

2025 Founded In FoCo Check In Table Instructions

Our *Check-in Greeters* give our attendees the event's first impression at Founded in FoCo. Your job is to give a warm welcome, facilitate a smooth and efficient check-in, and direct guests to the Guest Services table for additional information or support (after they are successfully checked in).

For assistance, text Andrea Bazoin at (970) 459-7400 or Charles Howes at (207) 233-8155.

THANK YOU!

WHY CHECK-IN?

Founded in FoCo is a ticketed event. We Check-In attendees so we have data about our audience and their attendance patterns. This helps us allocate resources in the future. After checking in, all attendees should wear their badges to help us know who has a ticket and is part of the event.

There are two types of Check-Ins:

1. Event Check-In – Scan in/Sign in at least once per day. It doesn't hurt to scan additional times if they leave and come back.
2. Session Check-In – We have different tickets or emphasis on certain sessions and we may use the Session Check-In feature to have more granular data on attendees.

Thank you for helping us make a strong first impression!

Here's what you'll find in this guide:

[Check-In Setup: Location Setup & Technology](#)
[Technology](#)

[EVENT Check-In Process \(note: SESSION check in process is below\).](#)

[YES, they have their BADGE/QR code: Scan their QR code and click "Check-In."](#)

[NO, they have NO BADGE YET \(first check in\):](#)

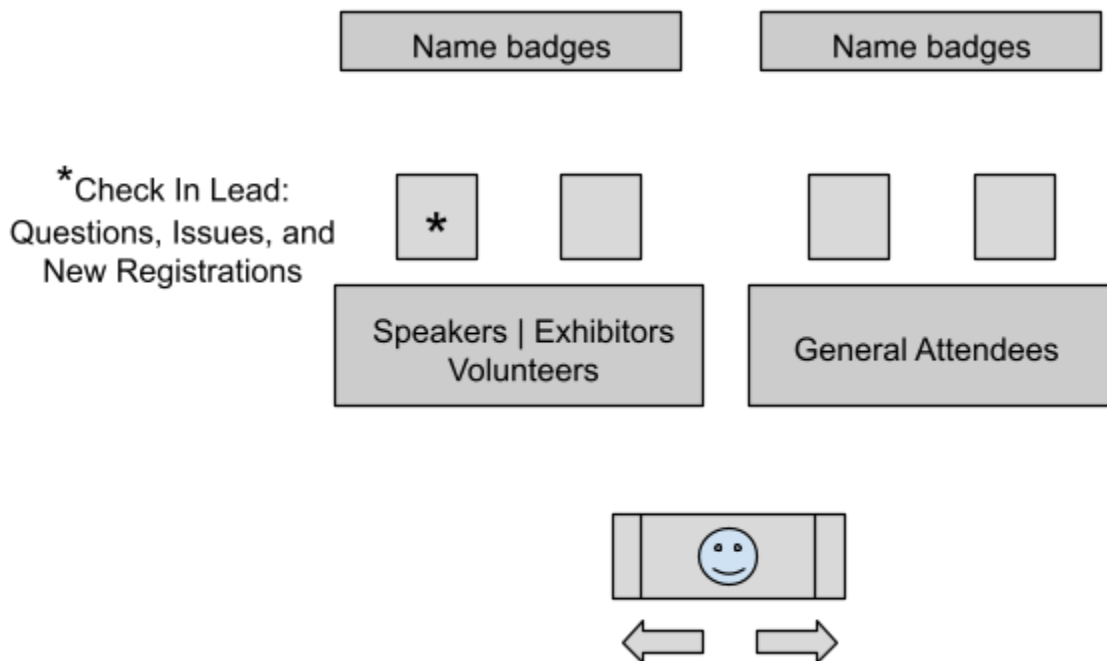
[NO - Their ticket was NOT FOUND: Direct them to the Check-In Lead to troubleshoot.](#)

[Check-In Lead Troubleshooting](#)

[Evening SESSION Check-In Process](#)

[Session Check-In Process](#)

Check-In Setup: Area Setup



A sign at the front of the line will direct attendees to the appropriate table:

- Left table: Speakers, exhibitors, and volunteers.
- Right table: General attendees
- *During peak times, use any line available.*

The far left chair will be staffed by the Check-In Lead who can assist with any registration “hiccups” as well as assist those who have not yet registered.

Kindly direct all issues/questions to the Check-In Lead in order to keep the lines moving and get people into the conference space as quickly as possible.

