

How to Check In (Take Attendance) Manually.

1 Log in to your Admin Account.

CRICKET IRELAND

CI Test Club

- Event Creation
- Events Admin**
- Programmes
- Courses
- Competitions
- Events
- Finance Admin
- List Admin

| ID | Name | Type | Date | Region | Organiser | On Platform | Status | Info | Actions |
|----|-------------------------|-----------------|-------------------------|--------|--------------|-------------|----------------|------|---------|
| 20 | Summer @ CI | Summer Training | 11/08/2025 - 15/08/2025 | Antrim | Liam Foulkes | YES | Pending Create | i | ⋮ |
| 19 | It's Wicket @ Kinsealy | It's Wicket! | 08/03/2025 - 29/03/2025 | Dublin | Liam Foulkes | YES | Active | i | ⋮ |
| 18 | CI Club Winter training | Winter Training | 03/03/2025 - 31/03/2025 | Dublin | Liam Foulkes | YES | Active | i | ⋮ |
| 6 | Smash It @ CI Test CC | Smash It | 03/03/2025 - 07/03/2025 | Dublin | Liam Foulkes | YES | Active | i | ⋮ |
| 5 | It's Wicket @ CI | It's Wicket! | 03/03/2025 - 17/03/2025 | Dublin | Liam Foulkes | YES | Active | i | ⋮ |
| 4 | Smash It @ CI | Smash It | 24/02/2025 - 27/02/2025 | Dublin | Liam Foulkes | YES | Completed | i | ⋮ |

Rows per page: 20 1-6 of 6

TEST SITE (40)

2 Click "Events Admin"

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Rows per page: 20 1-6 of 6

TEST SITE (40)

3 Click the relevant Event type.

CRICKET IRELAND

CI Test Club

- Queued Reports
- Validation
- Event Creation
- Events Admin
- Programmes**
- Courses
- Competitions
- Events

| ID | Name | Type | Date | Region | Organiser | On Platform | Status | Info | Actions |
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Rows per page: 20 1-6 of 6

TEST SITE (40)

4 Click the relevant Event you what to take Attendance for

CRICKET IRELAND

CI Test Club

- Programmes
- Courses
- Competitions
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- Finance Admin
- List Admin
- Affiliations
- Club Membership Adm...

| ID | Name | Type | Date | Region | Organiser | On Platform | Status | Info | Actions |
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Rows per page: 20 1-6 of 6

TEST SITE (40)

5 Click "Check In"

CRICKET IRELAND

CI Test Club

- Programmes
- Courses
- Competitions
- Events
- Finance Admin
- List Admin
- Affiliations
- Club Membership Adm...

Charts

Participant Registration

Programme Files

Volunteers

Invitees

Discount Codes

Bulk Age Restriction Date Change

Entries

Check In

Manual Alterations

Participant Registration

TEST SITE (40)

Event Start Date * 2025-03-03

Event End Date * 2025-03-31

Event Organiser Details will be publicly viewable. If this is an Organisation (Member Association, Region, Centre) please put those details here.

Event Organiser Name * Liam Foulkes

Event Organiser Email * liam.foulkes@cricketireland.ie

Event Organiser Phone Number 0873388473

Event Website

6 Click here.

CRICKET IRELAND

CI Test Club

- Programmes
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- Events
- Finance Admin
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- Club Membership Adm...

Programme Info

Entry Options

Participant Registration Options

Charts

Participant Registration

Programme Files

Volunteers

Invitees

Discount Codes

Bulk Age Restriction Date Change

Entries

Check In

TEST SITE (40)

Search 5 Entries

| Name | Items | Check In Status | Actions |
|--------------|--------------------------------------------------------------------------------------------|------------------------|---------|
| Joe Bloggs | • CI Club Winter training (03/03/2025 - 31/03/2025) - Joe Bloggs - Entry Fee - Entry Fee | Time Checked In: unset | |
| Liam Foulkes | • CI Club Winter training (03/03/2025 - 31/03/2025) - Liam Foulkes - Entry Fee - Entry Fee | Time Checked In: unset | |
| | • CI Club Winter training | Time | |

7

Click "Check In" for the participants that arrived.

