

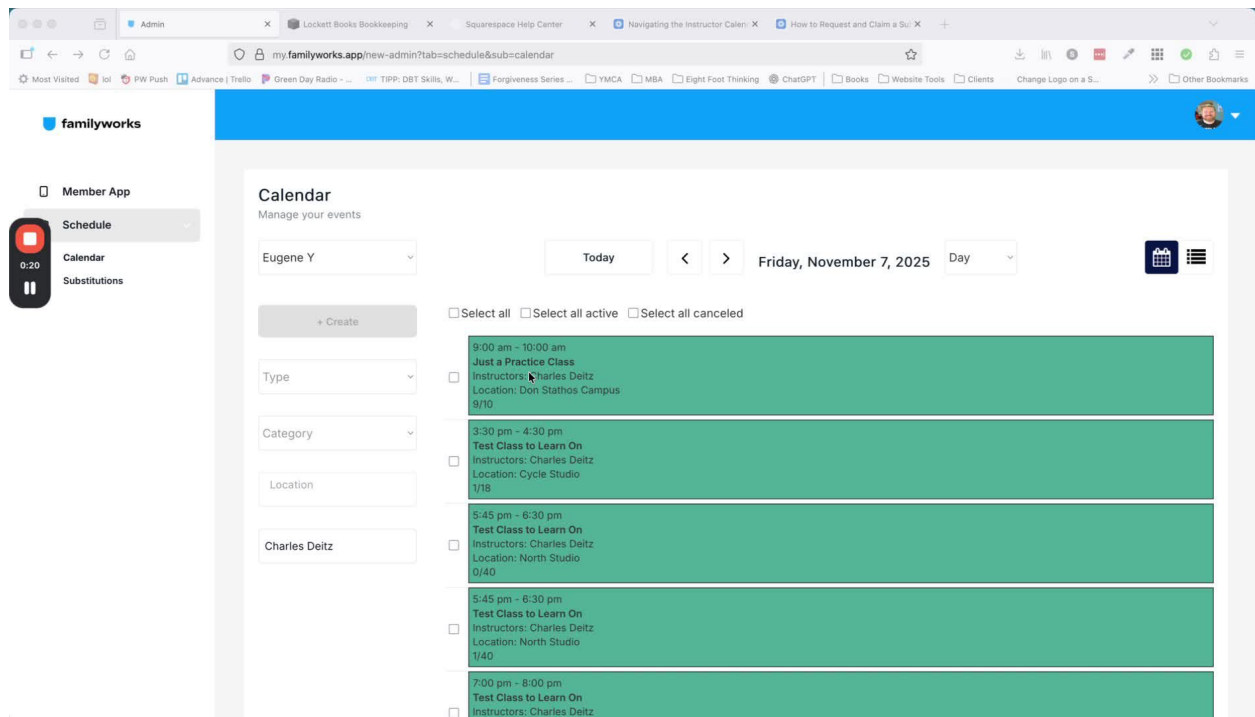
Managing Class Check-Ins and Waitlists

Objective

This SOP outlines the steps for checking in attendees to a class, managing waitlists, and adding last-minute attendees efficiently.