Behind the registration tables there will be two narrow tables set up with name badges organized alphabetically by LAST name. **Volunteers should ensure these name badges remain organized so they are easy to find.**

Technology

Check-in is web-based (i.e. using an internet browser). Each table will be equipped with the technology needed to check in registered attendees. This may include:

- Android phone
- iPad
- Chromebook

All machines will be set up in advance to access the same web-portals (i.e. they'll all work the same). **Be sure the device is LOGGED IN as an ADMIN.** See the **Check-In Lead** for assistance.

Master Link List

- **Primary Look Up & Attendee Check-In Portal:** <https://fifc2025.glide.page/dl/people>
- Additional Login: Sched Attendee List: <https://fifc2025.sched.com/editor/attendees>
 - Username: fifcevent@foundedinfoco.com
 - Password: fifc2025*
- Backup: [Google Sheet of Attendees](#)

[View a Short Video Tour of Event Check-In Process](#)

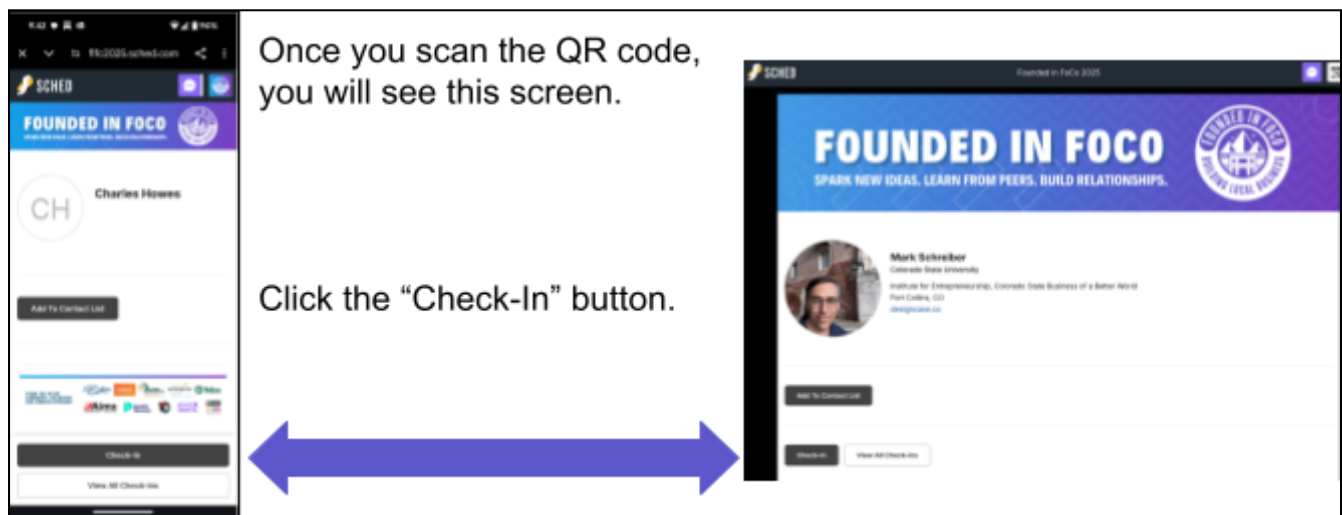
Note: Should technology fail, there will be a back-up paper list.

EVENT Check-In Process (note: SESSION check in process is below).

Each day, ALL attendees must pass through the Check-In tables (*whether they already have a name badge or not*).

Does the attendee already have their badge with them? Does it have a QR code (or did they pull up their QR code on their phone)?

YES, they have their BADGE/QR code: Scan their QR code and click “Check-In.”



Hand them back their name badge.

