

Social Tables: Event Attendance Guide

This brief guide explains how to take an event from iModules, download the registrants for that event, and then import them into Social Tables so you can mark attendance the day of your event.

Social Tables has an easy to use app that makes checking-in people simple. Unfortunately, the app is only available on iOS. You can also use the Social Tables website on any computer to check attendees in.

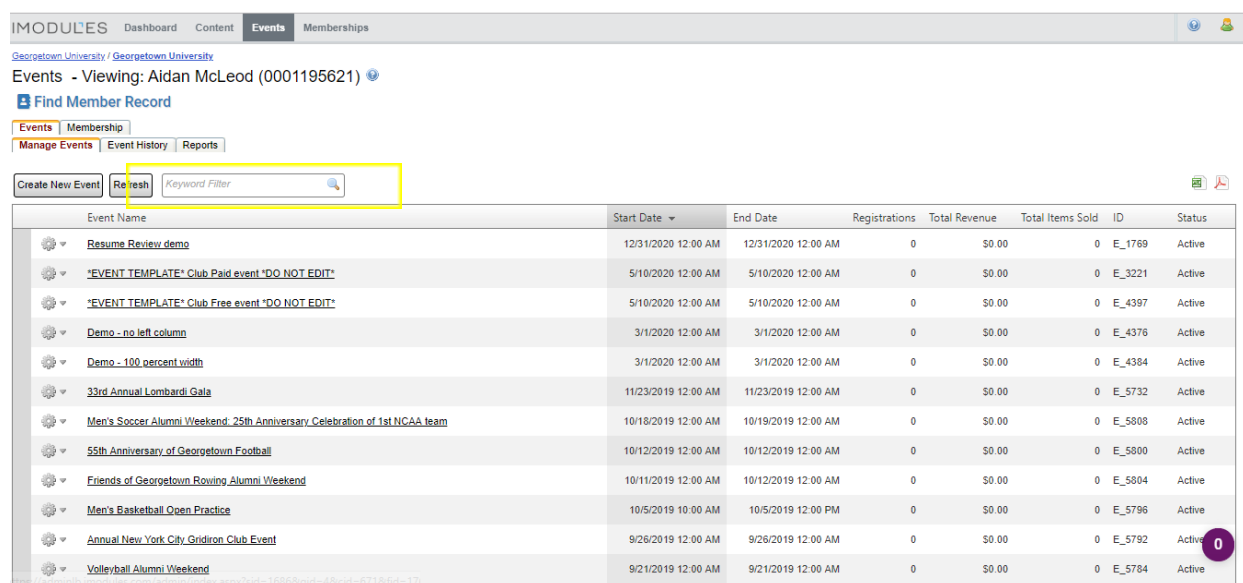
Note: Social Tables is a platform provided separate from the Go Desk. If you want to know your log-in information please reach out to your Staff Liaison. If you have a question that is not answered here, please reach out to your Staff Liaison or go to <https://help.socialtables.com/>

Table of Contents

1. [Download a registration list from iModules](#)
2. [Importing into Social Tables](#)
3. [Using the App for Check-in](#)
4. [Using the Social Tables Website for Check-in and Checking Vaccination Status](#)

1. Downloading a Registration List from iModules

First, you have to export the registration link from iModules. **Log in** to iModules and click on the **Event's tab**. From there, **search for your event** using the Keyword Filter near the top of the page.



The screenshot shows the iModules web interface. At the top, there are tabs for 'Dashboard', 'Content', 'Events', and 'Memberships'. The 'Events' tab is selected. Below the tabs, there is a search bar labeled 'Keyword Filter' which is highlighted with a yellow box. To the left of the search bar are buttons for 'Create New Event' and 'Refresh'. Below the search bar, there is a table listing various events. The table has columns for 'Event Name', 'Start Date', 'End Date', 'Registrations', 'Total Revenue', 'Total Items Sold', 'ID', and 'Status'. The events listed include 'Resume Review demo', 'EVENT TEMPLATE* Club Paid event *DO NOT EDIT*', 'EVENT TEMPLATE* Club Free event *DO NOT EDIT*', 'Demo - no left column', 'Demo - 100 percent width', '33rd Annual Lombardi Gala', 'Men's Soccer Alumni Weekend: 25th Anniversary Celebration of 1st NCAA team', '55th Anniversary of Georgetown Football', 'Friends of Georgetown Rowing Alumni Weekend', 'Men's Basketball Open Practice', 'Annual New York City Gridiron Club Event', and 'Volleyball Alumni Weekend'.

