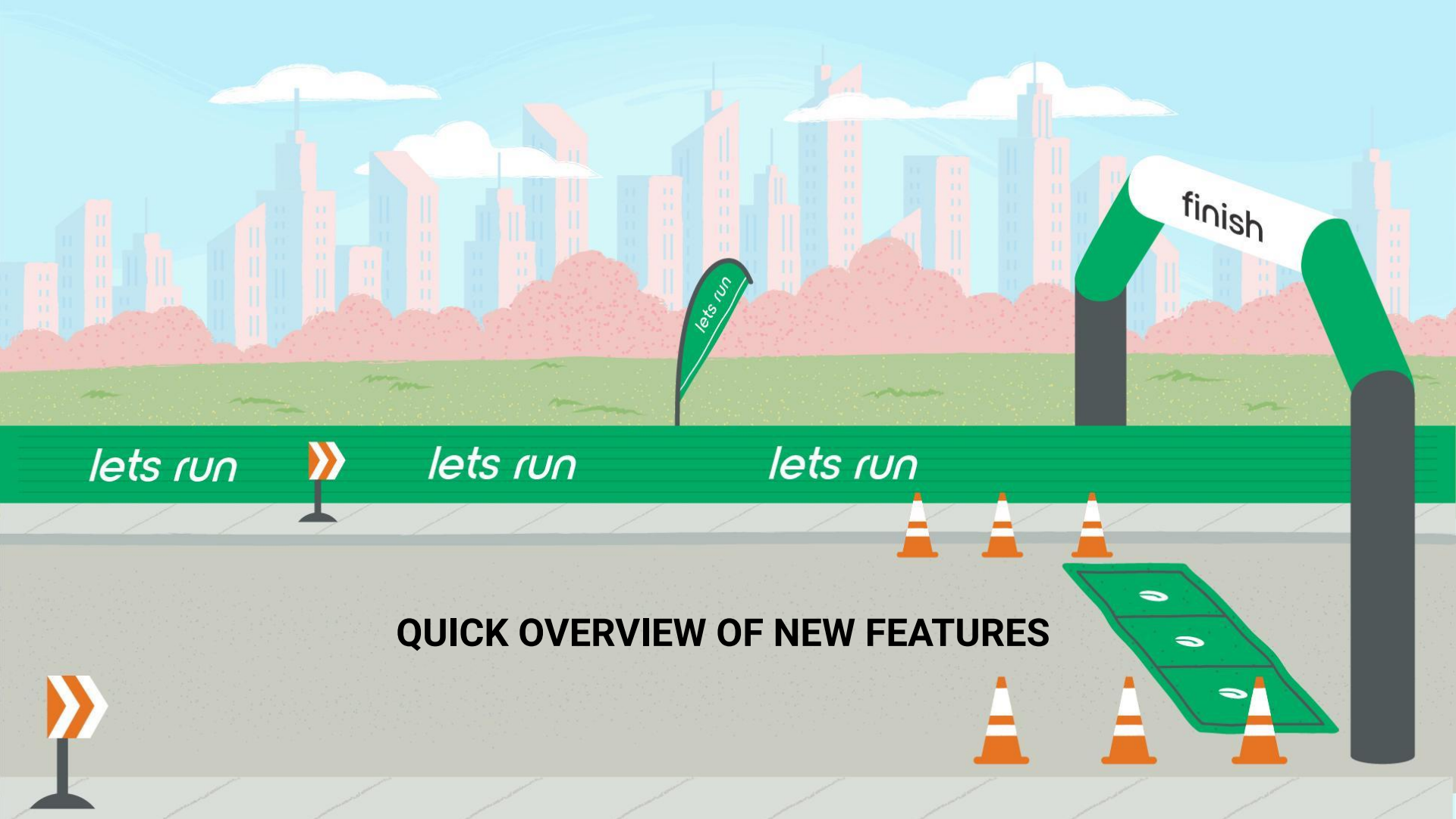




RACEDAY
CheckIn

NOW FOR
VOLUNTEERS!



lets run



lets run

lets run

finish

QUICK OVERVIEW OF NEW FEATURES

Feature Updates

RACE DASHBOARD

Menu Search

Dashboard

Race

RaceDay Tools

Bibs

Corrals

RaceDay Checkin

RaceJoy

Race Divisions

Results

Virtual/Challenge Results

Crisp Bib Assignment Test

September 1, 2021 Charleston, SC 29414

Race Status:

View Website

Signups: 0

RaceDay Checkin

Mobile App

The fastest, easiest way to check people in. Available for iOS and Android devices.

Web Checkin

The traditional Checkin method; designed to run on laptop screens.

Checkin Stats

Checkin Charts, graphs and downloads for people who love data.

Bulk Checkin

Bulk Checkin is a utility that allows you to check in a large group based on Registration ID, or check in a large block of participants, without an ID. Only recommended for very specific situations.

RACE DASHBOARD

Menu Search

Dashboard

Race

RaceDay Tools

Bibs

Corrals

RaceDay Checkin

RaceJoy

Race Divisions

Results

Virtual/Challenge Results

SHOW MORE

Participants

Reports

Email Marketing

Donations

Fundraising

Financial

Crisp Bib Assignment Test

September 1, 2021 Charleston, SC 29414

Race Status:

View Website

Signups: 0

Checkin App Report

Event Date: Tuesday September 1, 2020 - N Update Report

Checkin App Report

Web Test Volunteer1 Crisp McDonald iOS Crisp Web Checkin

16 OF 46 PARTICIPANTS CHECKED IN

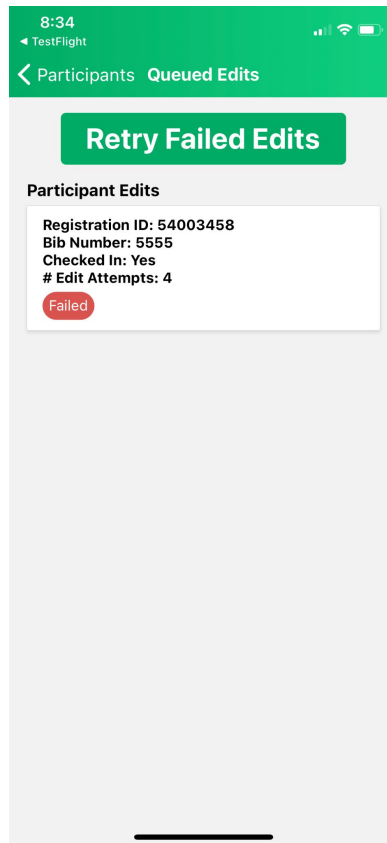
Download Checked In Participants

Download Participants Not Checked In

Download Bib Assignments from Checkins

EVENT	NO. CHECKED IN	NO. PARTICIPANTS	PERCENT
Test 5k	12	34	35.3%
Test 10K	1	1	100%

Feature Updates



Agenda

01

INTRODUCTION TO THE CHECK IN APP

What is the Check In App

02

VOLUNTEER CHECK IN

Use of the new Volunteer Check In and reports

03

DEEPER DIVE INTO THE CHECK IN APP

New and upcoming features and some suggested settings

04

BENEFITS

Some of the many reasons to use the Check In App to streamline your raceday experience.