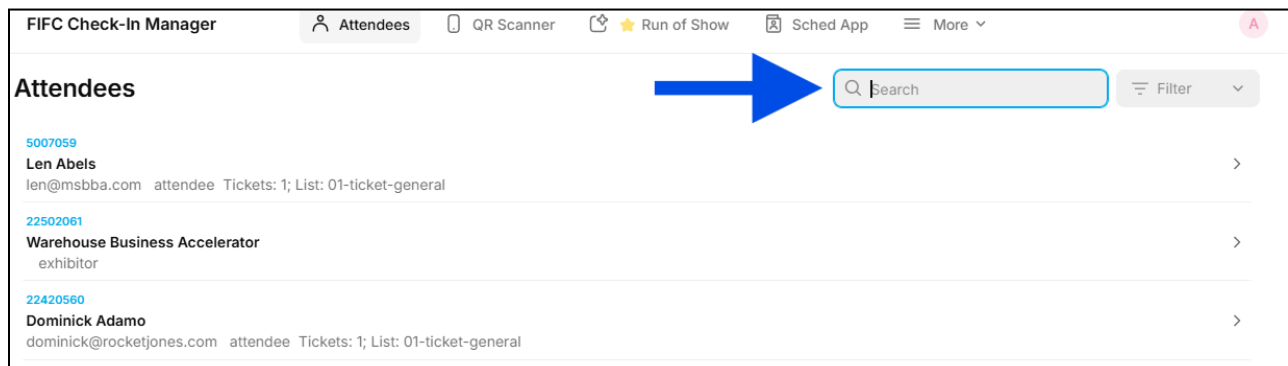
- Remind them to use the Sched app to reserve seats for ALL sessions - THIS INCLUDES LUNCH AND THE CLOSING PARTY.
- Further questions? Direct them to the Guest Services table.

- Speakers: Let them know we'll have Session Greeter Volunteers who can assist them with setup. Visit Guest Services for questions/support.

Then Direct them to the conference area.

NO, they have NO BADGE YET (first check in):

Do they have a ticket? **SEARCH** for their registration at <https://fffc2025.glide.page/dl/people> to verify their ticket status and check them in. (You may also reference backup google sheet and/or printed registration sheet)



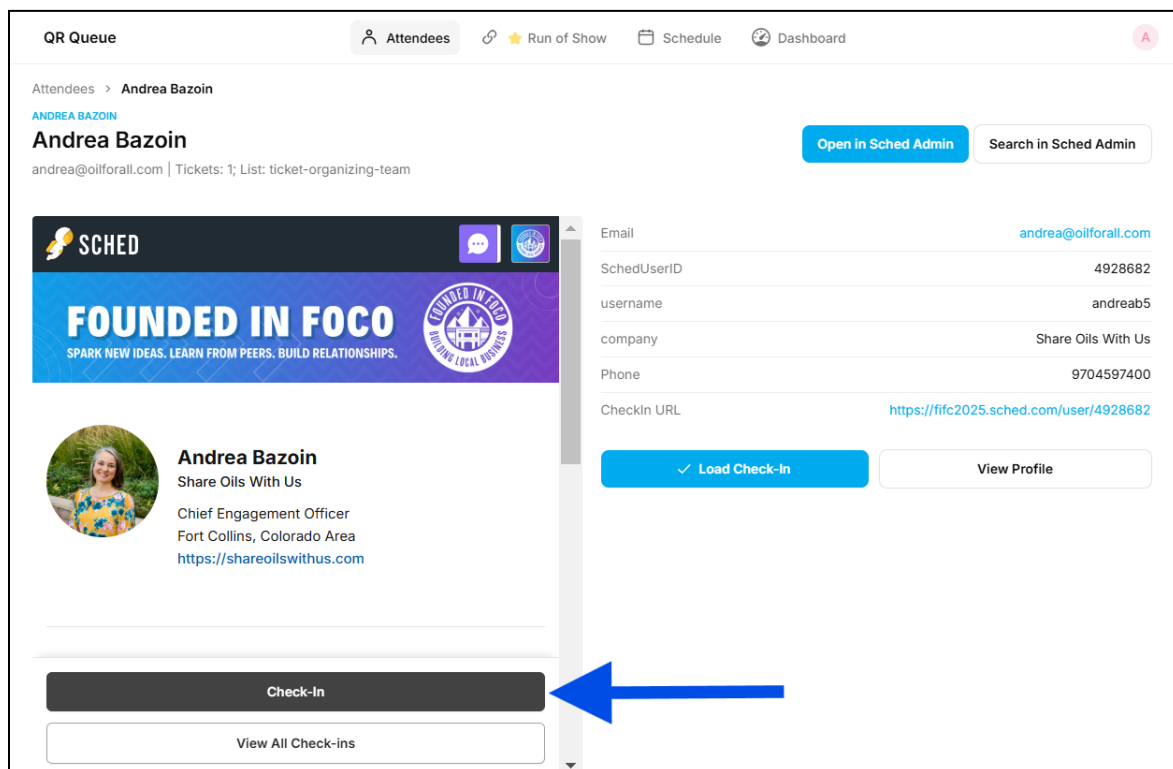
FIFC Check-In Manager

Attendees QR Scanner Run of Show Sched App More

Attendees

Search Filter

- 5007059
Len Abels
len@msbba.com attendee Tickets: 1; List: 01-ticket-general
- 22502061
Warehouse Business Accelerator
exhibitor
- 22420560
Dominick Adamo
dominick@rocketjones.com attendee Tickets: 1; List: 01-ticket-general



