



WEBSITE & NCL INC. APP

Tips & Tricks

Taking Attendance

It is important to take attendance at all meetings and events. This includes regular Patroness and Ticktocker meetings as well as committee meetings and special events. Accurate attendance will ensure that members receive proper meeting and event credits. It will also allow your chapter to see who is engaged in the chapter and which members may need assistance in meeting their chapter obligations.

There are several options for taking attendance. The VP Communications can assist in making sure the calendars and events are set up properly, along with ensuring that admins and coordinators have the correct access for entering attendance. Attendance can be taken using:

NCL, Inc. App

- [Self Check-in](#)
- [QR Code Scanning](#)
- [Attendance Manager](#)

Chapter Website

- [Registration Tool Manager](#)

Anyone with Registration Administrator access can enter attendance via the NCL, Inc. App or the website for ALL events.

Anyone listed as a primary or secondary coordinator can enter attendance via the NCL, Inc. App or the website for any event where they are listed as a coordinator.

NCL, Inc. App

1. [Self Check-in](#): Members can check themselves in for any events using the NCL, Inc. App *if the event is set up to **allow** self check-in*. In order for self check-in to work, the following must be set up in Registration Event Setup:

- The event must be held at a **stored location** on the website and the location must be selected in the location dropdown in the event setup.

Location

Select Location

Digital Cheetah Meeting Space

(add a location)

Self Check-in is *not* available if you type in a location in the 'other location' box.

If the location is not listed, click the add a location link. The Location Address list will display. Scroll to the bottom, click add and enter the new location information. Then click Go Back to return to the event set up. After the location is added, it will display in the list.

Locations can also be added in advance in the Registration Tool Manager. Go to Admin > Member Management > Registration Tool, click on the 'Add Location' button at the bottom and complete the information. After it is added, it will appear in the Location dropdown and can be selected during the event setup.

Registration Tool Manager
Registration Tool Manager
National Charity League Inc.
NCL Sandbox

Registration Tool Name
Category
Layout
Public
Archived

All

All

All

No

ClearFilter

Registration Tool	Category	View	Manage	Upload	Recurring	Mass Assign	Calendar Configuration (Not Event Setup)	Archive
Patroness and Ticktocker League Events		View	Manage	Upload	Recurring	Mass Assign	Calendar Configuration (Not Event Setup)	Archive
Patroness League Events		View	Manage	Upload	Recurring	Mass Assign	Calendar Configuration (Not Event Setup)	Archive
Philanthropy Events		View	Manage	Upload	Recurring	Mass Assign	Calendar Configuration (Not Event Setup)	Archive
Ticktocker League Events		View	Manage	Upload	Recurring	Mass Assign	Calendar Configuration (Not Event Setup)	In Use

Add Registration Tool
Add Location

- In the event set up, the event must be set up to say 'Yes' to **Allow Self Check-in**.

Self Check In

Allow Self Check-In?

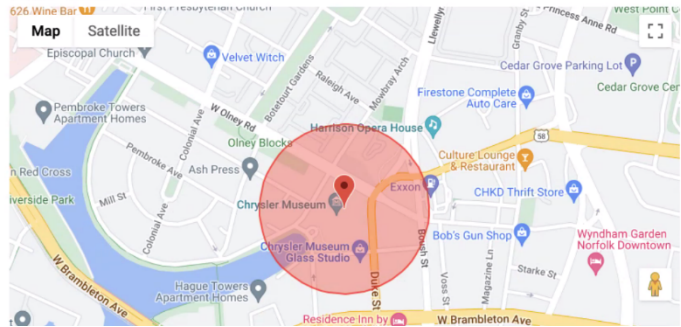
Yes

When set to yes, a GPS radius displays the approximate radius in which a member must be present for self check-in to work. The GPS radius is approximately 500 meters.

Self Check In

Allow Self Check-In?

Manual Check In Code

Check In Location


- If all of the above are set up, then the member can use 'Self Check In' on the app.

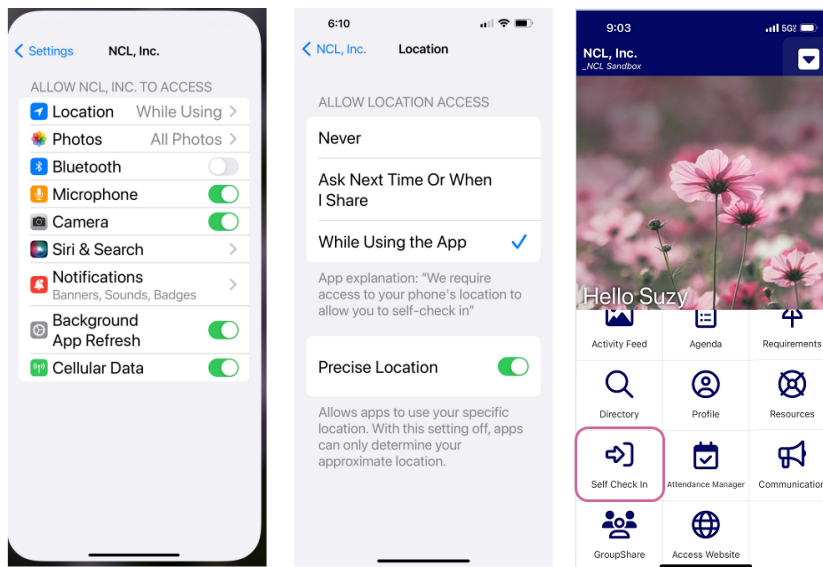


Self Check In

See the [NCL, Inc. App](#) user guide for detailed information on how to set up location settings and how to use self check-in on the NCL, Inc. app.