05

THANK YOU/QUESTIONS

You Have Questions? We have answers.

Why Should I Change?

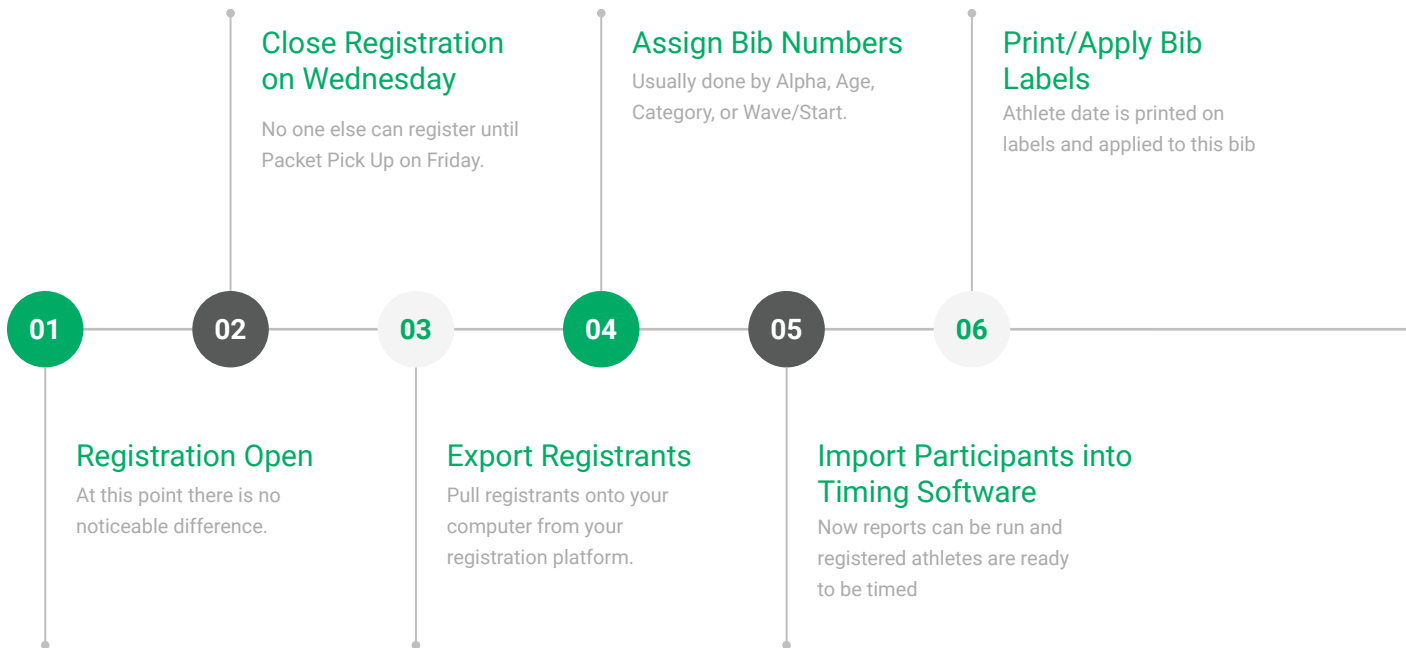
Athletes expect everything instantaneously and more are waiting later to register.



Old Timeline



Begin Timeline



Old Timeline

Continued

Changes and New Registration on Paper Forms

A "Runner" is need to bring things from Packet Pick Up to Timing Tent, hopefully all info on forms are correct..

Max Stress

Event has started, late registrations aren't entered, changes haven't all been complete, no results are being pushed yet.

07

08

09

10

11



END TIMELINE

Setup up Packet Pick Up

Paper alpha lists and pre-assigned bibs mean many lines based on name

Registration Must Close for Timing

Usually in these scenarios bib assignment and registration must close for timing, so the final data pull can occur.

Finally all Data Entered

You finally hit your 'zen' moment where data is in and results are being pushed up.

New Timeline

- Leave registration open until you feel like closing it
- Send a pre-event email with QR Code replacement tag
- Turn on the Check In App
- Dynamically assign bibs by QR Code
- Pull all data and changes into RaceDay Scoring
- Push results as soon as the first person hits a timing point



Setup - RunSignup

Setting up the Check In App in RunSignup and some other available tools that pair well with the app.



Setup - RunSignup

Setting up the Check In App in RunSignup

- RaceDay Tools
 - RaceDay CheckIn
 - Mobile App

The screenshot shows the RunSignup interface for the RaceDay CheckIn section. On the left is a dark sidebar menu with options: Dashboard, Race, RaceDay Tools (highlighted), Bibs, Corral, RaceDay Registration, RaceDay CheckIn (selected), Race Divisions, and Results. The top navigation bar is blue with a 'Menu Search' icon, a '1' dropdown, and a 'Help' button. The main content area is titled 'RaceDay CheckIn' and contains three cards: 'Mobile App' (with a smartphone icon and a green border), 'Web CheckIn' (with a monitor icon), and 'CheckIn Stats' (with a bar chart icon). Below these cards is a 'Bulk CheckIn' button.

Menu Search

Dashboard

Race

RaceDay Tools

Bibs >

Corral >

RaceDay Registration >

RaceDay CheckIn

Race Divisions >

Results >

RaceDay CheckIn

Mobile App

The fastest, easiest way to check people in. Available for iOS and Android devices.

Web CheckIn

The traditional CheckIn method; designed to run on laptop screens.

CheckIn Stats

CheckIn Charts, graphs and downloads for people who love data.

Bulk CheckIn

Setup - RunSignup

Setting up the Check In App in RunSignup

- Set password and dates to enable app
 - Use a password that can be shared - list it in the HINT box

Successfully saved CheckIn App information.

CheckIn App

1 ▾ Help

Authentication Settings

The RunSignup RaceDay CheckIn App allows you to check participants in and push your changes to RunSignup whenever Internet connectivity is established. In order to begin using the application, fill in the below fields and click **Save Settings**.

Shared Password *

Please use a strong password with at least 8 characters and at least one uppercase letter, lowercase letter, number, and symbol (e.g. --!@#\$\$%&*).

Password Hint (optional)

33333333333

Enable CheckIn At: *

12/15/2019

07 : 00 AM ▾

America/New_York

Disable CheckIn At: *

12/31/2021

10 : 00 AM ▾

America/New_York

Download the App

RaceDay CheckIn is available for free on the App Store and Google Play store.

Download on the
App Store

GET IT ON
Google Play

Apple and the Apple logo are trademarks of Apple Inc., registered in the U.S. and other countries and regions. App Store is a service mark of Apple Inc.

Google Play and the Google Play logo are trademarks of Google LLC.



