



# CHECK-IN USING LEATHERNECK LINK

## Times & Methods

- Students can be checked in up to an hour before an and during an event using their student ID number, email, or by scanning their id using the Involve App.
- After an event has passed, students can only be checked in using their student ID number on the Web App version.

## Involve App (*Preferred Method*)

- Download the Involve app on the App Store or Google Play Store.
- Tap Events on the bottom right hand corner and toggle over to host events. Enter the 4 digit event pin and press submit.
- You can check students in using student ID number, email, or by scanning their student ID.
- You can only use the Involve App check-in up to an hour before an event and during the event.

## Web App Check-In

- Go to [Leatherneck Link](#) and then choose “admin dashboard” in the top right hand corner. Once there, choose “events” on the left hand side and choose your event. Then click “add attendees.”
- During an event you can check students in using their student ID number or email.
- After an event you can only check students in using their student ID number. You can also bulk add students using the “bulk add” in the “add attendees” section.