Normally, when an event has the security setting “automatic check-in on printing badge” enabled, when the badge is printed an automatic check-in time and date for the registrant is recorded.

View check-in date

- To view this information, click **Show/Hide Columns**, select “Miscellaneous” from the first list and then “Miscellaneous = > Check-in Date SHOW” from the second list.

- A column appears in your list giving details on when the registrant checked-in.
Check-in / Check-out
(Not applicable to Registrar)

- Events for which the security setting “automatic check-in on printing badge” is not enabled, the Check-in button may be used instead to manually record the check-in date of the registrant (or several registrants at a time). You may undo the check-in record by clicking Check-out.

- In this way it is not necessary to open the registrant profile to toggle the Checked in button under Registrant actions.