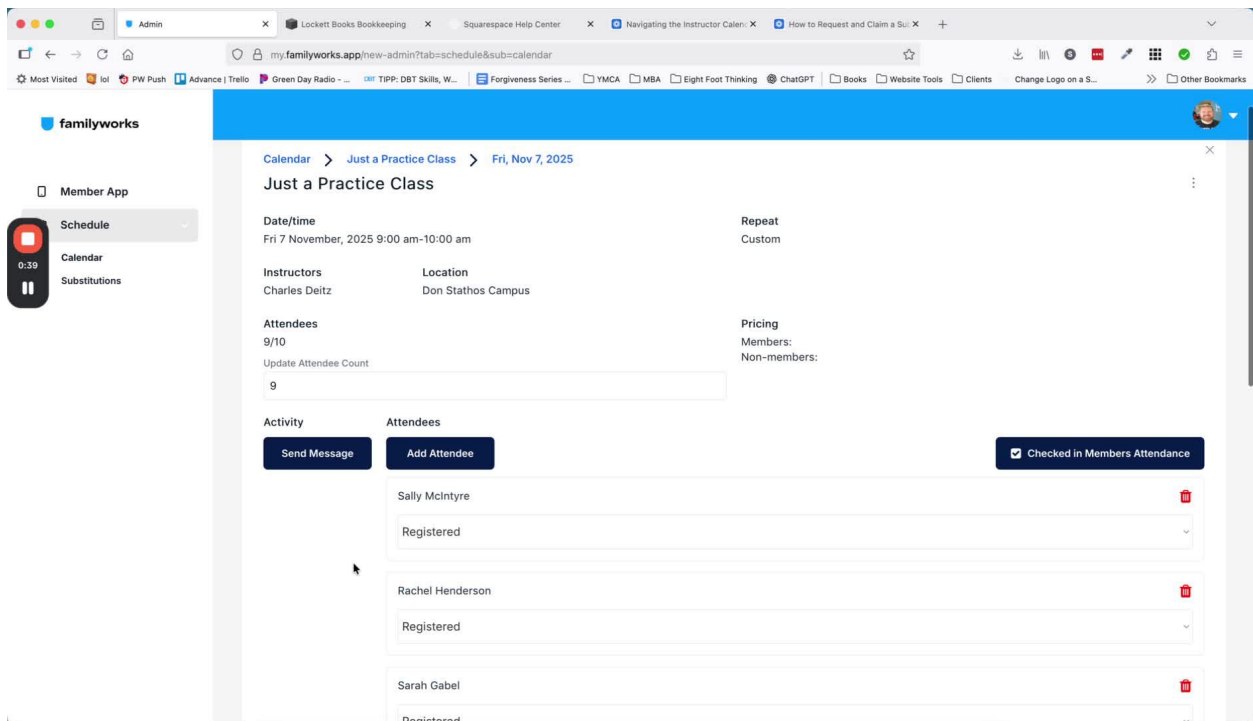
Key Steps

1. Log In and Access Class Roster [0:21](#)



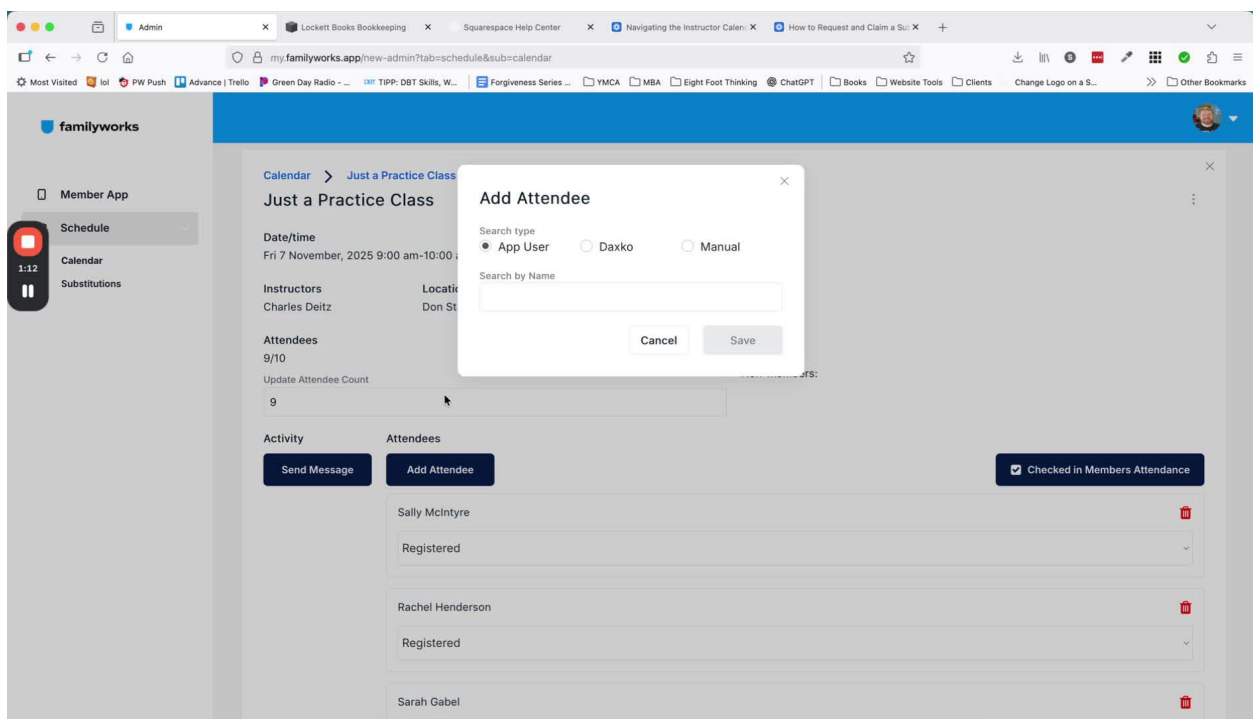
- Log in to the system.
- Navigate to the calendar page to view upcoming classes.
- Select the class you want to check in attendees for.

