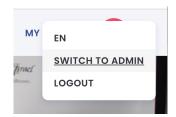
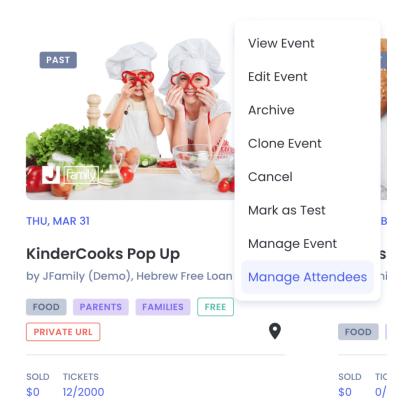
Manage Attendees & Check Ins

- 1. Log into Jlive using Magic Link
- 2. Switch to admin

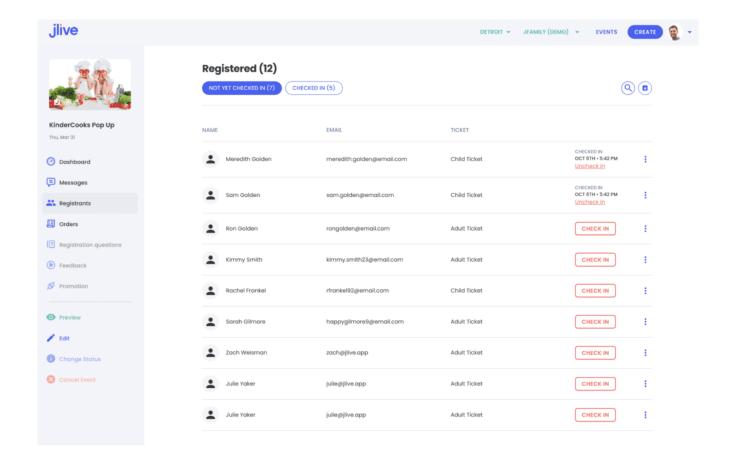


- 1. Choose an event to manage
- 2. Hover mouse over 3 dots on right side of the event
- 3. Click on Manage Attendees



Open the CVS file in Excel or Numbers

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



See <u>Mobile Check</u> 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.