NOTES:

- Members must have location access enabled in the NCL, Inc. app to use 'Self Check-in' at events. Go to your phone's Settings, scroll down to the NCL, Inc. app, select the NCL, Inc., select Location and select both 'While Using the App' and turn on the 'Precise Location'.
- Self Check-in has a 500 meter radius from the entered location address. Members must be inside the location radius for self check-in to work. This radius can not be changed or edited.
- The GPS technology uses google maps. If there is any issue with the location, verify the address using google maps.
- Self Check-in will work 30 minutes prior to the start of the event and be available for 30 minutes after the start. Members must check in during this one hour window. This check-in window can not be changed or edited.

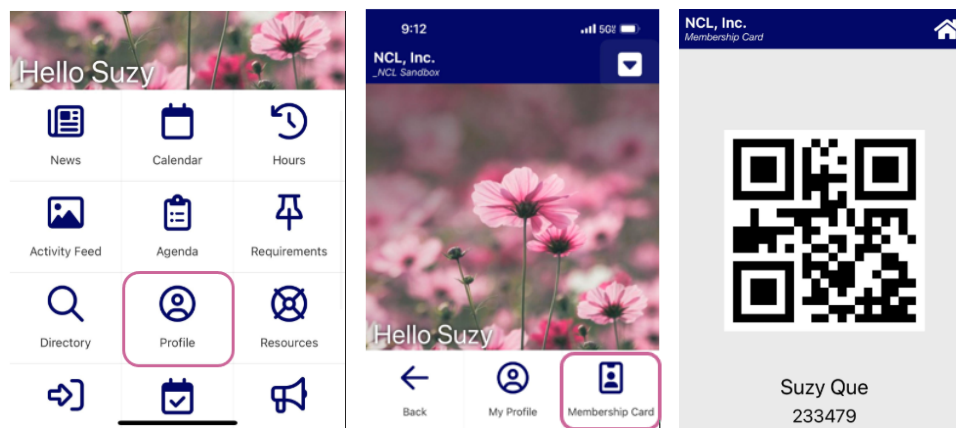


2. **QR Code Scanning:** Admins can scan the member's QR code upon arrival at a meeting or event.

QR Code Scanning will only work on events where this feature is enabled in Calendar Configuration in the Advanced – QR Scanning / Mobile Attendance Tracking. Please do not change the settings displayed below.

Advanced - QR Scanning / Mobile Attendance Tracking	
Enable QR Scanning / Mobile Attendance Tracking Yes	Check In/Out Type? Check In Only, Credit on Shift Hours

Members will display their membership card upon arrival to the event. The Membership Card is located in the NCL, Inc. App. The member must open the NCL, Inc. app, click 'Profile' then 'Membership Card' to display their 'Membership Card'.



Admins will scan the code using the NCL, Inc. App.

Admins must click “Attendance Manager” in the app, find the event on the calendar and then click 'Scan' to open their camera to scan the QR code. The NCL, Inc. app must have access to the camera in order for this to work.

Admins then hold their phone camera over the membership card to check the member in.

More details are available in the [Taking Attendance \(NCL, Inc. App & Chapter Website\)](#).

3. **Attendance Manager:** Admins can enter attendance on the app using Attendance Manager upon arrival at a meeting or event.

Admins will click Attendance Manager, find the event on the calendar and then click 'Attendance' to open their attendance list and click 'Check In' for each member.

Members who previously RSVP'd for the event will display. Admins can click Check In next to the name of the member. If a member did not previously RSVP, Admins can click +Attendee to add the member and can check the box to Check In Attendee. Admins can add multiple attendees at once using the +Add Attendee button.

More details are available in the [Taking Attendance \(NCL, Inc. App & Chapter Website\)](#).

Chapter Website

1. **Registration Tool Manager:** Admins with Registration Administrator access can enter attendance by managing the event in the Registration Tool and clicking the **Attendees** people icon.

Admin | Event Manager

National Charity League Inc. NCL Sandbox

Patroness and Ticktocker League Events

View

Manage

Reports

Staffing

Calendar Configuration (Not Event Setup)

Shift Tools

Name

Registration Name

☐ Exact Match

Location

View By

Default

Start Date

mm/dd/yyyy

End Date

mm/dd/yyyy

Status

All

Clear Filter

Filter

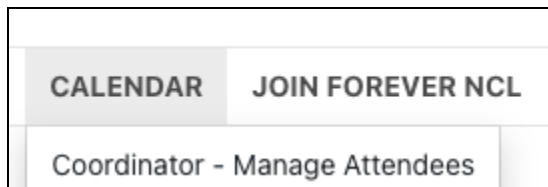
Add Registration Event

View in query tool

Members listed as a Primary or Secondary Coordinator can enter attendance on the website via the Coordinator Event List.

- Go to calendar, click Coordinator – Manage Attendees
- All current events display where that member is listed as a coordinator.

- Click the numbers in the Attendance column to enter attendance.
- The Coordinator – Manage Attendees menu *only* displays for a member who is listed as a primary or secondary coordinator. Other members will not see this option.



More details are available in the [Taking Attendance \(NCL, Inc. App & Chapter Website\)](#).