2. Check Class Roster [0:40](#)



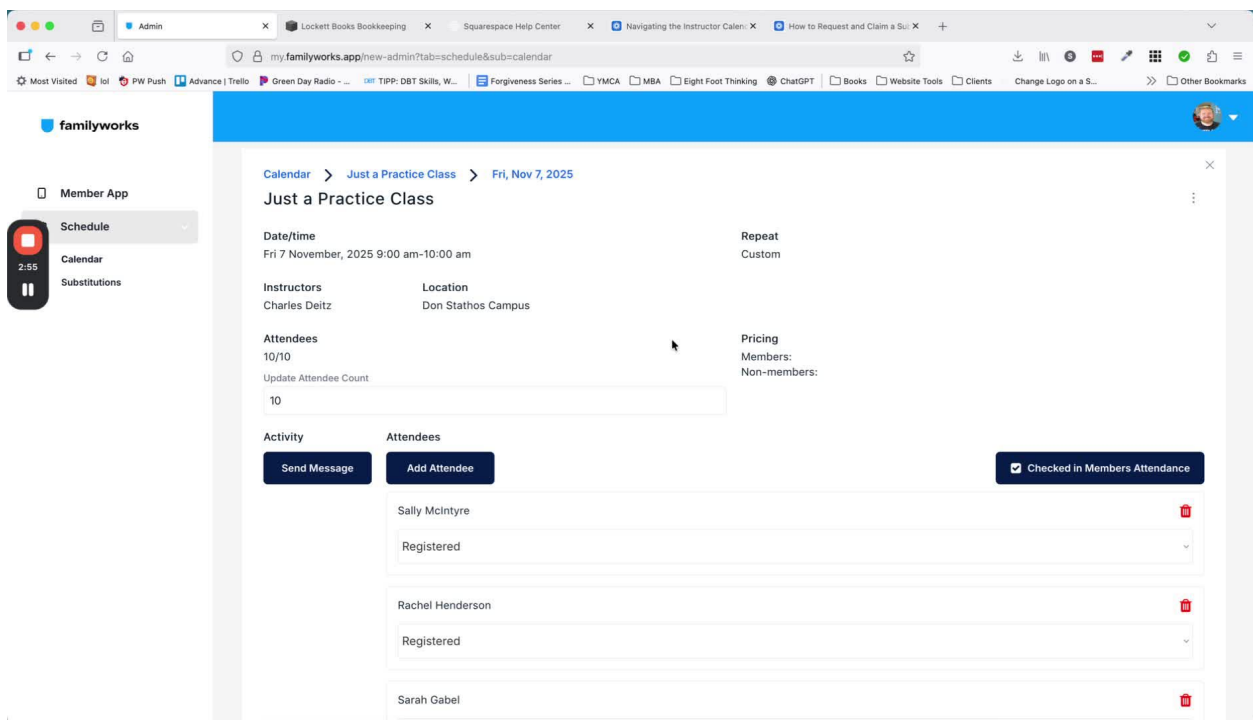
- Review the list of registered attendees.
- Confirm the number of slots filled (e.g., 9 out of 10).