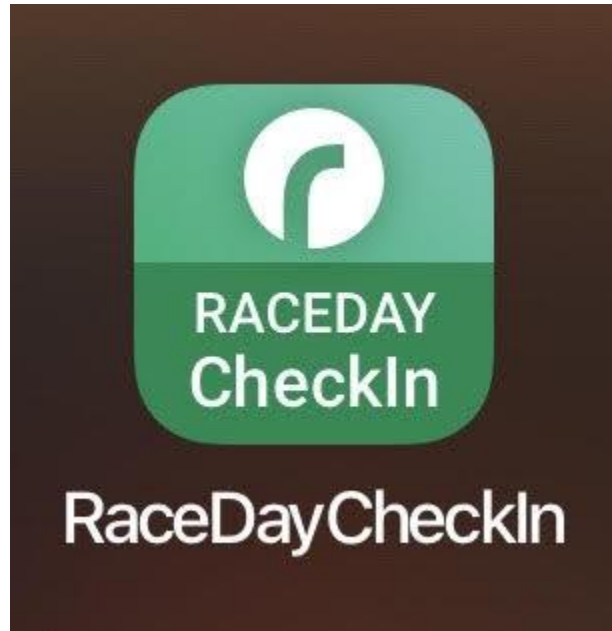
Setup and Use - Check In App Volunteer

Suggested settings within the
Check In App and how to use
them.



Setup and Use - Check In App

- Download the App from the App Store



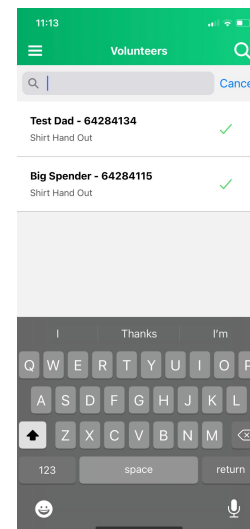
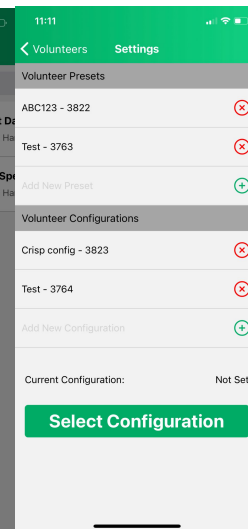
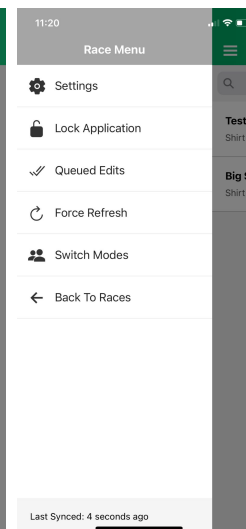
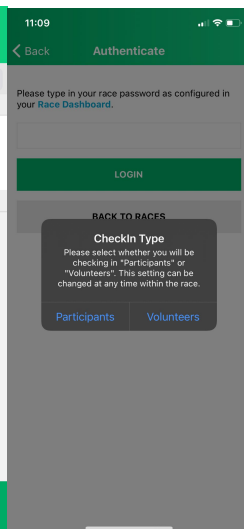
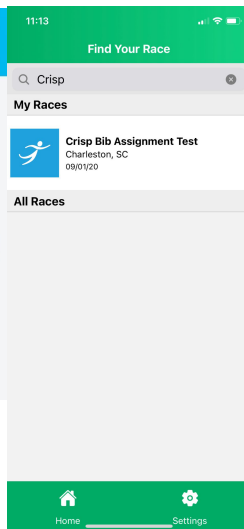
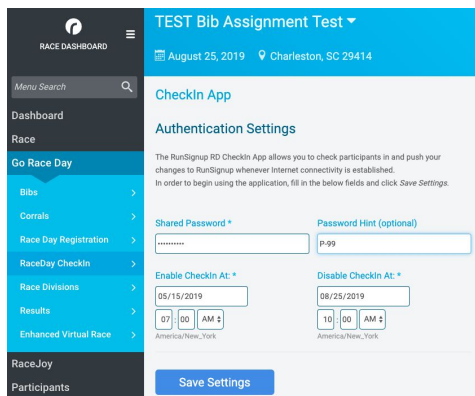
Setup and Use - Volunteer Check In App

Enable App

Find Event

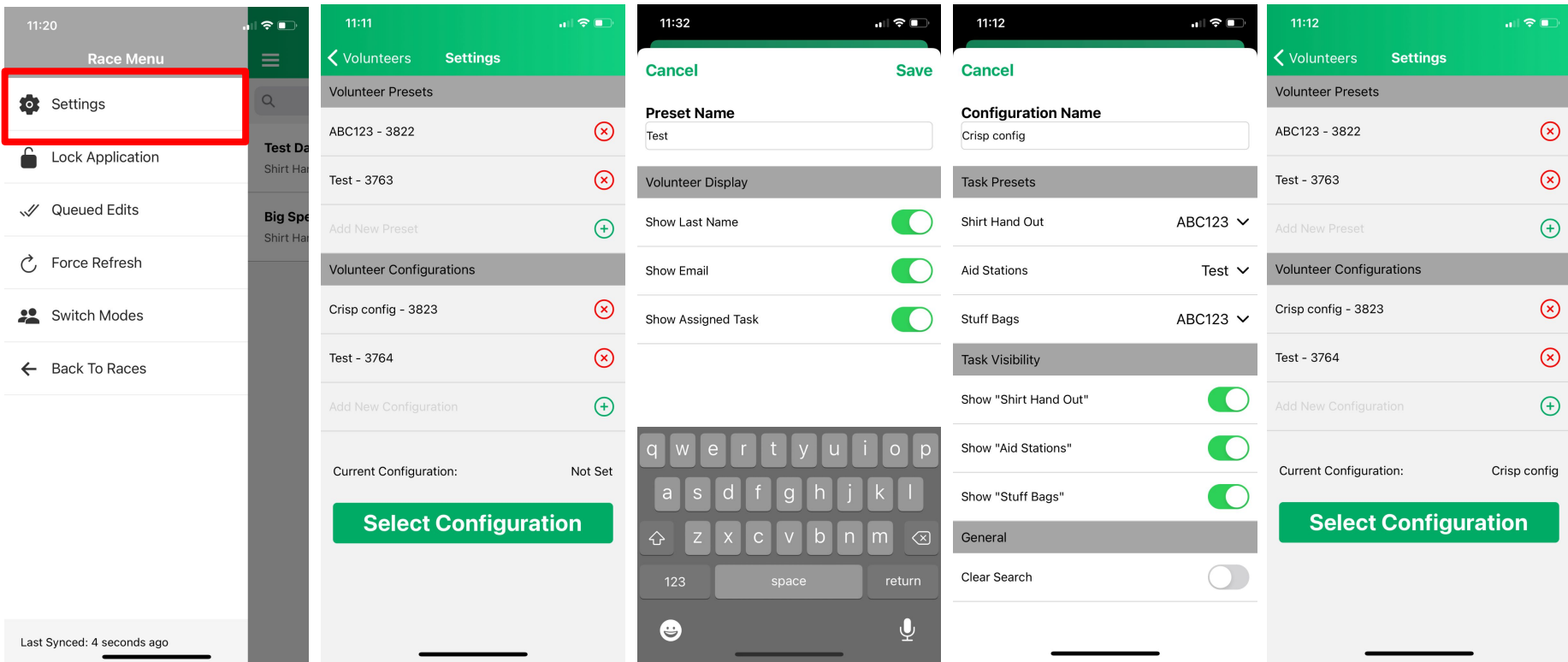
Update Settings

Check In



NEW SCREEN!!

