



Attendance Recording and On-Site Management

Eventsforce Attendance is a mobile app that helps event planners better manage their attendance recording and keep track of attendance at events and sessions.

On-site staff can use the app on their iPhones/iPads to mark off attendees on their registration lists using easy-to-navigate search tools and an integrated barcode scanner. Seamless integration with the Eventsforce Event Management platform also helps with on-site management by providing real-time insight on registrations, attendance and room capacity on the day of your event.

How does it work?

Eventsforce Attendance is an easy-to-use online tool that will speed up your attendance recording and gives your attendees a great start to your events. Simply download the Eventsforce app from the Apple iOS app store, click on the icon and choose the events, dates and sessions you want to record attendance for. The app will then automatically pull up the most-up-date attendee registration lists from your Eventsforce event management system using our secure API.



- Capture accurate attendance data
- Choose the events, days and sessions you want to track
- Use easy search tools for quick navigation of registration lists
- Speed up the session check-in processes with integrated barcode and QR scanner
- Verify attendees by photo, name, category and reference number
- Automatic checks on attendee payment status
- Real-time overview on registrations, attendance and room capacity





At the event, your staff can select the event or session they want to record attendance for and search for attendees using one of the following three options:

- Scroll through a drop-down list
- Use the search navigation tool
- Scan attendee badge barcode using iPhone/iPad camera

The app will bring up the attendee's profile, which will include their name, a reference number, an optional photo and their assigned category (delegates, speaker, VIP, exhibitor and so on). The display will also show the payment status of the attendee and the days and sessions they have booked to attend. Simply tap on the relevant date or session and the check-in process is complete.

If an attendee hasn't registered for an event or session, then the app also has a function which can redirect users to the event website where they can complete registration. Seamless integration with your Eventsforce system ensures that all new registration data is automatically updated within the app.

The Attendance app also gives you important management insight on the day of your event. By clicking on 'status', you can get real-time analysis on how your event or sessions are doing in terms of registrations, attendance and room capacity. At any given time, you can have a clear overview on how many people you are expecting at a particular session, how many people have actually checked-in and whether or not you have the capacity to bring in any additional attendees.

What are the benefits?

Improved Attendee Experience – Seamless, quick session check-in process offers a great start to your events. No need for desks, laptops or barcode scanners.

Data Accuracy – Real-time integration with your backend event management system ensures all registration and attendance data is accurate and up-to-date; better CPD management

Better Attendee Management – Make informative decisions by having access to important attendee information – from their category (VIP, speaker, delegates) and payment status to whether or not they have already registered their attendance to an event or session. Knowing exactly who is at your event will also help with health & safety requirements.

Time Savings – Eliminate the time needed to manually transfer data from barcode scanners and sheets to your back-end event management system

Increased Security – Verify attendee identification via profile photo and reduce risk of data loss by choosing which events and sessions your app users have access to

Better ROI Measurement – Have clear and immediate insight on important performance metrics, including registrations vs. actual attendees, no shows, as well as which of your sessions, speakers and topics were most popular



Whether you're running a partner event, stakeholder meeting, or an awards ceremony, **your team can rely on Eventsforce every step of the way.**

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