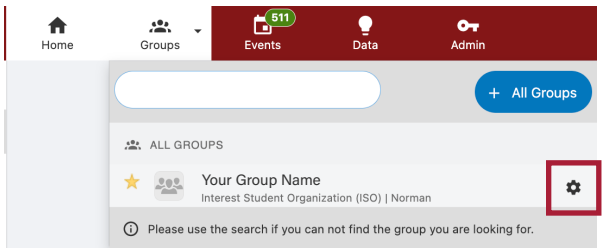
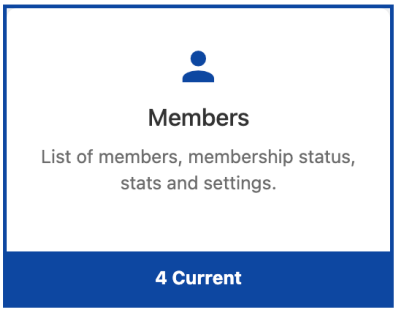
UPDATE YOUR GROUP MEMBERSHIP ROSTER

Updating your membership roster has never been easier.

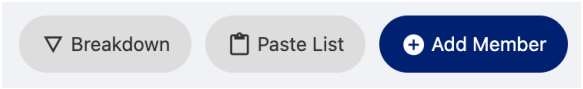
1. Make sure you have **Officer access** (look for a gear icon next to your group name) so you can make changes to your organization.
2. Go to **Membership**



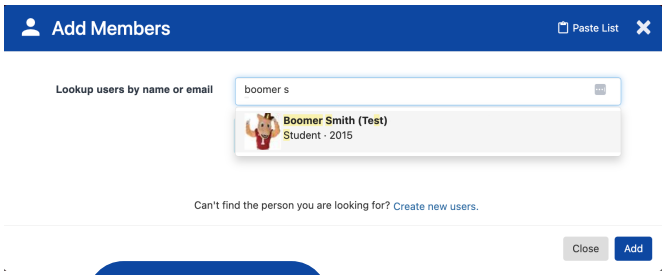


If you already have a roster somewhere else:

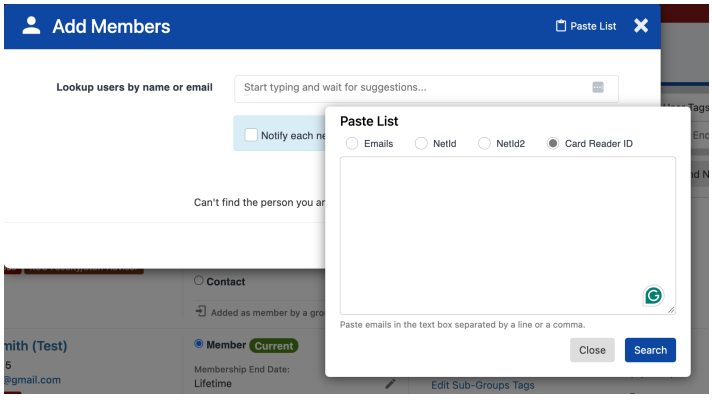
1. Locate the **Add Member** button at the top right.



2. To add members one at a time, search by name or email, then click '**Add**'.



3. If you have a list, click on **Paste List** and paste in their OU emails (use their alias email if they changed it) or their 9-digit IDs using Card Reader ID.



4. After clicking 'Search', make sure that everyone is accounted for. If anyone is missing, search for them individually.

5. Then click 'Add'.

If you do not have a roster yet:

1. On your group **dashboard** page, select '***Join Link & QR Code***' and share it with new members so they can join.
2. You can also click on ***'Join Flyer'*** and display it at your meeting.



3. Make sure to validate their membership once they have joined your group.

EVENT CHECK-IN & ATTENDANCE

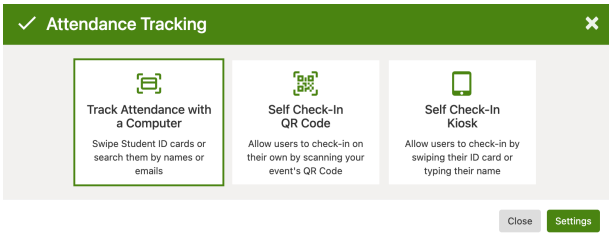
There are multiple ways for you to check someone in at an event.

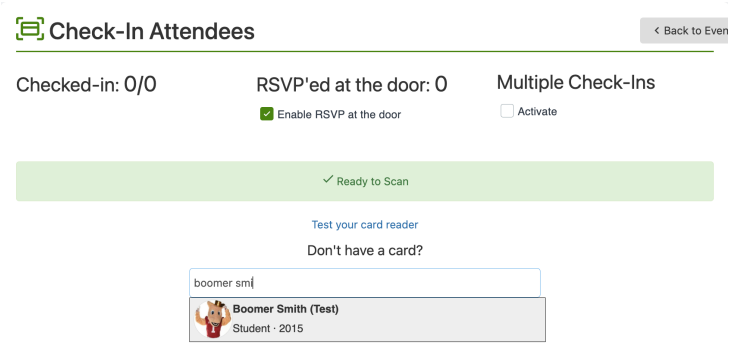
During **event registration**:

1. Select 'Yes' for 'Do you want to let people register to this event?' (Step 7) and enable 'RSVP at the door' under 'Attendance tracking options' (Step 8).
2. Once your event is approved, click the event to manage it.
3. Click the ✓ Check-in Attendees

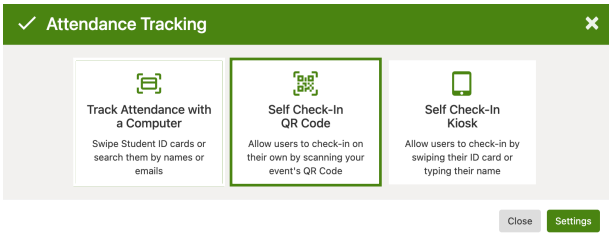
There are 3 ways to check attendees in. You can use more than one at the same time.

Option 1: Track Attendance with a Computer
Type the attendee's name, and
click their profile to check them in.



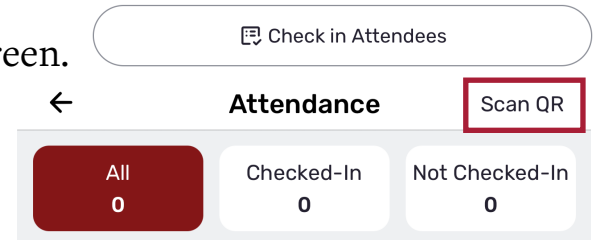


Option 2: Self Check-In QR Code
Print the QR code and display it at the event.
Encourage attendees to scan it to check in.



Option 3: Scan Event Pass using the OU Engage App
Both the attendee and the person checking them in need the OU Engage App.

1. As the check-in person, open the event in the app.
2. Select 'Check in Attendees' at the bottom of the screen.
3. Select 'Scan QR' at the top right of the screen and scan each attendee's event pass.



Attendees can pull up their event pass by
tapping the Event Pass icon at the bottom of the screen.