Event Name	Start Date	End Date	Registrations	Total Revenue	Total Items Sold	ID	Status
Resume Review demo	12/31/2020 12:00 AM	12/31/2020 12:00 AM	0	\$0.00	0	E_1769	Active
EVENT TEMPLATE Club Paid event *DO NOT EDIT*	5/10/2020 12:00 AM	5/10/2020 12:00 AM	0	\$0.00	0	E_3221	Active
EVENT TEMPLATE Club Free event *DO NOT EDIT*	5/10/2020 12:00 AM	5/10/2020 12:00 AM	0	\$0.00	0	E_4397	Active
Demo - no left column	3/1/2020 12:00 AM	3/1/2020 12:00 AM	0	\$0.00	0	E_4376	Active
Demo - 100 percent width	3/1/2020 12:00 AM	3/1/2020 12:00 AM	0	\$0.00	0	E_4384	Active
33rd Annual Lombardi Gala	11/23/2019 12:00 AM	11/23/2019 12:00 AM	0	\$0.00	0	E_5732	Active
Men's Soccer Alumni Weekend: 25th Anniversary Celebration of 1st NCAA team	10/18/2019 12:00 AM	10/19/2019 12:00 AM	0	\$0.00	0	E_5808	Active
55th Anniversary of Georgetown Football	10/12/2019 12:00 AM	10/12/2019 12:00 AM	0	\$0.00	0	E_5800	Active
Friends of Georgetown Rowing Alumni Weekend	10/11/2019 12:00 AM	10/12/2019 12:00 AM	0	\$0.00	0	E_5804	Active
Men's Basketball Open Practice	10/5/2019 10:00 AM	10/5/2019 12:00 PM	0	\$0.00	0	E_5796	Active
Annual New York City Gridiron Club Event	9/26/2019 12:00 AM	9/26/2019 12:00 AM	0	\$0.00	0	E_5792	Active
Volleyball Alumni Weekend	9/21/2019 12:00 AM	9/21/2019 12:00 AM	0	\$0.00	0	E_5784	Active

Once you find your event, **click on the wheel**, then click **“create reports”**.

MODULES Dashboard Content **Events** Memberships

Georgetown University / Georgetown University

Events - Viewing: Aidan McLeod (0001195621)

[Find Member Record](#)

Events | Membership

[Manage Events](#) | [Event History](#) | [Reports](#)

Create New Event Refresh seattle

Event Name	Start Date	End Date	Registrations	Total Revenue	Total Items
 Georgetown Club: Seattle Summer Cruise 2019	8/15/2019 5:30 PM	8/15/2019 9:30 PM	0	\$0.00	
 Georgetown Club: Seattle Summer Cruise 2019	8/15/2019 5:30 PM	8/15/2019 9:30 PM	14	\$495.00	
 Seattle—Scholarship at Georgetown	1/30/2019 6:00 PM	1/30/2019 8:00 PM	40	\$0.00	
 Seattle Georgetown vs Syracuse Watch Party	12/8/2018 12:30 PM	12/8/2018 12:00 AM	15	\$0.00	
 Seattle Hoya Holiday Party at the Tasting Room	12/5/2018 6:00 PM	12/5/2018 8:00 PM	0	\$0.00	
 Seattle Hoya Holiday Party at the Tasting Room	12/5/2018 6:00 PM	12/5/2018 8:00 PM	0	\$0.00	
 Club of Seattle Hoya Holiday Party	12/5/2018 6:00 PM	12/5/2018 8:00 PM	35	\$725.00	

Event Actions:

- Edit Event
- Attendee List
- Create Reports**
- Activate Event
- Delete Event

If you have previously created an Event Export Report, you can download that. If not, scroll down to the bottom and under **Optimized Event Exports**, click **“Create New Export”**.

Registration Report
[Get Report](#)
 List of the registrants for this Event and related Activities

Itinerary Report
[Get Report](#)
 Summary report for each registrant

Commerce Item Report
[Get Report](#)
 Each commerce item in the Event and related Activities

Name Badge Report
[Get Report](#) | [Manage Columns](#)
 Report with name of each primary registrant and guests

Custom Event Data Export

Create custom exports of event data which you can download, save or schedule to run on a regular basis.

[Create New Export](#)

Report Name	Description	Date Added	Frequency	Start Date	End Date	Data Output	Last Run	Last Updated By
No records to display.								

Page size: 25

Displaying 0-0 (of 0)

Optimized Event Exports

Create a series of new and improved exports for your event registrations and data.