Volunteer Check In Settings



Volunteer Check In

11:13

Volunteers

Q | Cancel

Test Dad - 64284134
Shirt Hand Out

Big Spender - 64284115
Shirt Hand Out

Q W E R T Y U I O P
A S D F G H J K L
Z X C V B N M
123 space return

11:12

View Volunteer

Test Dad

Check In

First Name Test
Last Name Dad
Checked In No
Email crisp@runsignup.com
Task Name Shirt Hand Out

11:13

View Volunteer

Test Dad

Check In

First Name Test
Last Name Dad
Checked In No
Task Name Shirt Hand Out

11:13

CheckIn Review

TEST DAD
CHECKED IN

Back to Volunteer List

11:13

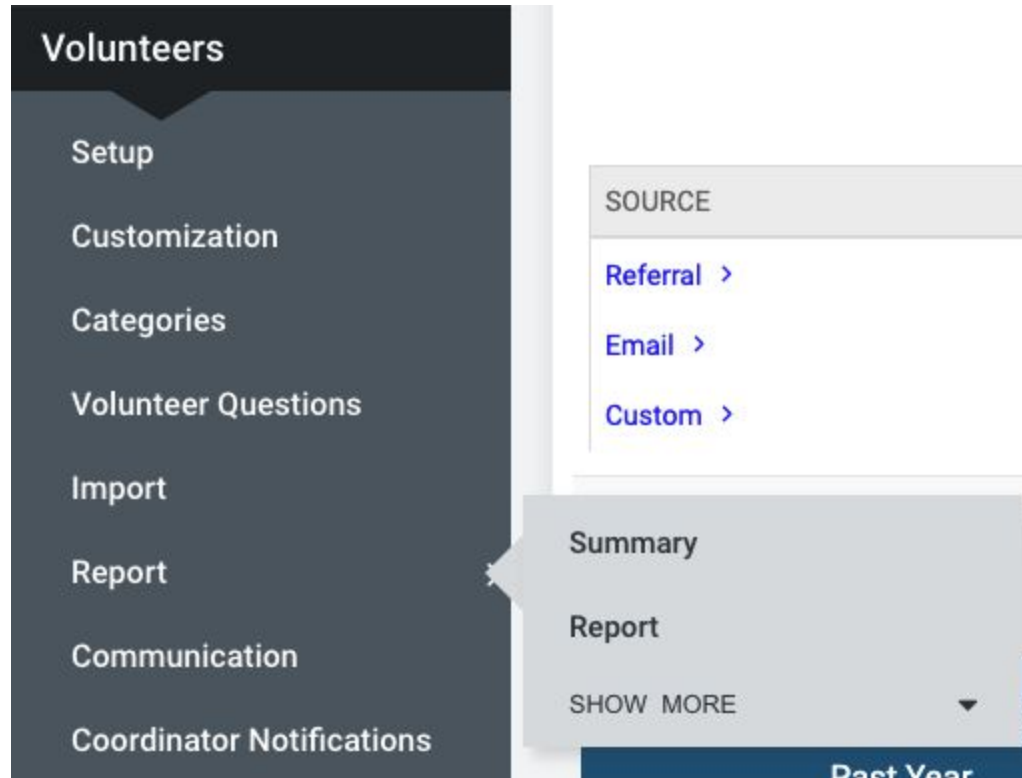
View Volunteer

Test Dad

Un-Check In

First Name Test
Last Name Dad
Checked In Yes
Task Name Shirt Hand Out

Volunteer Check In - Reporting



Volunteer Check In - Reporting (Summary)

Summary

0 ▾

Help ⓘ

[Download as CSV](#)

TASK	TIMESLOT	VOLUNTEERS	CHECKINS	GOAL	MAX.	% OF GOAL	
Packet Pick Up		2	5		40%		
Shirt Hand Out <i>High Priority</i> In the Gym	September 1 10:00 am EDT - 11:00 am EDT	1	4	2	4	50%	More Needed
Shirt Hand Out <i>High Priority</i> In the Gym	September 1 11:00 am EDT - 12:00 pm EDT	1	4	2	3	50%	More Needed
Stuff Bags <i>Low Priority</i> in the gym back room	N/A	0	4	1	2	0%	More Needed
Uncategorized Tasks		0		3		0%	
Aid Stations <i>Medium Priority</i> on the corner	N/A	0	0	3	6	0%	More Needed

[Download as CSV](#)



Volunteer Check In - Reporting (Report)

Report

0 ▾ Help ⓘ

Per Task Report

Change Year ▾

Print

Search

First Name

Last Name

E-mail

Search

Volunteers

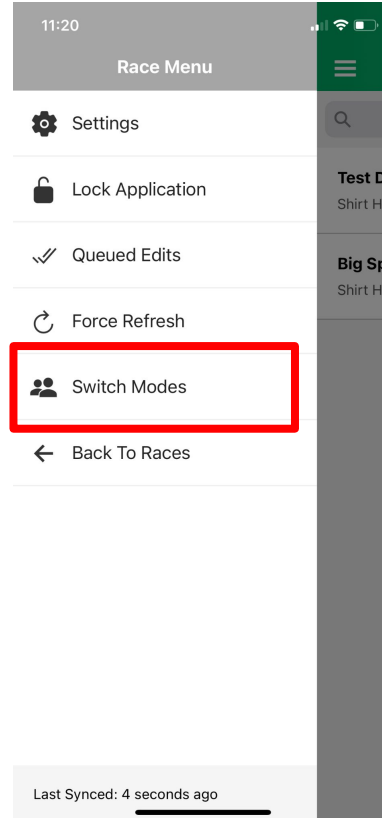
☒ Show Question Responses ☐ Show Volunteer Waivers

First Name	Last Name	Phone	Email	Task	Timeslot	Assignment Date	Checked In	Question Responses	Actions
Test	Dad	843-789-0631	crisp@runsignup.com	Shirt Hand Out	September 1 11:00 am EDT - 12:00 pm EDT	11/02/2021 11:05am EDT	✓ Yes 11/09/2021 11:13am EST		Manage
Big	Spender	123-456-7890	aol@aol.com	Shirt Hand Out	September 1 10:00 am EDT - 11:00 am EDT	11/02/2021 11:05am EDT	✓ Yes 11/02/2021 11:07am EDT		Manage

[Download as CSV](#)

Can I toggle back and forth from volunteer to participant?

OF COURSE!



Setup and Use - Check In App Participant

Suggested settings within the
Check In App and how to use
them.



Setup and Use - AthleteCheck In App

Enable App

Find Event

Update Settings

Check In

RACE DASHBOARD

TEST Bib Assignment Test

August 25, 2019 Charleston, SC 29414

Menu Search

Dashboard

Race

Go Race Day

Bibs

Corral

Race Day Registration

RaceDay Checkin

Race Divisions

Results

Enhanced Virtual Race

RaceJoy

Participants

CheckIn App

Authentication Settings

The RunSignup RD Checkin App allows you to check participants in and push your changes to RunSignup whenever Internet connectivity is established. In order to begin using the application, fill in the below fields and click Save Settings.