3. Add Last-Minute Attendees [1:13](#)



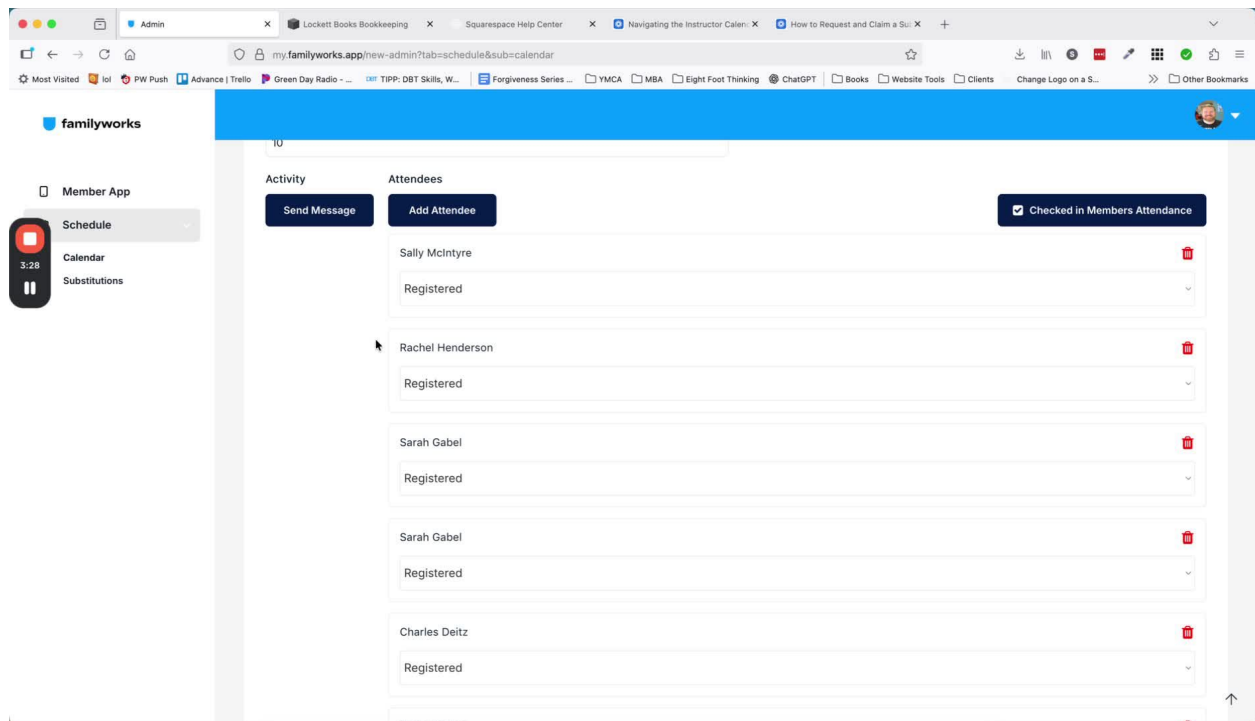
- Click on 'Add Attendee'.
- Choose one of the following methods to add attendees:
 - **App User:** Search for the person's name and click 'Save'.
 - **DAXCO:** Search by name, DAXCO ID, or email (note: be specific).
 - **Manual Entry:** Use this as a last resort for attendees without the app or DAXCO email.

4. Manage Waitlist [2:56](#)



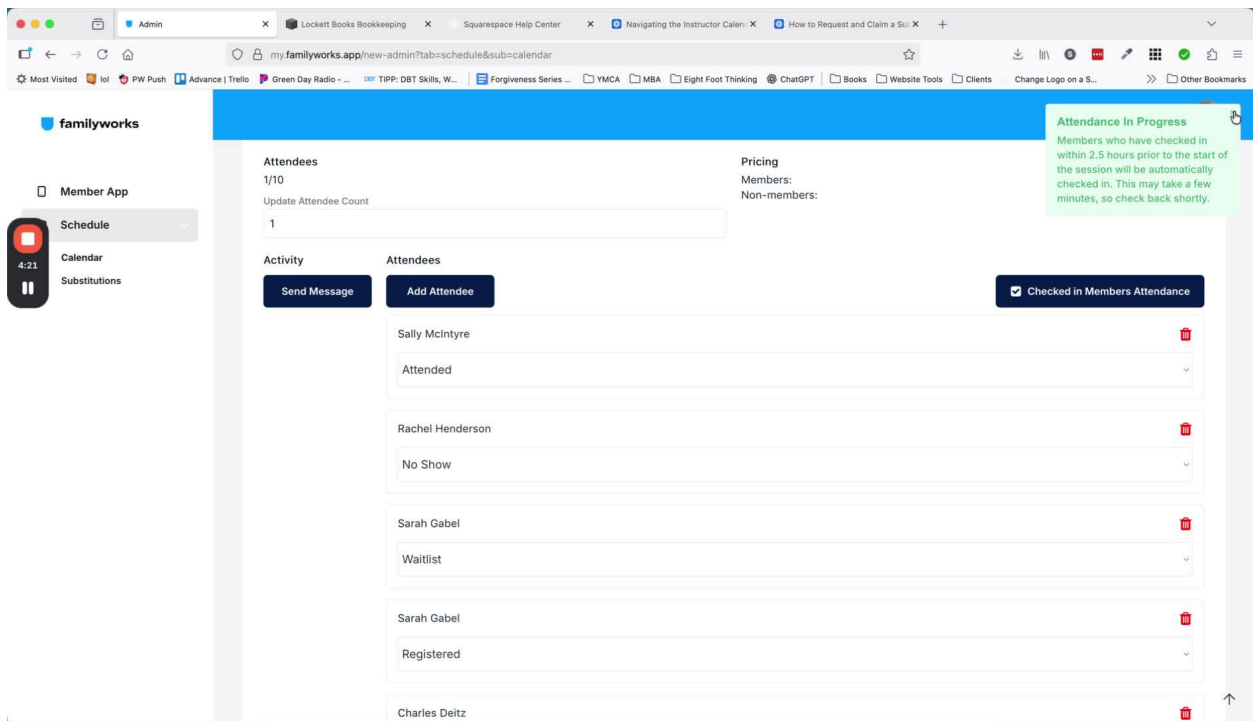
- If the attendee is added manually, they will appear on the waitlist.
- The waitlist will show attendees in the order they registered.