[Create New Export](#)

Report Name	Description	Date Added	Export Type	Frequency	Start Date	End Date	Data Output	Last Run	Last Updated By
No records to display.									

Page size: 25

Displaying 0-0 (0)

For **export type**, select **“Registration Summary Export”**. Ignore the other questions and click **“Next”**, then **“Next”** again, then **“Download Export File”**. You have now successfully completed the first step.

2. Importing the List into Social Tables

Log in to Social Tables- if you do not know your login information, please reach out to your staff liaison.

Click on **“Create Event”** in the upper right corner of the webpage.

331 EVENTS

EVENT NAME	EVENT DATE ↑	CREATOR	LAST ACTIVITY
2019 GUAA Awards Call	7/23/19	Nick Smith	7/23/19
Research triangle send off 2019	7/21/19	GU Club of Research Triangle	7/21/19
DC Hoya Dinner Club May 2019	6/20/19	GU Club of Washington DC	5/20/19
Club of DC: Bourbon & Scotch Tasting	6/20/19	GU Club of Washington DC	6/20/19
Boston Club Summer Celebration 2019	6/20/19	GU Club of Boston	6/21/19
DC Yates Boot Camp	6/8/19	GU Club of Washington DC	6/8/19
Ann Arbor Distilling Company Tour	5/18/19	GU Club of Detroit	5/21/19
DC Hoyas Give Baka 2019	4/27/19	GU Club of Washington DC	4/27/19
Hoyas Give Baka Detroit 2019	4/27/19	GU Club of Detroit	4/27/19
Research Triangle Hoyas Give Baka 2019	4/27/19	GU Club of Research Triangle	4/26/19
DC April Dinner Club 2019	4/22/19 – 4/23/19	GU Club of Washington DC	4/20/19
Club of Atlanta Lunch with Dean Celenza	4/9/19	Emily Glaessner	4/15/19
Lifecycle of an Event Webinar	4/8/19	Emily Glaessner	4/8/19
Club of Philly - Comedy and Cocktails	4/4/19	GU Club of Philadelphia	4/4/19

Name your event and select the correct **start and end date**. There are several other details you can include under “More Details” such as the time of the event, the type of event, and the industry, but those are not required. Click **“Create Event”**.

Create Event

Event Name *

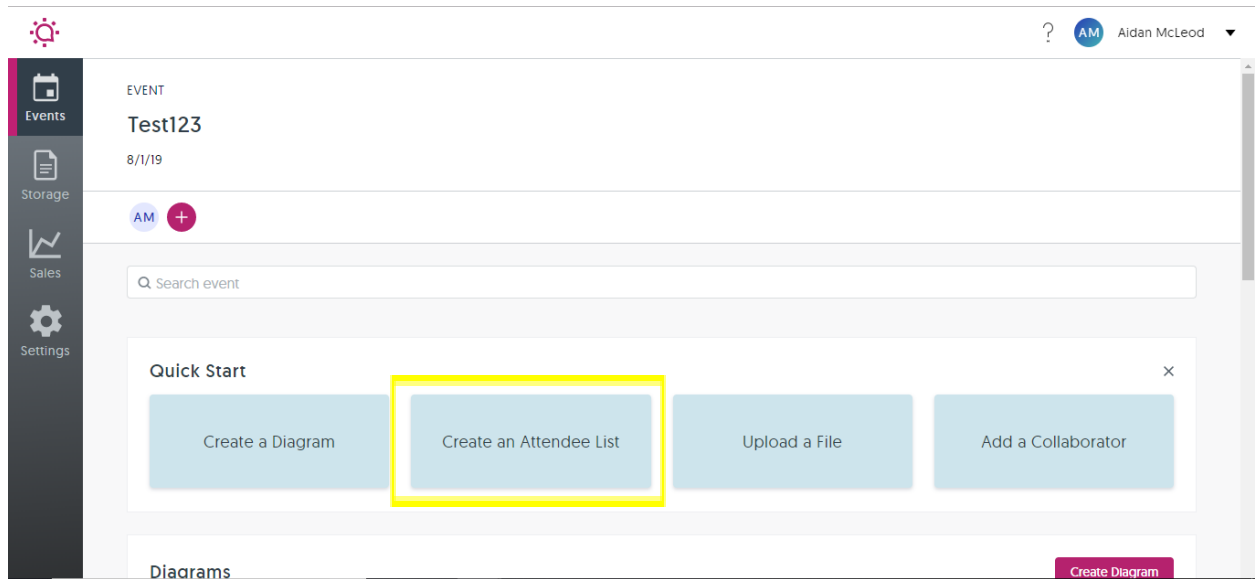
Event Date *

Start Date → End Date

More Details ▼

Cancel Create Event

Once the event has been created, select **“Create an Attendance List”**.