Shared Password * Password Hint (optional)

Enable Checkin At: * Disable Checkin At: *

05/15/2019 08/25/2019

07:00 AM 10:00 AM 2

America/New_York America/New_York

Save Settings

11:13 Find Your Race

Search: Crisp

My Races

Crisp Bib Assignment Test
Charleston, SC
09/01/20

All Races

Home Settings

11:09 Authenticate

Please type in your race password as configured in your Race Dashboard.

LOGIN

BACK TO RACES

Checkin Type
Please select whether you will be checking in "Participants" or "Volunteers". This setting can be changed at any time within the race.

Participants Volunteers

11:13 Race Menu

- Settings
- Quick Check In
- Lock Application
- Check In Stats
- Queued Edits
- Force Refresh
- Back to Races

Last Synced: 10 seconds ago

11:14 Modify Preset Save

Preset Name
Test Preset

Check In Steps

- Clark Kent** Test 5k
Bib Number Required
- Black V** Test 5k
Group Bib Number Skip
- Crisp M** Test 5k
Require Waiver
- Another** Test 5k
Linked Registrations
- Sample** Test 5k
Auto-Show Camera on Bib Assignment
- Test S** Test 5k
Clear Search After Check In
- Jolly G** Test 5k
Information Display

Name

Event

11:15 View Participant

Clark Kent
Male - 48

Check In

Name: **Clark Kent**

Event: **Test 5k**

Corral: **1**

Checked In: **No**

Bib Number: **N/A**

Waiver Signed: **Yes**

Age: **48**

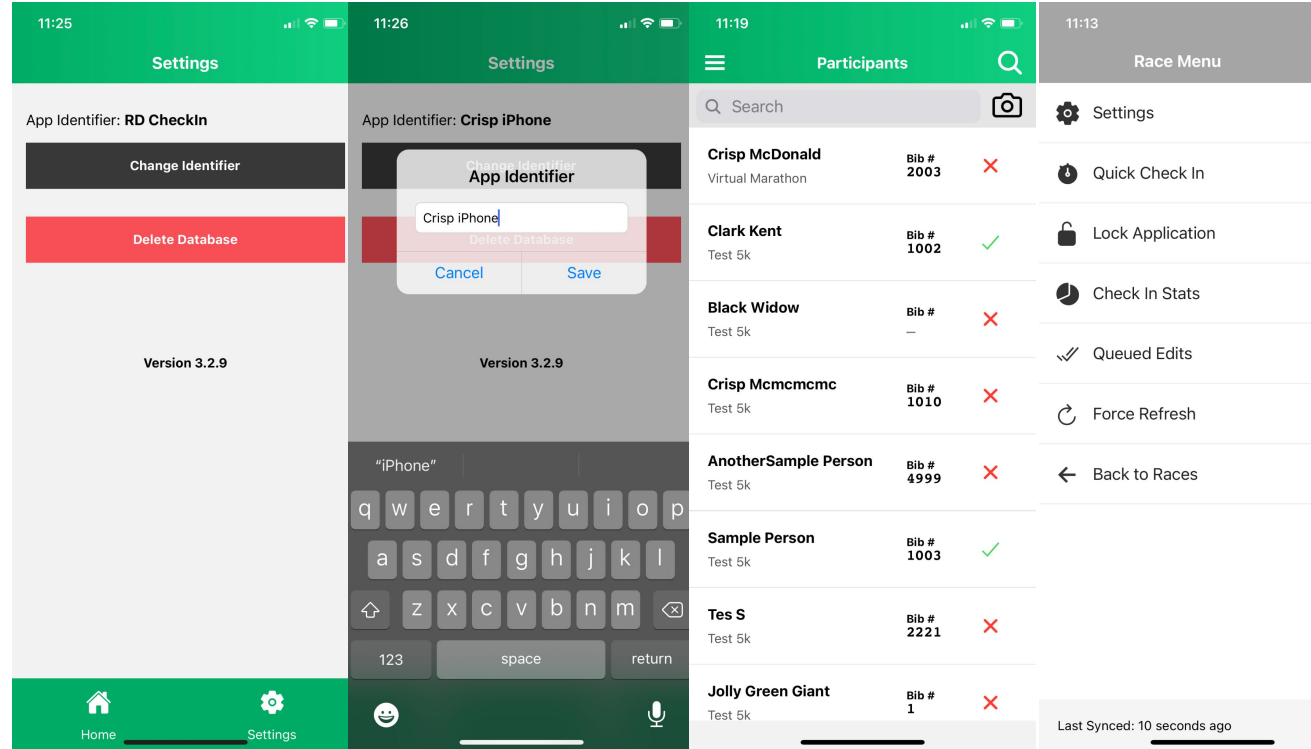
Gender: **Male**

Registration Date: **1/30/20 09:19am EST**

T-Shirt: **Small**

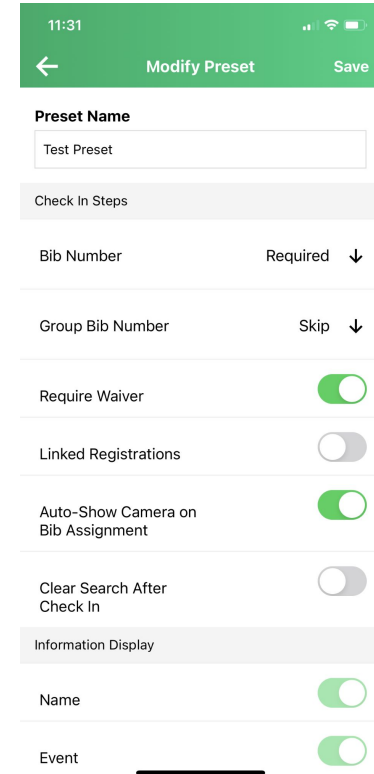
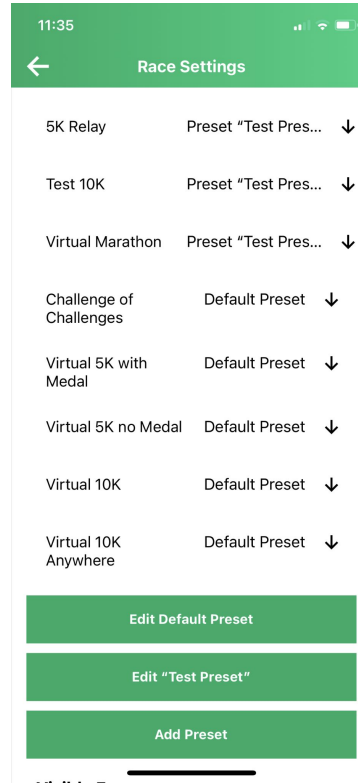
Setup and Use - Check In App

- Click the Settings button at the bottom of home screen and update device name
- Go back to home screen
- Search for your event > Enter Password
- Click Top Right 3 lines
- Click Settings