5. Check Attendees In [3:29](#)



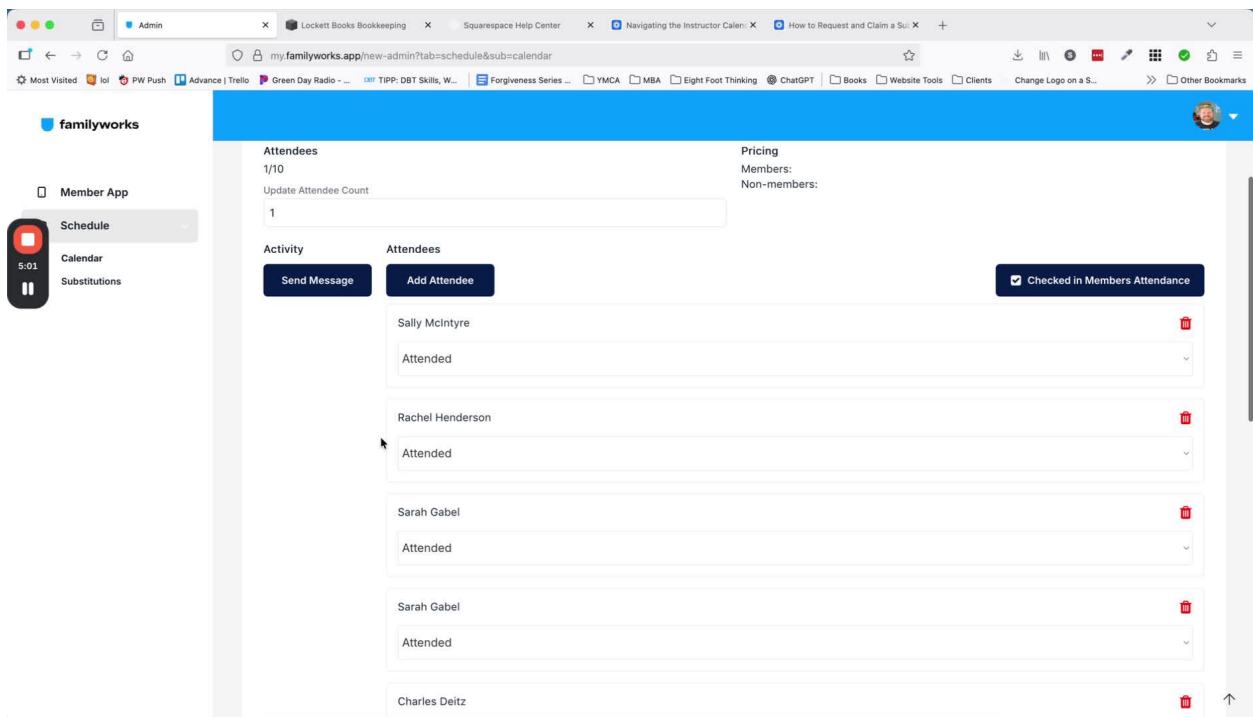
- Click the dropdown next to each attendee's name to:
 - Change status to 'Attended' for those who showed up.
 - Change status to 'No Show' for those who did not attend.
 - Move attendees to the waitlist if necessary.

6. Automatic Attendance Update [4:22](#)



- Click on the 'Checked In Member Attendance' button to automatically update attendees who scanned in within two and a half hours of the class.

7. Manual Check-In [5:02](#)



- After automatic updates, manually check in any remaining registered attendees.

Cautionary Notes

- Always prioritize adding attendees as app users for better benefits.
- Be cautious when using the manual entry option; it should be a last resort.

Tips for Efficiency

- Familiarize yourself with the DAXCO search to speed up the process.
- Regularly check the roster before class to anticipate any last-minute additions.

Link to Loom

<https://loom.com/share/51a20325998a478093b85046afe96733>