Create Attendee List

This event does not have any diagrams. Create a diagram for this attendee list.

Event Space *

Select From Library Upload Floorplan

☐ Skip event space selection and use blank floorplan

Diagram Name *

Enter a name for this diagram

Attendee list name *

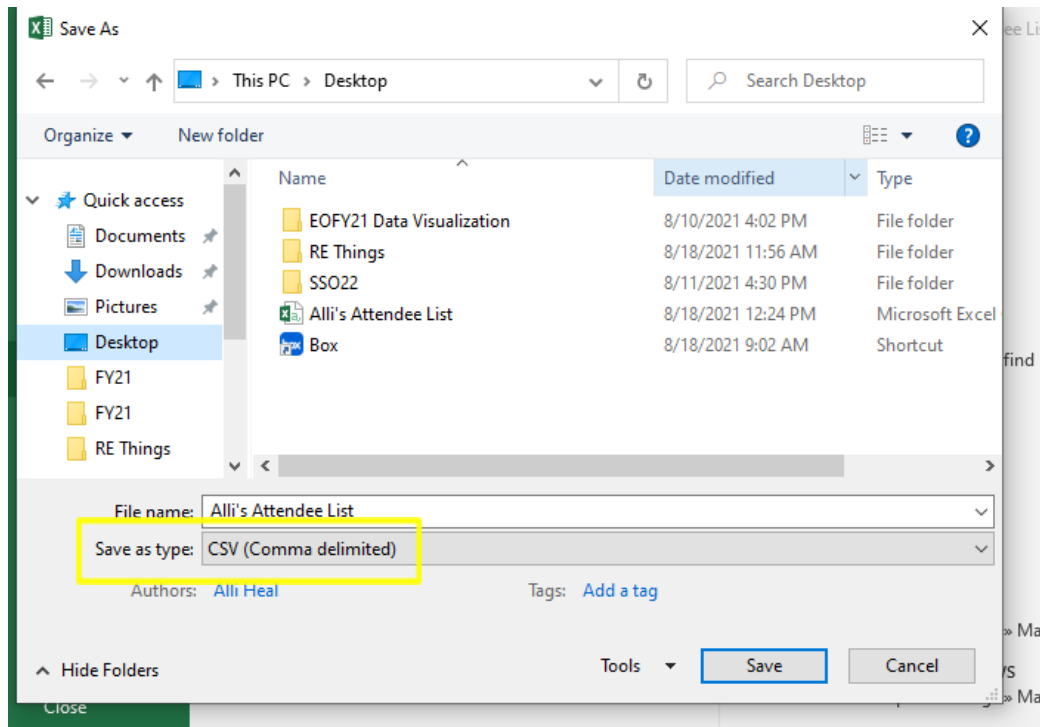
Enter a name for this attendee list

Cancel Create

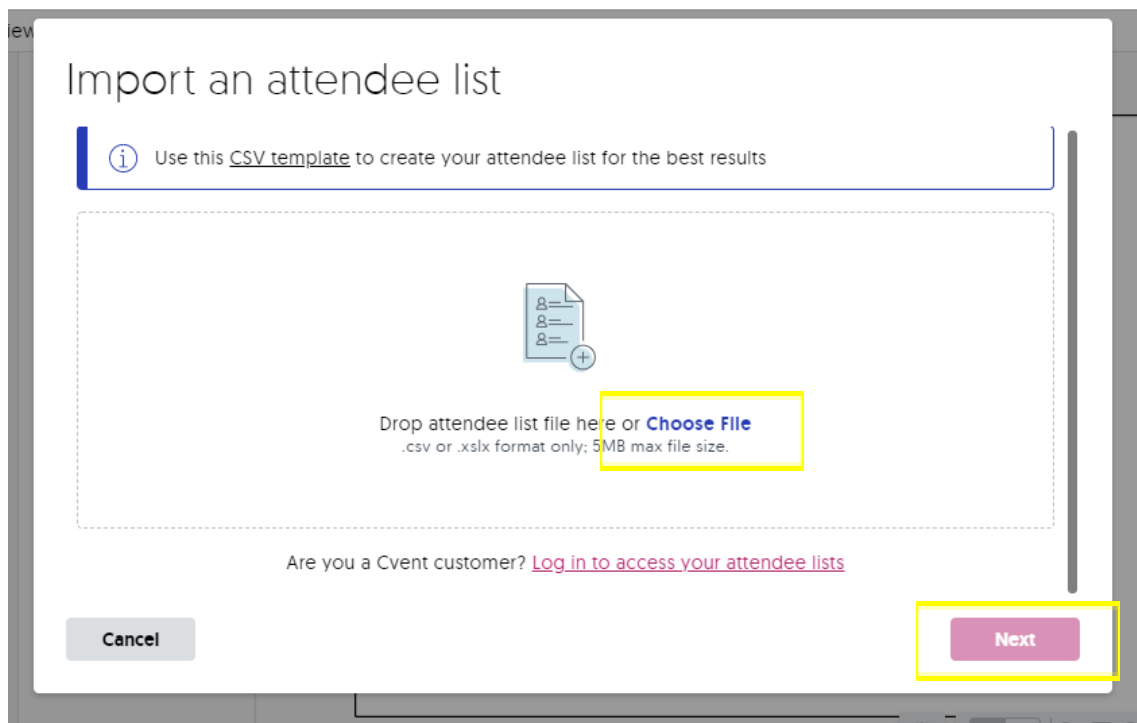
Under Event Space, **check the box that says “Skip event space selection and use blank floor plan”**. You can leave the preset dimensions they listed for length and width.