Setup and Use - Check In App

- Click Add Preset
- Change Preset name to Test Preset
- Click require Bib
- Ensure Giveaway is checked
- Click Auto-Show Camera on Bib Assignment
- When done editing click save in the top right



Setup and Use - Check In App

11:14

← Modify Preset Save

Preset Name

Test Preset

Check In Steps

Bib Number Required ↓

Group Bib Number Skip ↓

Require Waiver ☒

Linked Registrations ☐

Auto-Show Camera on Bib Assignment ☒

Clear Search After Check In ☐

Information Display

Name ☒

Event ☒



11:32

← Modify Preset Save

Information Display

Name ☒

Event ☒

Checked In Status ☒

Bib Number ☒

Chip Number ☐

Payment Status ☐

Waiver Signed ☒

Group Bib Number ☐

Group Name ☐

Age ☒

Gender ☒

11:32

← Modify Preset Save

Email ☐

Address ☐

Registration Date ☐

Import Status ☐

Giveaway ☒

Corral ☐

Membership Info ☐

USAT Waiver ☐

Registration Notes ☐

Corporate Teams ☐

Test add-on ☒

Emergency Contact Name ☐

11:32

← Modify Preset Save

Emergency Contact Phone ☐

Test ☐

Information Changes

Allow Un-Check Ins ☒

Allow Clear Bib ☐

Allow Event Transfers ☐

Allow USAT Edits ☐

Allow Corral Edits ☐

Allow Giveaway Edits ☐

Allow Personal Info Edits ☐

Preserve Bib on Event Transfer ☒

11:33

← Modify Preset Save

Allow Clear Bib ☐

Allow Event Transfers ☐

Allow USAT Edits ☐

Allow Corral Edits ☐

Allow Giveaway Edits ☐

Allow Personal Info Edits ☐

Preserve Bib on Event Transfer ☒

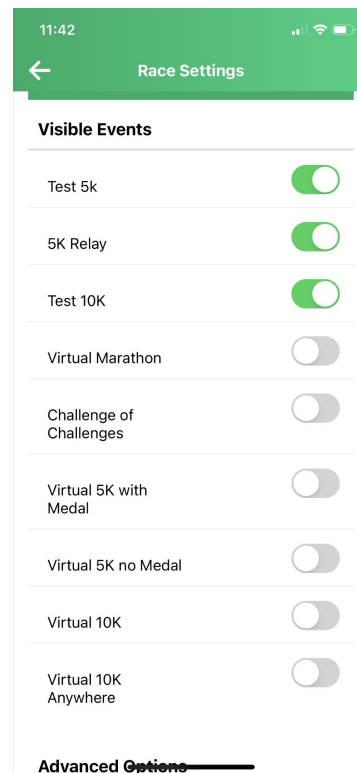
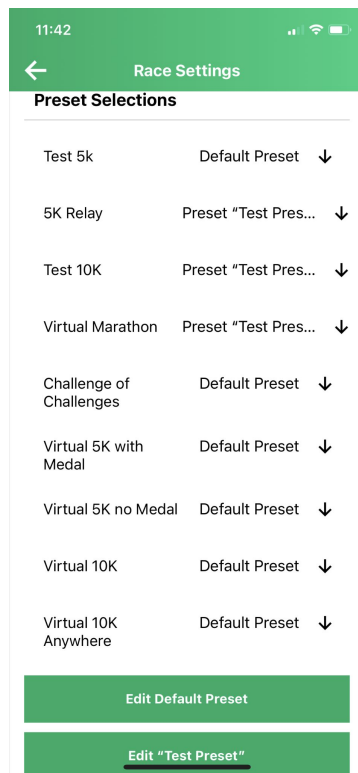
Advanced Options

Prevent Duplicate Bibs ☒

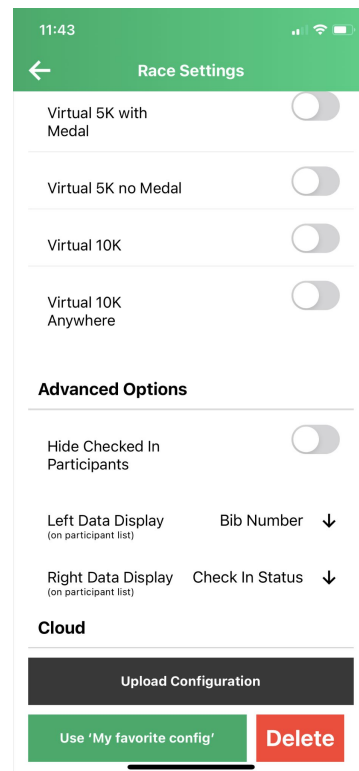
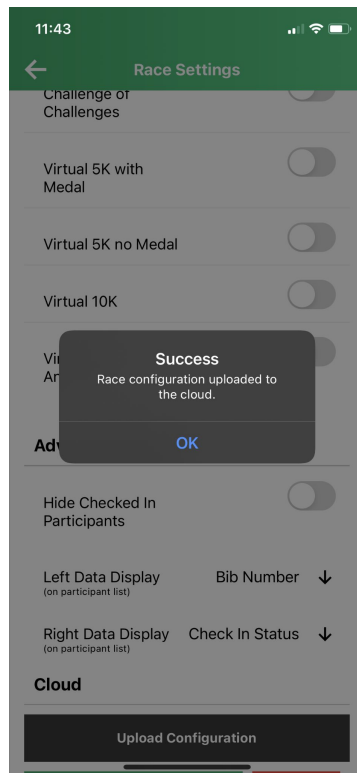
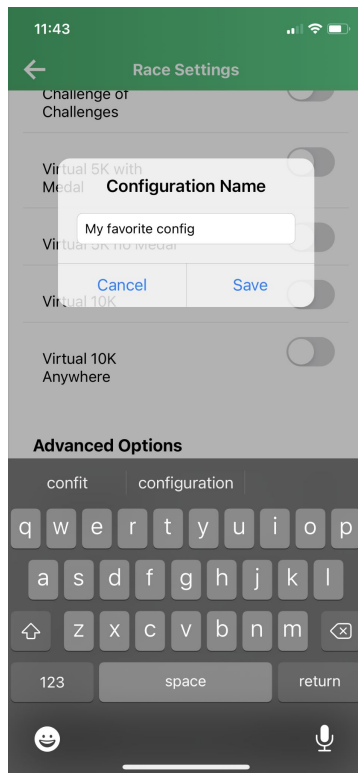
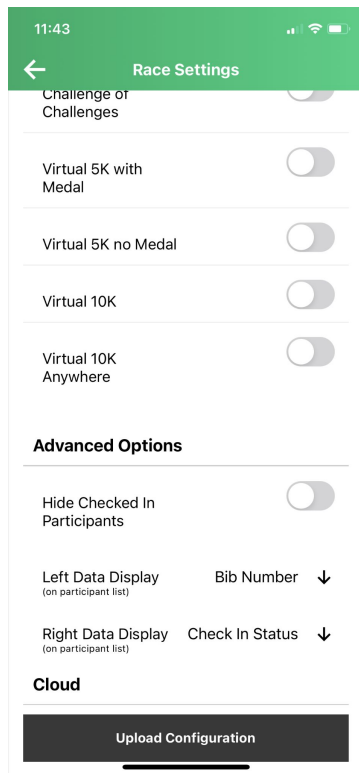
Validate Bibs ☒

