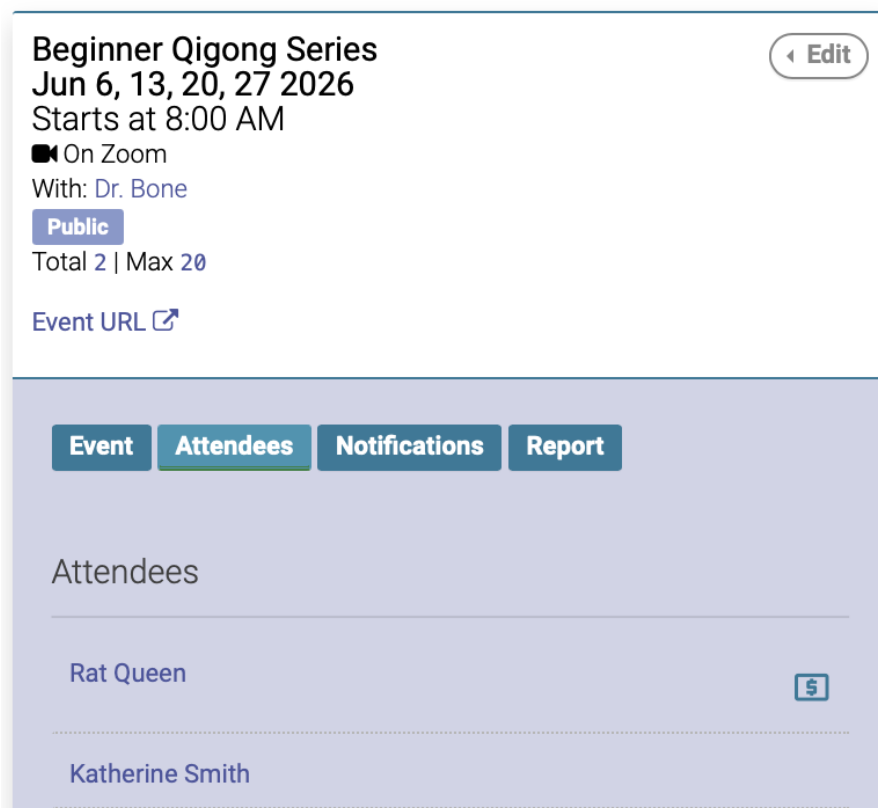


Checking in Event Attendees

At the time of your Event, you'll check in attendees when they arrive, similar to [checking in for an appointment](#).

Step 1:

Go to the Event date on the calendar, then click the Attendees tab. If an attendee has a dollar sign icon next to their name, that means they have pre-paid for the Event:



The screenshot shows an event page for "Beginner Qigong Series" on "Jun 6, 13, 20, 27 2026". The event starts at 8:00 AM and is on Zoom with Dr. Bone. It is a public event with 2 attendees and a maximum of 20. The "Attendees" tab is selected, showing a list of attendees: "Rat Queen" (with a dollar sign icon) and "Katherine Smith".

Beginner Qigong Series ◀ Edit
Jun 6, 13, 20, 27 2026
Starts at 8:00 AM
📺 On Zoom
With: Dr. Bone
Public
Total 2 | Max 20
Event URL [🔗](#)

Event **Attendees** **Notifications** **Report**

Attendees

Rat Queen 💰

Katherine Smith

Step 2:

To check in an attendees, click the checkbox icon next to their name on the Attendees tab:

Beginner Qigong Series

Attendees

Find patient for the event

[Register Patient](#)[New Patient](#)

Rat Queen



\$



Katherine Smith



\$

not checked in

Step 3:

A window will now appear where you can check in the attendees, and complete their payment if needed:

Katherine Smith \$

Check-in to the event

[Check In Only](#)

Add A Payment

Event Fee	Amount	
<input type="text" value="Early Bird Price \$ 75"/>	<input type="text" value="75.00"/>	<input checked="" type="radio"/> **9969 exp: 3/2023
		<input type="radio"/> Check
		<input type="radio"/> Cash
		<input type="radio"/> Other

Payment Total

[Collect Payment Only](#)

Save the customer card for later?

[Charge In Person Card](#)

Once you've completed the checkin, a check will appear next to their name on the Attendees tab:



Rat Queen



Katherine Smith



If your event includes EHR notes, you must check in an attendee first before recording EHR notes.

Revision #1

Created Mon, Jul 6, 2026 7:34 PM by [Alexa Hulsey](#)

Updated Mon, Jul 6, 2026 7:47 PM by [Alexa Hulsey](#)