Under Diagram Name please write the name of the venue. For Attendee List Name you can write the name of the event followed by “attendee list”. Click “Create”.

On this screen, you will select the file you downloaded earlier from iModules. **The file needs to be saved as a CSV file in order to have it properly uploaded.** You can do that by opening the file you downloaded from iModules, clicking “Save As” and then choosing “CSV (Comma delimited)” as the Save as Type.



Once your registrant list is saved in the proper format, click the “**Choose File**” button in the middle of the screen and **choose the CSV** you just saved. Once the file is uploaded, hit “**Next**”.

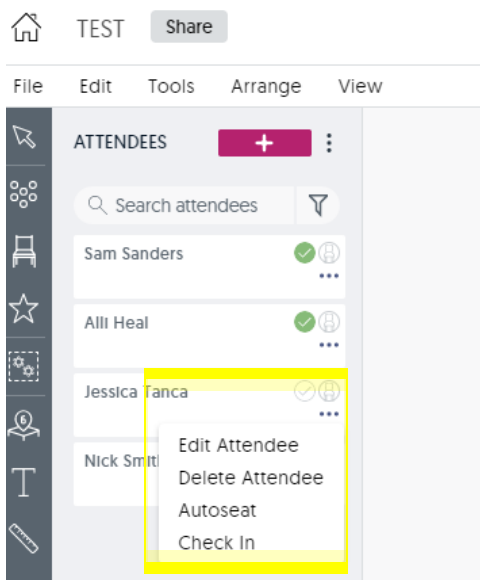


Make sure the columns from your CSV file match the “Social Tables Name” column on the right-hand side. If you need to adjust one of the columns, simply click the drop down on the right and choose a new column name. Your **first name and last name columns must be separate columns** in order to proceed.

Click “**Next**” and you’ll receive a confirmation popup that says “All attendees imported successfully”. Click “**Done**” to close the screen.

IMPORT	MY COLUMN	SOCIAL TABLES NAME
☒	First Name	First Name*
☒	Last Name	Last Name*
☒	Email	Email
☒	Phone Number	Phone Number

Your attendees should now be listed on the left-hand side of the screen. On the day of your event you can check registrants in by clicking on the three dots to the right of the attendees name and choosing “**Check In**”.

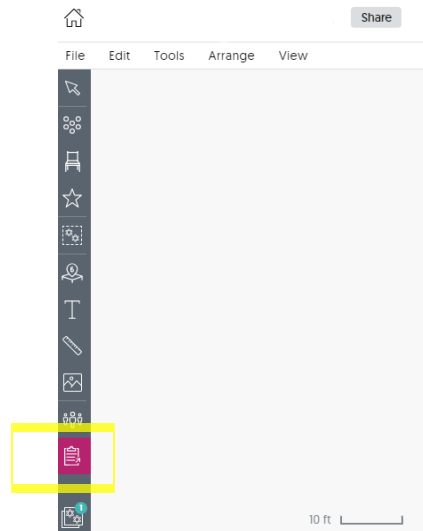


If you navigate away from the attendees section of the screen at any time, you can always revisit your attendees by clicking the icon of three people on the bottom left side of the screen.

