ClubRunner

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How can I check someone in?

Ryan A. - 2025-06-13 - Events

Cloud Events allow you to check in event atendees so you have a list of everyone who attended and can perform actions based on this (such as emailing all event attendees).

- Log in to your account through your club homepage, then click on Member Area on the top right under your club banner. <u>Alternatively, click here to go directly to</u> <u>the ClubRunner login page.</u>
- Once logged in, click on Events in the left-hand side menu and select Cloud Events.



3. You'll see a list of your cloud events, click on the **Manage** button for the specific event you want to check in attendees for.

Totary Hosted by the Rotary Club of Kipling
12th Annual Rotary Musicfest
Jul 04, 2025 1:00 PM - Jul 06, 2025 5:00 PM <mark>UTC- 04:00</mark> Scotiabank Arena
3 attendees
Manage 👻

4. Once in the specific cloud event, click the **Attendees** tab to view the list of event attendees.





5. On this page is a list of all event attendees that have registered for the event. You'll see a tag on each that says if they are checked in or not To check in an attendee, click on the **Not Checked In** label and it will mark that person as being "checked in".

Bulk Actions 👻	Email Export Attend	ees Export Registratio	ns	Display 25	records
TICKET #	ORDER # 🚽	NAME	TICKET	STATUS	
275	173	Euell Bosomworth	General Admission	Checked In	-
274	172	Bethany Beig	General Admission	Not Checked In	-
273	171	Grace Allen	General Admission	Not Checked In	-
Showing all 3 records					

To change an event attendee from checked in to not checked in, click the Checked In label and it will mark that person as being "not checked in".