Sign In to Track Attendance

Editing Event Details · https://ivolunteer.com/support-docs/sign-in-tab/

The **Sign-In** tab allows you to sign in your volunteers electronically at your event. *A connection to the Internet at your event is required for sign-in.*

How to Use Online Sign In and Attendance Tracking

An Organization or Event Design Administrator must first navigate to the **Sign-In** tab, check the **Track Attendance** check box. A list of all signed up participants will display for all slots closest to the current date. You can change the dates to any of the other dates in your Event by selecting a date in the **Date** dropdown list.

- Use the **Group/Sort** to change the order of participants listed. You may also filter the list by entering a partial name or slot description in the **Contains** field and then pressing the **Filter** button.
- To sign-in a participant, simply check the **Sign-In** checkbox next to the participant's name.
- To customize **Sign-In** settings, click the **Settings...** button. Here you can:
  - Set the default sort order.
  - Show / Hide unfilled slots. This can be helpful for volunteers who are not registered but show up at the event.
  - Show / Hide already signed-in participants.
  - Select the default prompts to show on the Sign-In Sheet, e.g., "T-Shirt size."
  - Enable **Sign-In by Scanning QR Codes**. This checkbox will also add QR codes to participant Confirmation Notification emails (variable [SLOT] or [SLOT_SIGN_IN_QR_CODE]) and Reminder emails (variables [SLOT_LIST] and [SLOT_LIST_WITH_TASK_DETAILS]).

Once these steps have been completed, an administrator with Event-Sign-In, Manage, or Reporting permissions can access the Sign-In tab, provided they have been assigned to the Event.

Note: Enabling Track Attendance affects the Participants Report. When Track Attendance is not enabled for an event, the Participants report simply totals hours from each slot that a volunteer was signed up for on the event. When Track Attendance is enabled for an event, the Participants report totals only those hours that a volunteer was also marked as Signed-In for. Whenever total hours reported for a participant excludes slot hours for which the volunteer was not signed in, an "X" indicator will appear at the right end of the line for that participant.

Mobile-friendly Sign-In application (Premium)

You can use the mobile-friendly Sign-In application instead of the Sign-In tab to sign in participants from a phone or tablet. It uses your device's camera to scan the QR code in a participant's confirmation email, or you can search by name or email. An Internet connection is required.

Find the link. The link appears at the top of the **Sign-In** tab and looks like youruniqueid.ivolunteer.com/admin/signin. You can also find it on the About page of any active signup sheet: on a computer, click the ivolunteer.com logo in the bottom right corner; on a phone, click the "i" icon in the bottom right corner.

Prepare before signup opens.

1. In your desktop administrative view, go to **Event Details & Actions** > **Sign-In** and click **Settings…**.
2. Check **Sign-in with QR Codes** if you will sign in participants by scanning. QR codes are included in emails only if this box is checked.
3. Check **Hours** if you want to adjust each participant's hours worked at sign in.
4. Click **Save**, then save the whole Event.

Sign in by scanning QR codes. On the **Select** screen, adjust the filters (dates, times, tasks) if you like, then click **Scan QR Codes**. On the **Scan** screen, optionally check **Continuous** to scan several codes in a row, choose the Front or Rear camera, and click **Scan**.

Sign in manually. On the **Select** screen, adjust the filters, then click **Search**. Enter all or part of a name or email address. After a participant is signed in, you can adjust their hours worked if the Hours setting is on.



On mobile, click the "i" icon in the bottom right corner of the screen to open the About page.