Use Group Name During Check In ☐

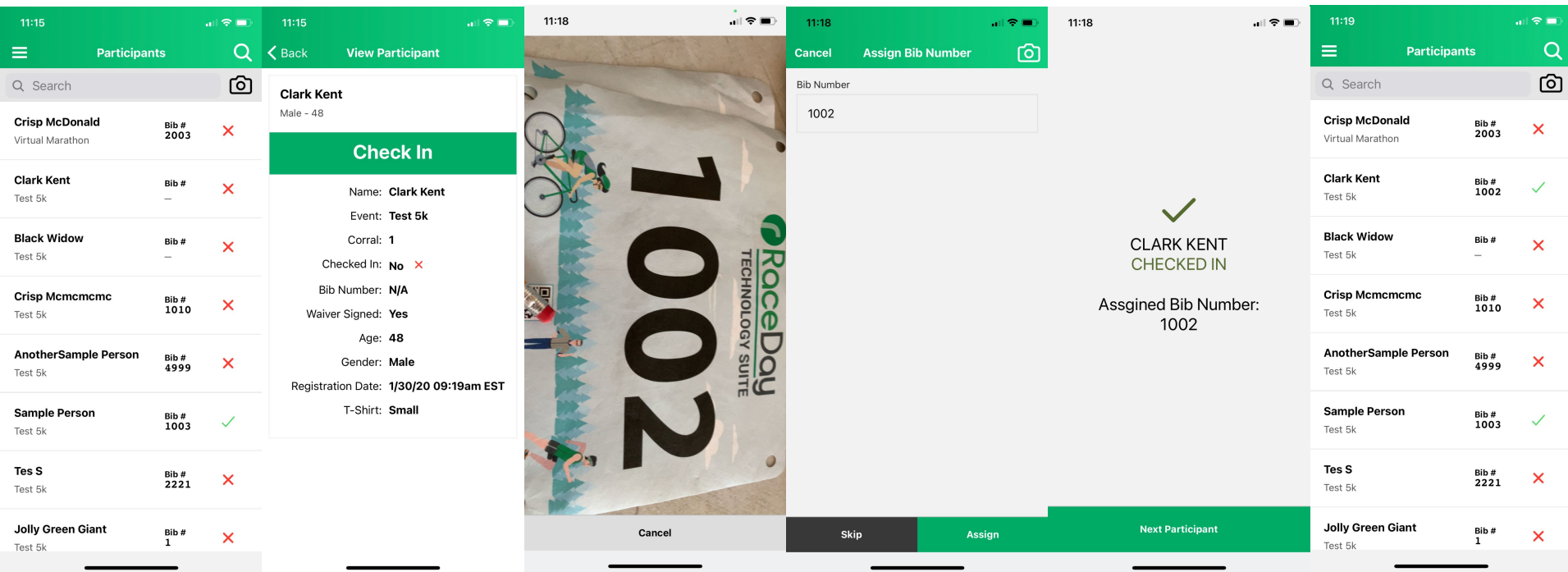
Setup and Use - Check In App



Setup and Use - Check In App



Using the Check In App



Benefits of Using the Check In App

Some of the many reasons to use the Check In App to streamline your raceday experience.



Benefits of Using the Check In App

- Quick/Customizable Setup
 - Only a few steps and you are on your way
- Easily Scales Across Multiple Devices
 - Manage the crowd increases with ease
- Simple to Use
 - Less time training volunteers and staff
- Dynamic Bib Assignment Features
 - Using both manual typing and bar/QR code scanning
- Great Reporting Features
 - Live reports to let you know total check-ins by event
 - Detailed reports let you allow for better planning for volunteer workloads
- Fully integrates with both RunSignup AND RaceDay Scoring
 - Bi-directionally syncs changes across the cloud



Requiring the Waiver

9:41

Participants

Q Silver

Silver Surfer
Test 10K

Bib #
2222

X

9:41

< Back View Participant

Silver Surfer
Male - 111

Check In

Name: Silver Surfer
Event: Test 10K
Checked In: No X
Bib Number: 2222
Waiver Signed: No
Age: 111
Gender: Male
T-Shirt: Small

9:41

Cancel Waiver Signature

Please instruct the participant to sign the waiver using the signature area below.

Silver Surfer

View Waiver Clear Agree

9:41

Waiver Signature

In consideration of you accepting this entry, I, the participant, intending to be legally bound do hereby waive and forever release any and all right and claims for damages or injuries that I may have against the Event Director, RunSignup.com, and all of their agents assisting with the event, sponsors and their representatives, volunteers and employees for any and all injuries to me or my personal property. This release includes all injuries and/or damages suffered by me before, during or after the event. I recognize, intend and understand that this release is binding on my heirs, executors, administrators, or assignees.

I know that running a road race is a potentially hazardous activity. I should not enter and run unless I am medically able to do so and properly trained. I assume all risks associated with running in this event including, but not limited to: falls, contact with other participants, the effects of weather, traffic, and course conditions, and waive any and all claims which I might have based on any of those and other risks typical found in running a road race. I acknowledge all such risks are known and understood by me. I agree to abide by all decisions of any race official relative to my ability to safely complete the run. I certify as a material condition to my being permitted to enter this race that I am physically fit and sufficiently trained for the completion of this event and that a licensed Medical Doctor has verified my physical condition.

In the event of an illness, injury or medical emergency arising during the event I hereby authorize and give my consent to the Event Director to secure from any accredited hospital, clinic and/ or physician any treatment deemed necessary for my immediate care. I agree that I will be fully responsible for payment of any and all medical services and treatment rendered to me including but not limited to medical transport, medications, treatment and hospitalization.

By submitting this entry I acknowledge for a

Close Waiver

9:41

Cancel Waiver Signature

Please instruct the participant to sign the waiver using the signature area below.

Silver Surfer

View Waiver Clear Agree

Requiring the Waiver

9:41

Cancel Waiver Signature

Please instruct the participant to sign the waiver using the signature area below.

Silver Surfer

Silver Surfer

View Waiver Clear Agree

9:41

✓

SILVER SURFER
CHECKED IN

Waiver Signed: Yes

Next Participant

Silver Surfer

Manage Registration

Profile

Events

Notes (0)

Write a note about this participant!

Save Note ⓘ

Event: Test 10K

Registrant: Silver Surfer Profile

Event Date: 02/01/2021

Loyalty: Hasn't run this race yet!

