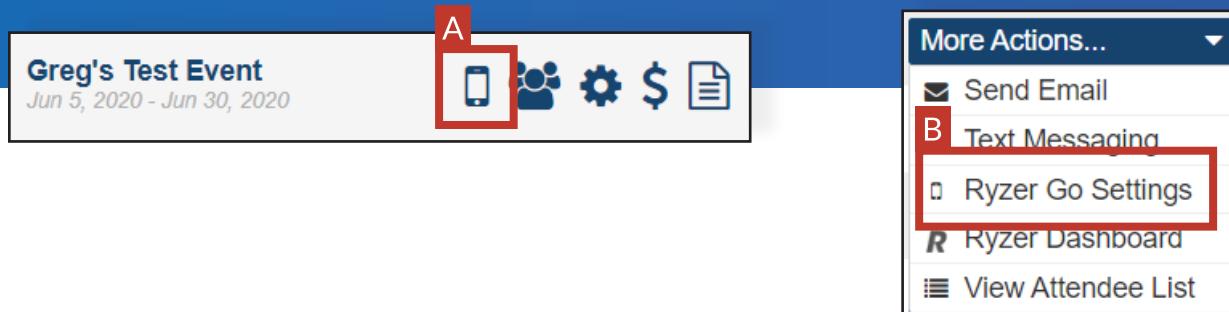


# RYZER GO CHECK-IN'S GUIDE

## STEP ONE: ACCESSING RYZER GO IN THE EMS

Select the mobile phone icon on the Home Dashboard (A) or from the More Actions dropdown menu (B). If you do not see the icon, please contact your Ryzer Events representative.



## STEP TWO: ADDING CHECK-INS

Select the Check-Ins box and click continue.

What Ryzer Go Features will you be using for this Event?

 Check-Ins

 Evaluations

QR Codes

Event Code & PINs

Walk-Ups

Does your event have separate sessions?

Ryzer Go has the option to separate your event into different sessions and select the registration option(s) which apply to that session. Would you like to create a session?

Yes, I need separate sessions

No, my event is one session

Ryzer Go is currently in open beta, we welcome all customers to test the app at their events and provide valuable feedback to improve the product. Please click the "Give Feedback" button on the following page to do so.

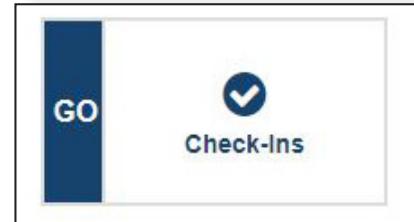
1

Cancel **CONTINUE**

# STEP THREE: SETTING UP CHECK-INS

Click “Go” to continue.

Let’s set up a “Morning Check-In” to, show the camper’s T-shirt size and record their temperature when they arrive at camp.



<b>* CHECK-IN DESCRIPTOR:</b> Morning Check-In	<b>STATUS:</b> <input checked="" type="checkbox"/> Active
---	--

Add your “CHECK-IN DESCRIPTOR”

Click on the blue “+ Add View Only Field” button to see a listing of information collected during registration, click the “T-Shirt Size” box then click “ADD”

**+ Add View Only Field**

**ADD VIEW ONLY FIELD**

**FIELDS FROM YOUR EVENT:**

- Address
- Cell Phone
- Email
- Date of Birth
- Age as of Event Start Date
- HS Graduation Year
- T-Shirt Size
- Emergency Contact Information
- Player
- Temp
- Number
- Color
- Registration Comments

**+ Add New Field**

**CANCEL** **ADD**

Click on the blue “+ Add Fill In Field” button, enter “Camper Temperature” in the “Title” Field, select “Fill-in” from the “Type” field, Leave the “Validation” field on “None” click “ADD”

**+ Add Fill In Field**

**Title:** \*

**Type:** \*

**Validation:** \*

Optional

**CANCEL** **ADD**

## Question Type Explained

Fill-In	Allows for short form fill-in answers
Dropdown	Allows for options to be visible in a dropdown format
Check Box/ Multi-Select	Allows for multiple options to be selected in a check box format
Multiple Choice	Allows for multiple options to be visible in a check box format but are only allowed one selection
Paragraph	Allows for long form fill in answers

## STEP FOUR: COMPLETE SET UP

Click the green “Continue” button

Click the green “Continue” – you are ready for camp Check-In.

**CAMPER, JENNY**

Forms have not been uploaded.

T-SHIRT SIZE  
Adult S

CAMPER TEMPERATURE \*  
Enter here

COMMENTS  
Enter here

**CHECK-IN**

The app can be downloaded on Apple or Android devices from the App Store/Google Play Store by searching “Ryzer”/“RyzerGo” or by scanning the QR codes below. You can log in to Ryzer Go with the same credentials used to access the Event Management System (EMS).

ANDROID



APPLE



## STEP FIVE: CHECK CAMPERS IN

### App View

Select event, click on “Check-In”. When the campers arrive click on their name to see their information and record their temperature.

Click the green “Check-In” button to mark them checked in.

# STEP SIX: REPORT TOOL

Click the registration icon for your event

Click the "Check-In Report" Click "GET REPORT"



Check-In Report