QR Queue

Attendees Run of Show Schedule Dashboard

Attendees > **Andrea Bazoin**

ANDREA BAZOIN

Andrea Bazoin
andrea@oilforall.com | Tickets: 1; List: ticket-organizing-team

Open in Sched Admin Search in Sched Admin


FOUNDED IN FOCO
 SPARK NEW IDEAS. LEARN FROM PEERS. BUILD RELATIONSHIPS.


Andrea Bazoin
 Share Oils With Us
 Chief Engagement Officer
 Fort Collins, Colorado Area
<https://shareoilswithus.com>

Email: andrea@oilforall.com
 SchedUserID: 4928682
 username: andreab5
 company: Share Oils With Us
 Phone: 9704597400
 CheckIn URL: <https://fffc2025.sched.com/user/4928682>

Load Check-In View Profile

Check-In
 View All Check-ins

YES - HAVE A TICKET: Click "Check-In."

Have we pre-printed their name badge? Look for an Alert on their profile page that we have pre-printed their Name Badge and it should be on the table.

Note: due to the print deadline, anyone who registered after Friday, March 7th will not have a pre-printed name badge (e.g. it's normal).

YES, we printed it: Locate their name badge and hand it to them.

NO, it wasn't printed: Hand them a BLANK name badge and SHARPIE so they can create a name badge.

Next:

- Remind them to use the Sched app to reserve seats for ALL sessions - THIS INCLUDES LUNCH AND THE CLOSING PARTY.
- Further questions? Direct them to the Guest Services table.
- Speakers: Let them know we'll have Session Greeter Volunteers who can assist them with setup. Visit Guest Services for questions/support.

Direct them to the conference area.

NO - Their ticket was NOT FOUND: Direct them to the Check-In Lead to troubleshoot.

Check-In Lead Troubleshooting

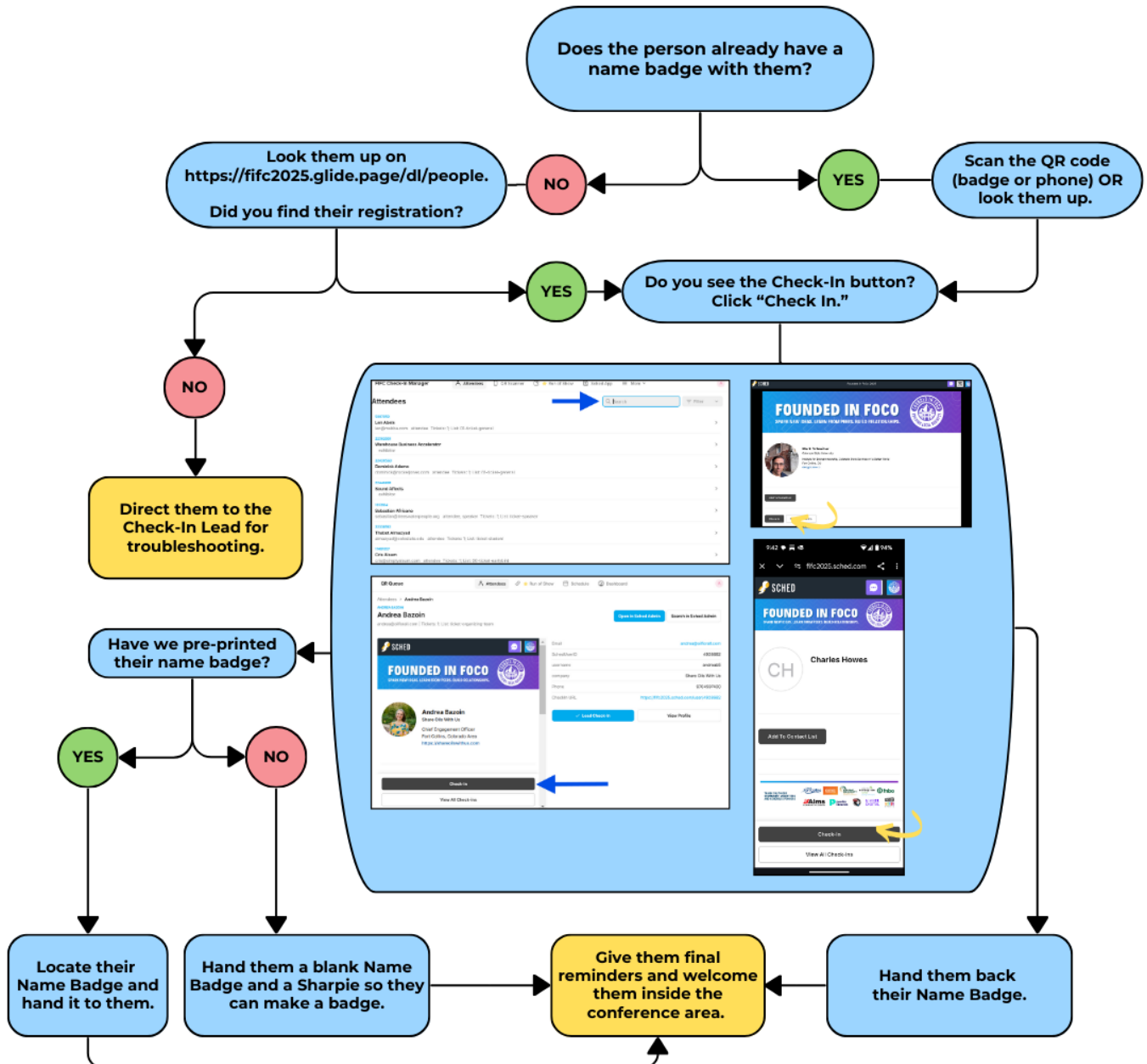
If they do not have a name badge, or their names do not appear in the search results, it could be because:

- 1) They didn't register for FiFC yet.
 - a) Direct them to register at <https://fifc2025.sched.com/registration>. Note: We do not accept cash or checks at registration.
- 2) They only registered for Brain Change.
 - a) They still need to register for FiFC at <https://fifc2025.sched.com/registration>.
- 3) They lost their name badge.
 - a) Verify their registration.
 - b) Hand them a blank FiFC name badge and Sharpie to hand write their name.
 - c) Direct them inside.
- 4) Other?
 - a) Take detailed notes (full contact information plus the context of the issue) and pass the information to Andrea or Charles.
 - b) Inform them someone will be in touch to resolve the issue.

c) Hand them a blank name badge and allow them to enter.

For refund requests, contact Charles, Nick, or Addie.

Event Registration Decision Tree



Evening SESSION Check-In Process

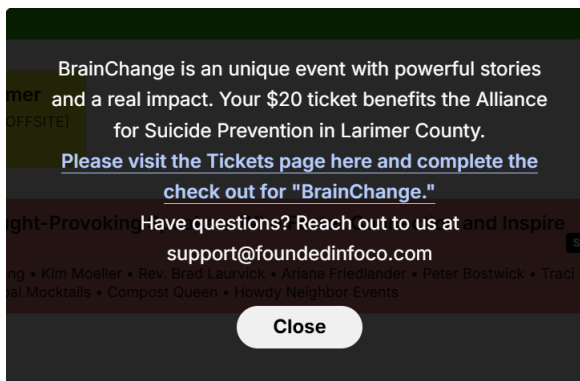
The Check-In Process for Evening Sessions is as follows (see below for detailed instructions).

- Monday: standard EVENT Check-In process
- Tuesday:
 - BrainChange: *Purchase a ticket, then Session Check-In
 - Happy Hour at Simmer: Session Check-In
- Wednesday: Trout Tank: Session Check-In
- Thursday: Closing Event: Session Check-In

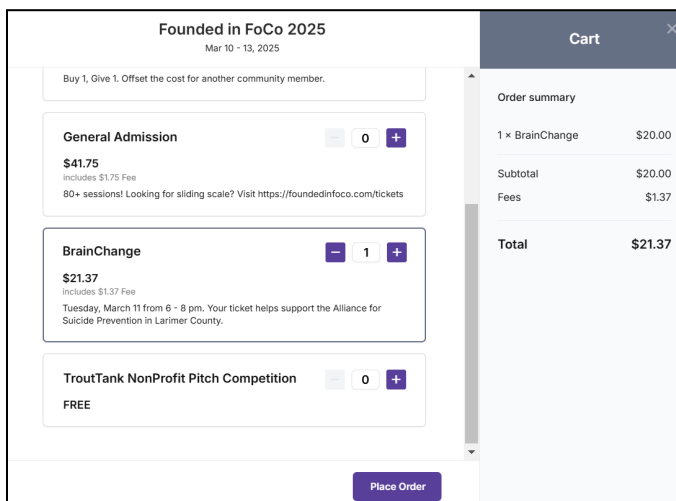
*How to Purchase a BrainChange Ticket

This event requires a separate ticket (\$20 + fees). Tickets can be purchased through the Sched App. To purchase a ticket:

- 1) Open the Sched App and navigate to the event (through the Schedule). Once you click on the event, this pop up will appear:



- 2) The person will be directed to purchase a ticket.