US

Bib #: 2222

Gender: Male

Date of Birth: 01/01/1910

Age at Time of Race: 111

Registration Date: 03/09/2020 12:29pm EDT

Registration Status: Active

Give-Away Option: Small

Race Waiver:

Silver Surfer

Signed at 04/13/2021 12:36pm from 24.236.71.228 View Waiver

Checked In: Yes

Total Amount Paid: \$0.00

Edit Registration

E-mail Participant

Switch Event

Start Participant Transfer

Transfer to Another Race

Manage Add-Ons

Defer Registration

Issue Refund

Remove Registration

Resend Confirmation E-mail

Send

Benefits of Using Corral Name

9:41 📶 🔋

[← Back](#) [View Participant](#)

Big Spender
Male - 46

Check In

Name: **Big Spender**
Event: **Test 5k**
Corral: **2 - Blue Bib**
Checked In: **No** ✖
Bib Number: **1235**
Waiver Signed: **Yes**
Age: **46**
Gender: **Male**
Registration Date: **3/10/20 11:17am EDT**
T-Shirt: **Medium**
Test add-on: **2 Purchased**

9:41 📶 🔋

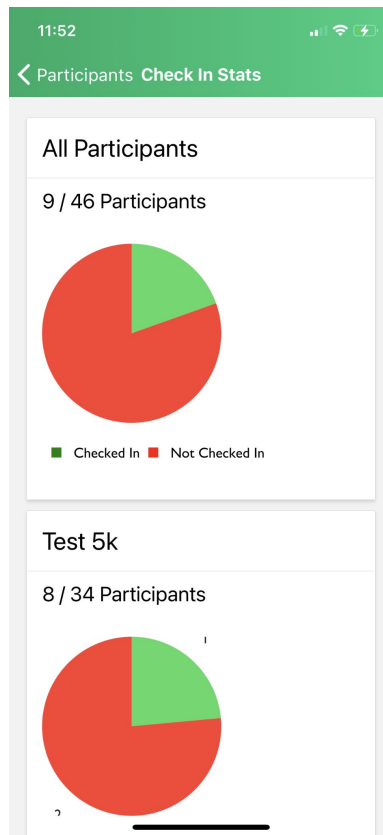
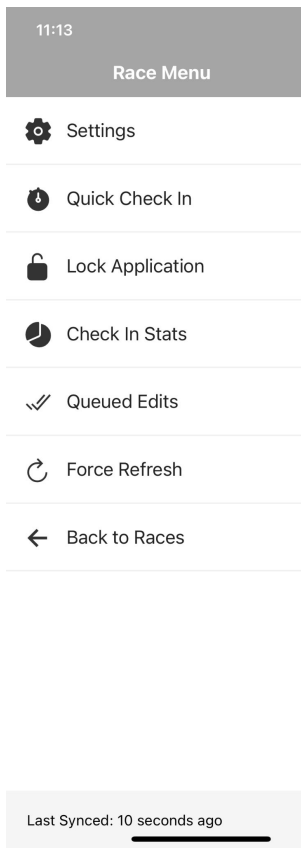
[← Back](#) [View Participant](#)

Test Daughter
Female - 9

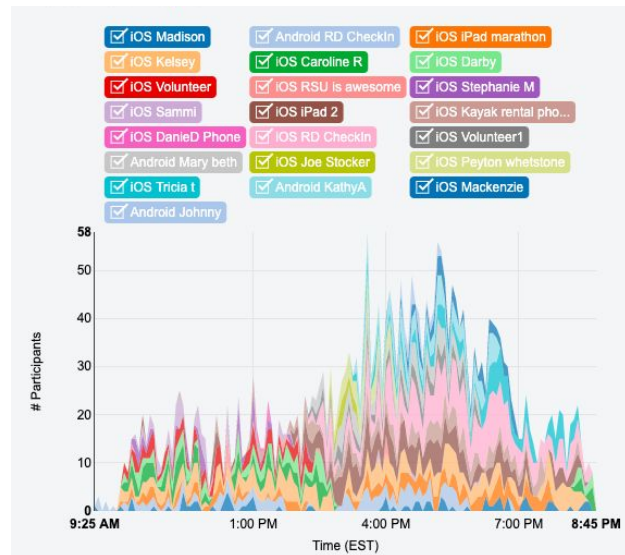
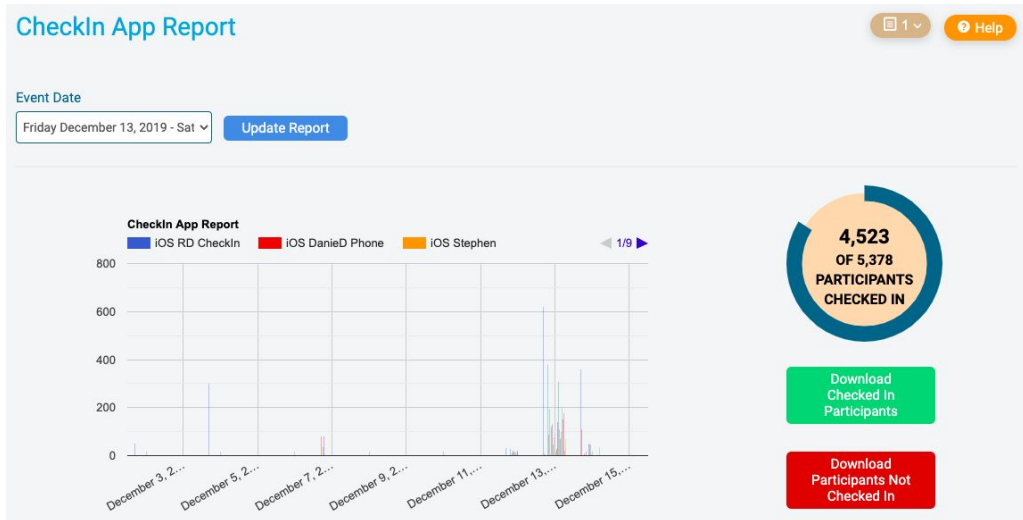
Check In

Name: **Test Daughter**
Event: **Test 5k**
Corral: **1**
Checked In: **No** ✖
Bib Number: **55555**
Waiver Signed: **Yes**
Age: **9**
Gender: **Female**
Registration Date: **1/30/20 09:19am EST**
T-Shirt: **XLarge**

Quick Reporting - In App



Detailed Reporting - At RunSignup





lets run



lets run

*time
to enjoy!*

finish

Give
Signup


Run
Signup

QUESTIONS?

Setup - RunSignup - Pre-Event Email QR

Send a pre-event email with the QR Code replacement tag

- Check In App can quickly scan the QR and pull up registration details, without typing or scrolling

	Race Details
 symposium SUMMER 2021 GiveSignup RunSignup Virtual Symposium Wednesday, July 21, 2021 LOCATION: <u>Moorestown, NJ US 08057</u> TYPE: <u>Virtual Race / Challenge</u> %REGISTRATION_ID_QRCODE%	Participant Details
	Links and QR Codes
	Fundraising
	Race's Registration Link
	Race's Registration URL
	Race's Volunteer Signup Link
	Race's Volunteer Signup URL
	Race's Information Link
	Race's Information URL
	Edit Registration Link
	Edit Registration URL
	Digital Bib Link
	Digital Bib URL
	Registration Referral Code Link
	Registration Referral Code URL
	Registration Referral Reminder Message
	Individual Results Link
	Individual Results URL
	Finisher Certificate Link
	Finisher Certificate URL
	Registration ID Barcode
	Registration QR Code
	Race Waiver Link