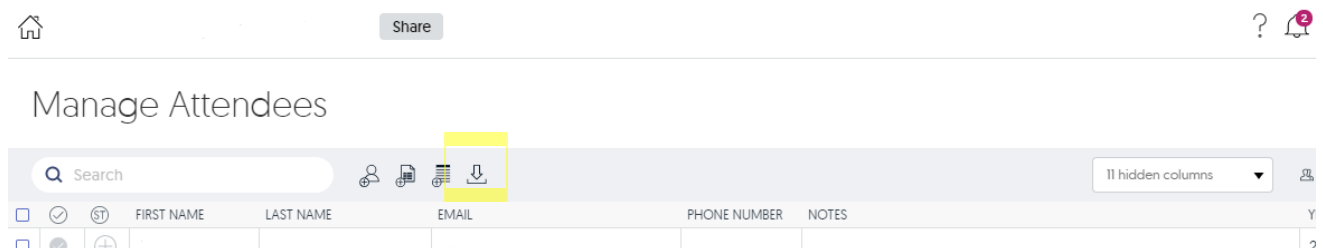
If you would like to export this attendee list at any time, please follow the instructions below.

Exporting Guest Lists:

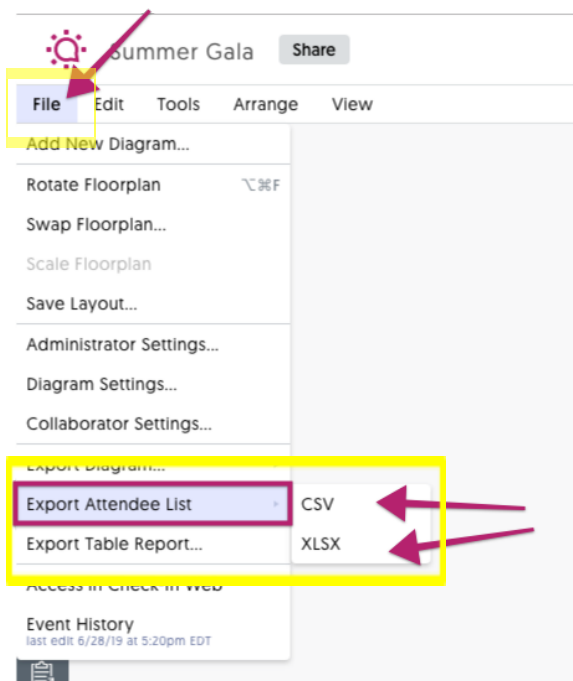
One way to export the attendee list is to navigate to the “Manage Attendees” screen which can be found here.



After the event is over and you’ve successfully checked everyone in, you can click the download button located above the “Email” column on this page. You can download the file as a CSV, or an XLSX file.



The other option is to click on “File” then “Export Attendee List”. Next, **select either CSV or XLSX**. From here, you can easily export the guest list and save it to your desktop.



You've completed the Social Tables upload process. If you'd like to use the iOS app to sign people in, please continue reading. You are also welcome to use a computer when people sign in if that's easier. App instructions are listed below.

3. Using the App for Check-in

[Social Tables App Help](#) - Follow these instructions if you have any trouble using the App. You can also watch this [3 minute video](#).

Download the Social Tables App: "Check in by Social Tables"

Log on with your account information. It is the same as for the website.

Search for the event you want. Click on it when found.

Slide names to the right to check them in. Slide them to the left to pull up more information about them. Slide to the right again to mark them as absent.

You can add walk-ins by clicking on the + in the bottom right of the screen.