- 3) Once a ticket is purchased, the person may go back and register for the session through the Sched app.

Session Check-In Process

- 1) Visit <https://fifc2025.sched.com/checkin/index.html>
- 2) Navigate to the session (ex: BrainChange)
- 3) Look up the person by name.
- 4) Click on the button to the right. They are now checked in.

The screenshot shows a mobile app interface for session check-in. At the top, the session title is '(1/17) BrainChange: Thought-Provoking Speakers Who Foster Connection and Inspire'. Below the title is a search bar. A list of attendees is shown below the search bar. The first attendee is 'Trenton Anderson' with the affiliation 'Colorado State University (Student)'. To the right of his name is a blue circle with a white checkmark, indicating he is checked in. The second attendee is 'Beth Bostwick', with an empty blue circle to her right, indicating she is not yet checked in.

To ADD a Walk-Up/New Attendee:

- 1) Click the PLUS button.

This screenshot is similar to the previous one, showing the session title '(0/18) BrainChange: Thought-Provoking Speakers Who Foster Connection and Inspire'. The list of attendees now includes 'Andrea' with the affiliation 'Share Olls With Us (Chief Engagement Officer)' and 'Trenton Anderson' with 'Colorado State University (Student)'. Both have empty blue circles to their right. A blue arrow points to the PLUS button in the top right corner of the app header.

- 2) A pop-up will appear. Enter the person's full information. Then click "Add Attendee & Check-in."

The 'New Attendee' pop-up form has a title bar 'New Attendee'. It contains three input fields: 'Name', 'Email (Optional)', and 'Company (Optional)'. Each field has a blue icon to its right. At the bottom of the form is a blue button with the text 'Add Attendee & Check-in'.

FAQs

- **Where can I find the schedule?**
 - The general schedule can be found at <https://foundedinfoco.com/schedule>.
 - If attendees are logged in, they can select their preferred sessions and create a custom schedule which they can view on the app, view/print through the web portal, and/or sync to their calendar.
 - The best way to access the conference schedule is through the Sched App (search "Founded In FoCo 2025").. For detailed instructions, visit <https://foundedinfoco.com/schedule/#>.
- **The parking lot is full. Where can I park?**
 - Overflow parking can be found at Rolland Moore Park. See map for directions to the walking path connecting the park with the Senior Center. It takes about 5 minutes to walk the path from the lot.
- **I'm a volunteer but I don't remember which shifts I signed up for.**
 - To view your personal volunteer shifts, visit <https://foundedinfoco.com/volunteer-shifts> and complete the form.
 - To view all filled shifts and/or sign up for a volunteer shift, visit <https://foundedinfoco.com/volunteer-signup>.
- **Do I need to reserve seats for each session?**
 - Yes - some sessions are at (or close to) room capacity. If rooms fill up, attendees without reserved seats will be asked to give up their seats.
- **Where can I get lunch?**
 - Free lunch is provided but space is limited. Attendees must register in the Sched App.
 - The shopping center across from the Senior Center (south) has several options including Tokyo Joe's, Subway, Simmer, Gibb's Bagels, Berry Blendz Juice, etc.
- **How can I change information that others see on my profile?**
 - From the app or website, log in to Sched (the conference platform). Click on your profile photo (web) or "My Account" (app). From there, you can customize your profile and control whether or not other conference attendees can view your information.
- **How can I share my QR code with other attendees, for networking purposes?**
 - From the Sched app, click "My Account" then click "Personal QR Code."
 - Allow the other person to scan your code using their camera app.
 - Once scanned, the other person will be able to view your public profile information.
- **I have a complaint, comment, or compliment - how can I provide feedback?**
 - Complete the form at <https://foundedinfoco.com/connect-with-us>.
 - Founded in FoCo is a production of Howdy Neighbor Events, a 501(c)3 organization. The event is planned and implemented by volunteers for the community. We believe in entrepreneurship as a primary driver for social, cultural, and economic equity. More info can be found at www.FoundedInFoco.com.