

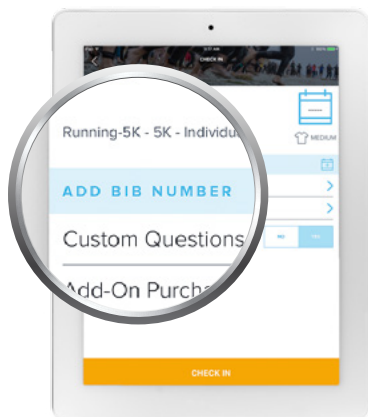
Basic Check-In

1. From app, click **CHECK IN** button at bottom
2. Choose one of two ways to check in participant:
 - + Search by name
 - + Scan QR code on participant's registration confirmation email
3. Load participant information and confirm registrant identity
4. Ensure waiver has been completed
5. Click **CHECK IN** button on bottom
6. Repeat steps for next participant

Check-In and Manually Assign Bib Number

If your events do not print unique QR codes on race bibs, follow these steps to dynamically assign a bib number to each participant.

1. From app, click **CHECK IN** button at bottom
2. Search and select appropriate participant by scanning QR code or searching by name
3. Load participant information and confirm registrant identity
4. Click **ADD BIB NUMBER**
5. Choose one of two ways to add bib number:
 - + Enter bib number manually
 - + Scan bib number QR code provided by third party vendor
6. Click **CHECK IN** button on bottom



Check-In and Scan Bib QR Code

If your event prints bibs with unique QR codes, you can more easily assign the bib number to a participant by scanning them during check-in instead of typing the bib number into the app.

1. From app, click **CHECK IN** button at bottom
2. Search and select appropriate participant by scanning QR code or searching by name
3. Load participant information and confirm registrant identity
4. Click **ADD BIB NUMBER**
5. Scan bib number QR code
6. Click **CHECK IN** button on bottom

Check-In and Sign Waiver

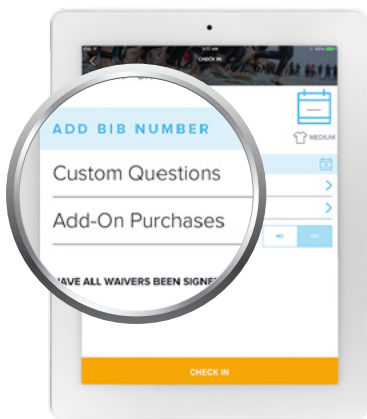
If your participant has not signed their event waiver, the waiver section will be set to 'no.' The waiver must be signed at the event on paper, and the waiver question can be updated after signing. To update the waiver status, use these steps:

1. From app, click **CHECK IN** button at bottom
2. Choose one of two ways to check in participant:
 - + Search by name
 - + Scan QR code on participant's registration confirmation email
3. Load participant information and confirm registrant identity
4. Switch waiver status from **No** to **Yes**
5. Click **CHECK IN** button on bottom

Check-In and Review Custom Questions

If your race staff or volunteers need to reference answers your participants gave to custom questions (e.g. shirt size), follow these steps to view participant answers:

1. From app, click **CHECK IN** button at bottom
2. Search and select appropriate participant by scanning QR code or searching by name
3. Load participant information and confirm registrant identity
4. Click **Custom Questions** to review participant response such as T-shirt size
5. Click **CHECK IN** button on bottom



Check-In and Review Additional Purchases

Review and confirm all additional purchases a participant made when they registered, such as special event merchandise or VIP passes.

1. From app, click **CHECK IN** button at bottom
2. Search and select appropriate participant by scanning QR code or searching by name
3. Load participant information and confirm registrant identity
4. Click **Add-On Purchases** to review participant purchases
5. Click **CHECK IN** button on bottom

Reversing Check-In

If a participant was mistakenly checked-in and the check-in needs to be reversed, follow these steps:

1. From app, click **CHECK IN** button at bottom
2. Search participants by name or scanning confirmation email QR code
3. Load participant information and confirm registrant identity
4. Click **Un-Check In** button
5. Click **OK**

Participant Registration

ACTIVE On-Site can also be used to easily register participants and collect payments during packet pickup or on the day of your event. Note that your device needs to be connected to the internet in order to register participants through the app.

1. Open **On-Site** app, and log in
2. Select Organization and event
3. Click **REGISTRATION**
4. Select category or price
5. Fill in personal information
6. Select any additional purchases
7. Review purchases
8. Select **CASH/CHECK** or **CREDIT CARD** as payment method
9. Click **CHECK OUT**

