How to Check In (Take Attendance) Manually.

	~	~ :	searcn								
		÷		From I	Date: 2024-02-27 ×						6 Record:
		ID	Name	Туре	Date	Region	Organiser	On Platform	Status	Info	Actions
CI Test Club	~	20	Summer @ Cl	Summer Training	11/08/2025 - 15/08/2025	Antrim	Liam Foulkes	YES	Pending Create	0	:
Event Creation	~	19	lt's Wicket @ Kinsealy	lt's Wicket!	08/03/2025 - 29/03/2025	Dublin	Liam Foulkes	YES	Active	0	:
Events Admin	^	18	CI Club Winter training	Winter Training	03/03/2025 - 31/03/2025	Dublin	Liam Foulkes	YES	Active	0	:
Programmes		6	Smash It @ CI Test CC	Smash It	03/03/2025 - 07/03/2025	Dublin	Liam Foulkes	YES	Active	0	:
Competitions		5	It's Wicket @ CI	It's Wicket!	03/03/2025 - 17/03/2025	Dublin	Liam Foulkes	YES	Active	0	:
Events	- 1	4 П	Smash It @ CI	Smash It	24/02/2025 - 27/02/2025	Dublin	Liam Foulkes	YES	Completed	0	:

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	Ę		From I	Date: 2024-02-27 ×						6 Records
	ID	Name	Туре	Date	Region	Organiser	On Platform	Status	Info	Actions
CI Test Club 🗸 🗸 🗸	20	Summer @ Cl	Summer Training	11/08/2025 - 15/08/2025	Antrim	Liam Foulkes	YES	Pending Create	0	:
▲	19	It's Wicket @ Kinsealy	lt's Wicket!	08/03/2025 - 29/03/2025	Dublin	Liam Foulkes	YES	Active	0	:
Events Admin	18	CI Club Winter training	Winter Training	03/03/2025 - 31/03/2025	Dublin	Liam Foulkes	YES	Active	0	:
Programmes	6	Smash It @ CI Test CC	Smash It	03/03/2025 - 07/03/2025	Dublin	Liam Foulkes	YES	Active	0	:
Competitions	5	It's Wicket @ CI	lt's Wicket!	03/03/2025 - 17/03/2025	Dublin	Liam Foulkes	YES	Active	0	:
Events	4	Smash It @ CI	Smash It	24/02/2025 - 27/02/2025	Dublin	Liam Foulkes	YES	Completed	0	:
Finance Admin 🛛 🗸										

2 Click "Events Admin"

Click the relevant Event type.

		Ŧ	Remove A	From I	Date: 2024-02-27 ×						6 Records
		ID	Name	Туре	Date	Region	Organiser	On Platform	Status	Info	Actions
CI Test Club	~	20	Summer @ Cl	Summer Training	11/08/2025 - 15/08/2025	Antrim	Liam Foulkes	YES	Pending Create	0	:
Queued Reports	-	19	lt's Wicket @ Kinsealy	lt's Wicket!	08/03/2025 - 29/03/2025	Dublin	Liam Foulkes	YES	Active	0	:
Validation		18 ©	CI Club Winter training	Winter Training	03/03/2025 - 31/03/2025	Dublin	Liam Foulkes	YES	Active	0	:
Events Admin	^	6 []	Smash It @ CI Test CC	Smash It	03/03/2025 - 07/03/2025	Dublin	Liam Foulkes	YES	Active	0	:
Programmes		5	It's Wicket @ CI	It's Wicket!	03/03/2025 - 17/03/2025	Dublin	Liam Foulkes	YES	Active	0	:
Courses		4	Smash It @ CI	Smash It	24/02/2025 - 27/02/2025	Dublin	Liam Foulkes	YES	Completed	0	:

Click the relevant Event you what to take Attendance for

		~		Q s	earch								
				_ 1	Remove A	II From C	From Date: 2024-02-27 \times						6 Records
3	CI Test Club	~		ID	Name	Туре	Date	Region	Organiser	On Platform	Status	Info	Actions
	Programmes		*	20	Summer @ Cl	Summer Training	11/08/2025 - 15/08/2025	Antrim	Liam Foulkes	YES	Pending Create	0	:
	Courses			19	It's Wicket @ Kinsealy	lt's Wicket!	08/03/2025 - 29/03/2025	Dublin	Liam Foulkes	YES	Active	0	:
	Competitions			18	CI Club Winter training	Winter Training	03/03/2025 - 31/03/2025	Dublin	Liam Foulkes	YES	Active	0	:
•	Finance Admin	~		6 ()	Smash It @ CI Test	Smash It	03/03/2025 - 07/03/2025	Dublin	Liam Foulkes	YES	Active	0	:
•	List Admin Affiliations	~		5	It's Wicket @ Cl	lt's Wicket!	03/03/2025 - 17/03/2025	Dublin	Liam Foulkes	YES	Active	0	:
•	Club Membership /	Adm	ļ	4	Smash It @ CI	Smash It	24/02/2025 - 27 TEST SITE (40)	Dublin	Liam Foulkes	YES	Completed	0	:

*	Charts ^	Event Start Date *	2025-03-03	
CRICKET	Participant Registration	Event End Date *	2025-03-31	
IRELAND	Programme Files		Event Organiser Details will be publicly viewable. If this is an Organisation (Member Association,	
Cl Test Club 🛛 🗸	Volunteers		Region, Centre) please put those details here.	
Programmes	Invitees	Event Organiser Name *	Liam Foulkes	
Courses	Discount Codes	Event Organiser Email *	liam.foulkes@cricketireland.ie	
Competitions	Bulk Age Restriction Date Change	Event Organiser Phone	■ • 0873388473	
Events	Entries	Number		
Finance Admin 🗸		Event Website		0
List Admin	Спеск In			

6 Click here.

	*	Programme Info Entry Options	Search	5 Entries		•
		Participant Registration Options	Name	Items	Check In Status	Actions
9	CI Test Club ~ Programmes	Participant Registration	Joe Bloggs	CI Club Winter training (03/03/2025 -	Time Checked	
	Courses Competitions	Programme Files Volunteers		31/03/2025) - Joe Bloggs - Entry Fee - Entry Fee	In: <i>unset</i>	
0	Events Finance Admin 🛛 🗸	Invitees Discount Codes	Liam Foulkes	CI Club Winter training (03/03/2025 -	Time Checked	
	List Admin Affiliations V	Bulk Age Restriction Date Change		31/03/2025) - Liam Foulkes - Entry Fee - Entry Fee	In: <i>unset</i>	
ŀ	Club Membership Adm	Entries Check In	TEST SITE (40)	Cl Club Winter training	Time	

7 Click "Check In" for the participants that arrived.

	Programme Info Entry Options	Search	5 Entries	*
Edit Check In	Status			⊗ ^
Joe Bloggs	Cl Club Winter training (Joe Bloggs - Entry Fee -	03/03/2025 - 31/03/2025 Entry Fee) - Time Checked In: unset	Check In
4 4 Courses			Бюддо спартос спар	▶ ▼ ▶
Competitions	Volunteers			
Events	Invitees Discount Codes	Liam Foulkes	CI Club Winter training (03/03/2025 -	Time Checked
List Admin			31/03/2025) - Liam Foulkes - Entry Fee -	In: unset
List Admin Affiliations V Club Membership Adm	Bulk Age Restriction Date Change		31/03/2025) - Liam Foulkes - Entry Fee - Entry Fee	In: unset