

Checking Students into an Event on the Manager App

1. Open up the 5-Star Students Manager App. Use the same login (email and password) you use for the website.



2. Click on the “Event” icon on the top of the screen.
3. Select the event you want to check students into.
4. Use 1 of the 3 scanning options.
 - a. **Manual Add:** manually enter the student’s ID number or look them up by name. Hit enter to check-in.
 - b. **Bluetooth Scan:** if you’re using the mobile barcode scanner (CS3070), pair the Bluetooth scanner to your device and scan with the scanner. The ID number will appear in the text box and automatically check them in.
 - c. **Camera Scan:** this will open up your device’s camera. Line up the barcode with the red lines and it will automatically scan and check them in.
5. Be sure to return to the home screen to ensure data syncs with the website.