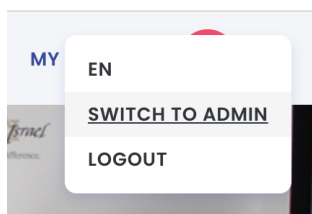
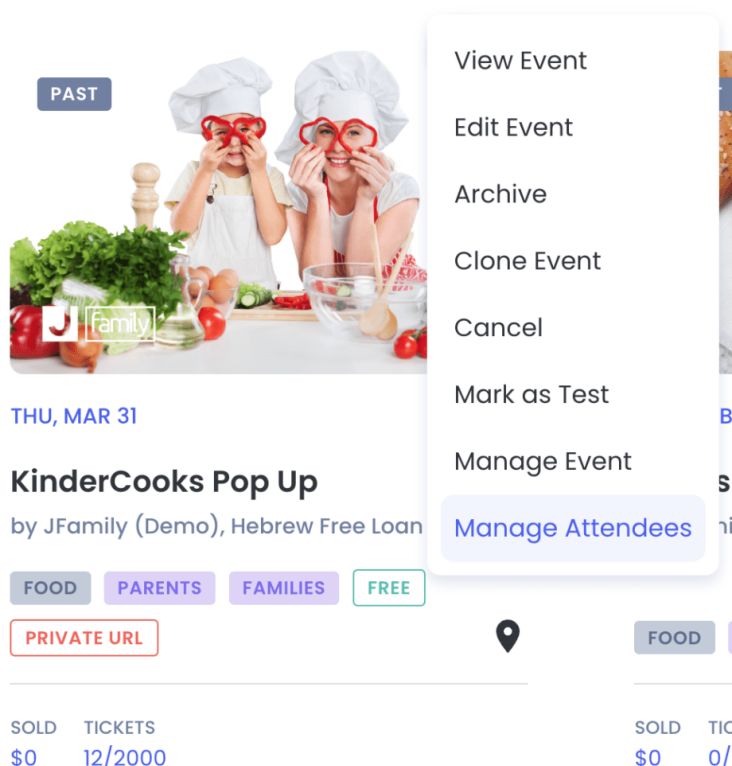


# Manage Attendees & Check Ins

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 <a href="#">Uncheck in</a>
Sam Golden	sam.golden@email.com	Child Ticket	CHECKED IN OCT 6TH • 5:42 PM <a href="#">Uncheck in</a>
Ron Golden	rongolden@email.com	Adult Ticket	<a href="#">CHECK IN</a>
Kimmy Smith	kimmy.smith23@email.com	Adult Ticket	<a href="#">CHECK IN</a>
Rachel Frankel	rfrankel92@email.com	Child Ticket	<a href="#">CHECK IN</a>
Sarah Gilmore	happygilmore9@email.com	Adult Ticket	<a href="#">CHECK IN</a>
Zach Weisman	zach@jlive.app	Adult Ticket	<a href="#">CHECK IN</a>
Julie Yaker	julie@jlive.app	Adult Ticket	<a href="#">CHECK IN</a>
Julie Yaker	julie@jlive.app	Adult Ticket	<a href="#">CHECK IN</a>

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