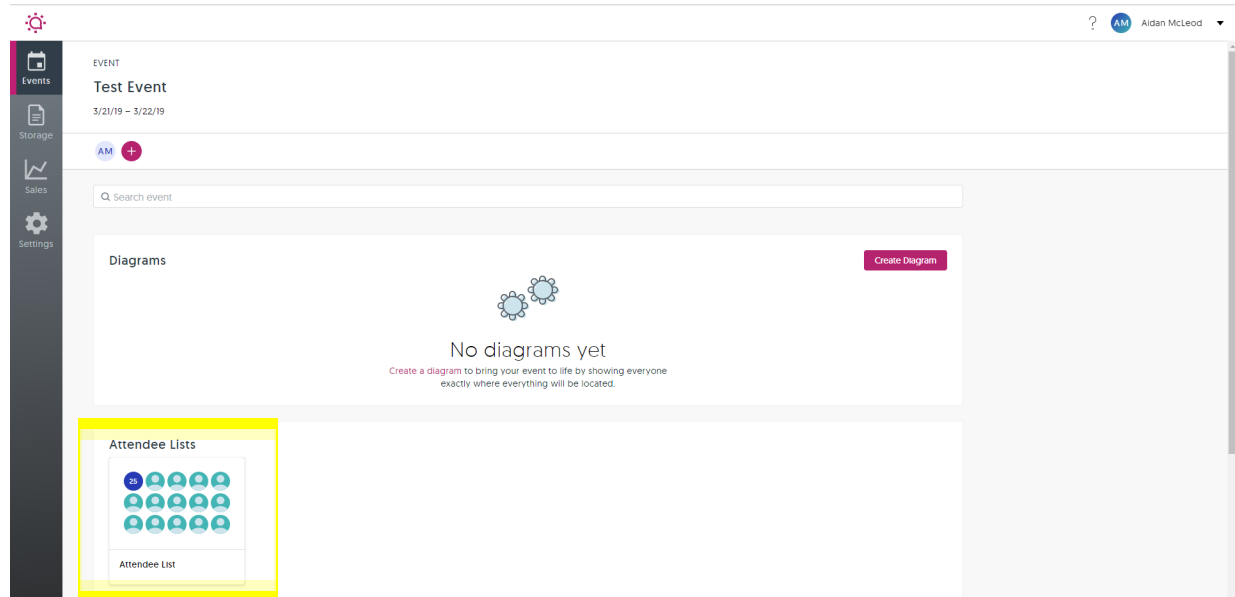
When your event is done, check to make sure you checked in everyone and that you added any walk-ins. Your staff liaison has additional walk-in sheets if you'd rather have them sign in on paper. Please share these walk-in lists with us if you choose to use the paper copies.

Once that is complete you are all done! The Regional Engagement Team has access to the attendance data through Social Tables.

4. Using the Social Tables Website for Check-in

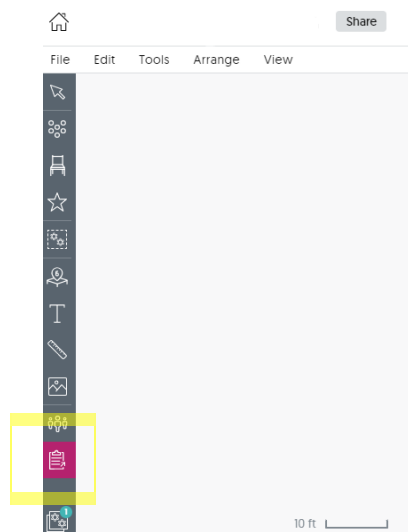
Log in to [Social Tables](#)

Search for and click on your event.

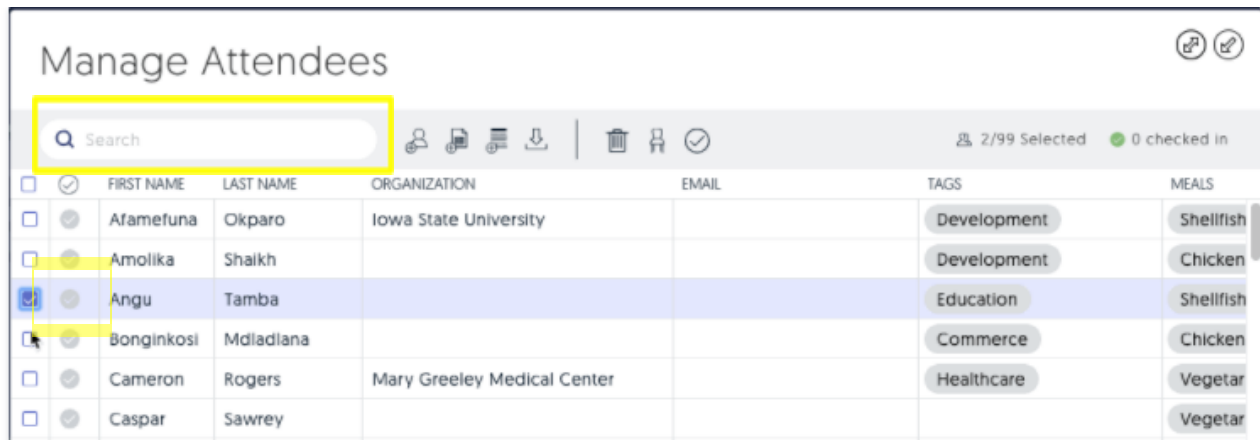


If you already created an Attendance list, you can scroll down and click on the **Attendee Lists icon** which will include the number of guests registered.

