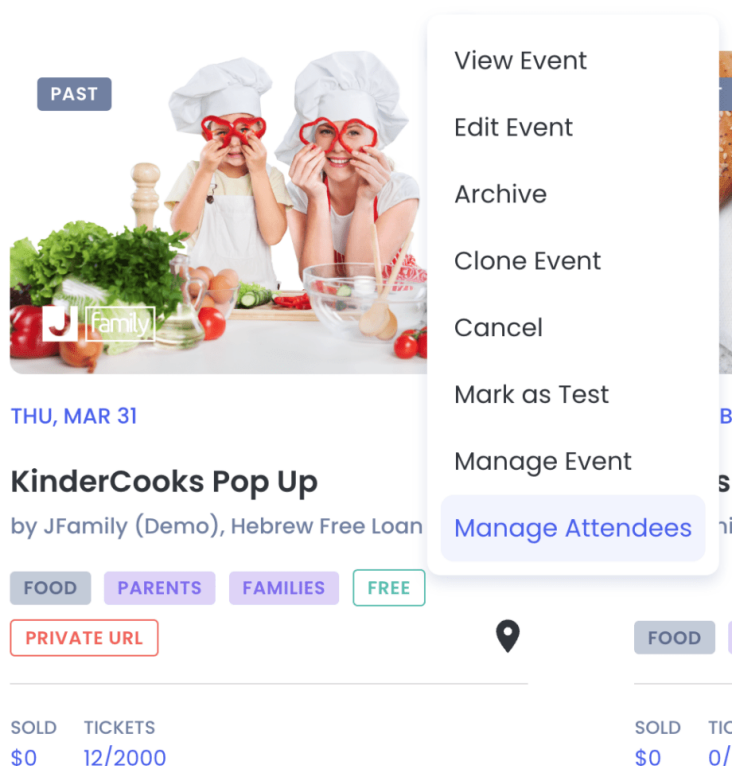


Manage Attendees & Check Ins

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

jlive 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	CHECKED IN OCT 6TH • 5:42 PM Uncheck In
Sam Golden	sam.golden@email.com	Child Ticket	CHECKED IN OCT 6TH • 5:42 PM Uncheck In
Ron Golden	rongolden@email.com	Adult Ticket	CHECK IN
Kimmy Smith	kimmy.smith23@email.com	Adult Ticket	CHECK IN
Rachel Frankel	rfrankel92@email.com	Child Ticket	CHECK IN
Sarah Gilmore	happygilmore9@email.com	Adult Ticket	CHECK IN
Zach Weisman	zach@jlive.app	Adult Ticket	CHECK IN
Julie Yaker	julie@jlive.app	Adult Ticket	CHECK IN
Julie Yaker	julie@jlive.app	Adult Ticket	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
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](#)

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

8:00 — 10:00 PM

THE MANHATTAN CLUB
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



×

ATTENDEE CHECKED IN

Checked in

Peter Currey
currey_pit@gmail.com

Preferred Seating & Valet Parking

TICKET ID
1230213421532432

[SCAN ANOTHER](#)

[CHECK IN](#)

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