Once you click the **Attendee Lists icon** you can click on the Attendee Management icon which looks like a clipboard. This will bring you to the Attendee Management screen. (see below)



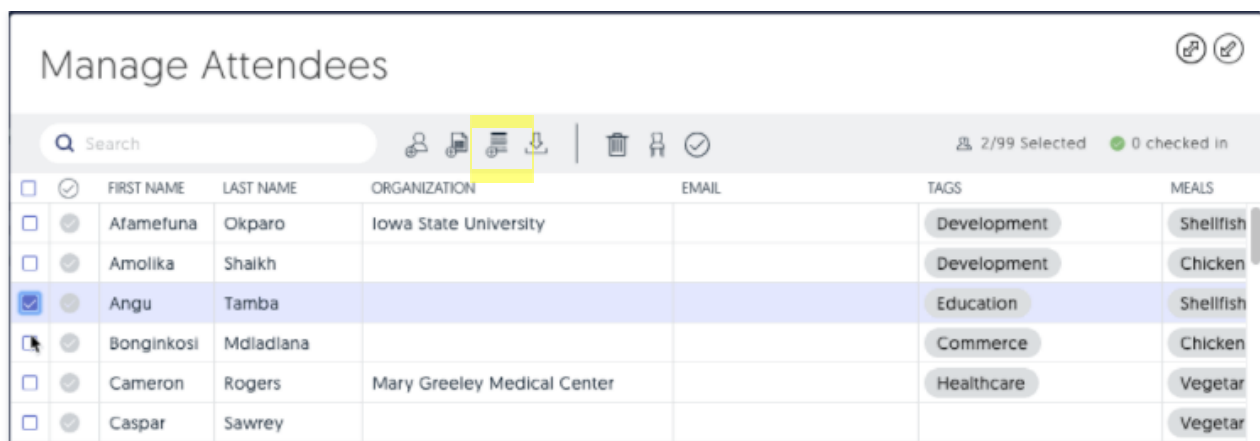
From this screen you can search names of registrants in the search box, and check registrants in by **clicking the greyed out check mark in the second column**. It will turn green once you've successfully marked them as attended. *NEW AS OF NOVEMBER 2021: This is where you can add a column and check an attendee's vaccination status.*



☐	FIRST NAME	LAST NAME	ORGANIZATION	EMAIL	TAGS	MEALS
☐	Afamefuna	Okparo	Iowa State University		Development	Shellfish
☐	Amolika	Shaikh			Development	Chicken
☐	Angu	Tamba			Education	Shellfish
☐	Bonginkosi	Mdladlana			Commerce	Chicken
☐	Cameron	Rogers	Mary Greeley Medical Center		Healthcare	Vegetar
☐	Caspar	Sawrey				Vegetar

As Georgetown University guidelines state, *“All attendees for this event must be fully vaccinated against COVID-19 or attest to having a religious or medical exemption. Attendees who attest to having an exemption or who are under the age of 12 will need to take a COVID-19 PCR test within 72 hours prior to the event and provide their negative test results. In addition, attendees must continue to comply with Georgetown public health guidelines as they evolve, as well as CDC, local, state, and venue guidelines at the location of this event.”*

In order to make checking vaccination status easier, you can add a column to your attendee list by clicking the “Add Column” button highlighted below. This adds a column to the end of your attendance list. Drag and drop the column to a more convenient location on your spreadsheet (most likely one of the first columns on the sheet). As registrants show up, you can check them in and mark Yes/No in the vaccine column you just created. To edit a cell, double click and begin typing.



☐	FIRST NAME	LAST NAME	ORGANIZATION	EMAIL	TAGS	MEALS
☐	Afamefuna	Okparo	Iowa State University		Development	Shellfish
☐	Amolika	Shaikh			Development	Chicken
☒	Angu	Tamba			Education	Shellfish
☐	Bonginkosi	Mdladlana			Commerce	Chicken
☐	Cameron	Rogers	Mary Greeley Medical Center		Healthcare	Vegetar
☐	Caspar	Sawrey				Vegetar

When your event is done, please check to make sure you checked everyone in and that you added any walk-ins. Your staff liaison has additional walk-in sheets if you'd rather have them sign in on paper. Please share these walk-in lists with us if you choose to use the paper copies.

Once that is complete you are all done! The Regional Engagement Team has access to the attendance data through Social Tables.