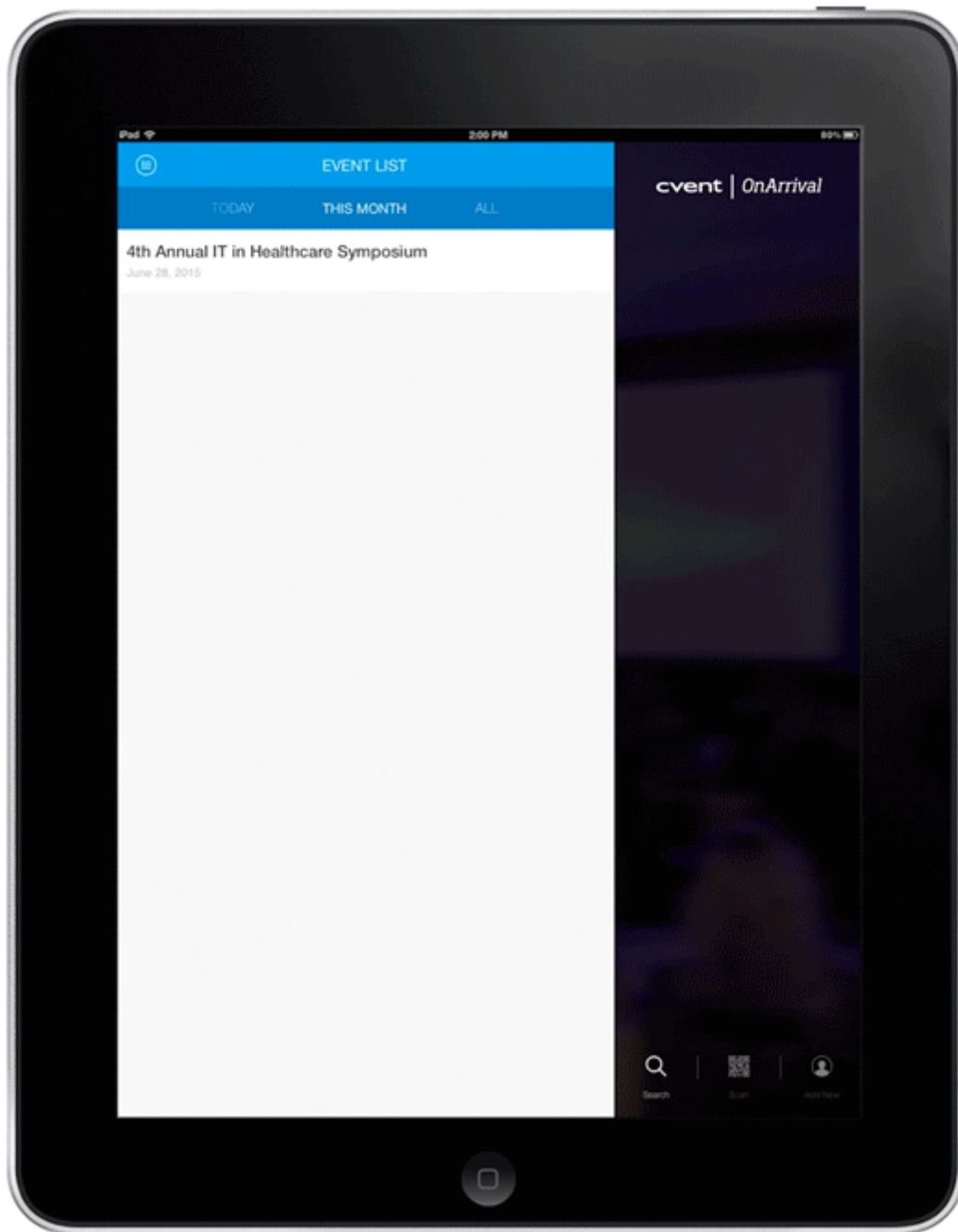


Cvent | Meet the Cvent Check-In App [1]

January 21, 2024 by [Melanie Jones](#) [2]



Discover the better way to check in attendees by [downloading](#) [3] Cvent's mobile app, [OnArrival](#) [3]. It makes tracking attendance as easy as a swipe of the finger. You can search through

your attendee list by name or scan a barcode. Got walk-ins? Register them on the spot.

RECORDED TRAINING | 4 min ^[4]

Not going to have reliable Wi-Fi onsite?

Checking in works offline as well, as long as you sync the app to your event in advance. If you are sending a post-event survey based on participation, ensure the data is synced by connecting to the internet before the email is scheduled to be delivered.

Success Story

This wiki dives into some technical components but many find it useful to take a step back to understand how feasible it is for them or their group to adopt and if so, what the short and long-term benefits are. Get inspired, and learn best practices, along with lessons learned from early adopters across CU ^[5]. You can also learn more about the variety of ways this data can be used to make your events better ^[6].











PAID EVENTS You cannot use OnArrival to process credit card transactions. See below for more details.

OnArrival App Options

CU's Cvent contract provides access to OnArrival Basic. If you are interested in purchasing OnArrival Premium ^[7] or 360 for some of your events, contact your eComm Specialist.

OnArrival



Cvent's seamless event check-in app and onsite attendee management make your events smarter.

 Check In
 Registrations
 Check Out
 Badge Printing
 Kiosk Self Serve Station
 Signature Collection
 Session Tracking
 Onsite Terms & Conditions
 Project Manager
 Onsite Support

***You are responsible for providing the hardware and supplies.**

*BASIC

Cvent's free mobile app makes tracking event attendance as easy as a swipe of the finger.



Free Desktop Alternative for Standard & Flex Events

\$0 per event

*P

OnArrival Pre to the next level

- Onsite Badg
- Kiosk Mode
- Session Tra
- SMS Alerts

em

Kiosk Mode & Event in a Box

Interested in having your attendees check themselves in at the event while you provide the hardware (laptops/tablets, namebadge printer, etc.)? Check-out resources for using Kiosk Mode [for free on a laptop](#) [8] or [with a fee on a tablet \(with OnArrival Premium or 360\)](#) [9].

If you do not have the hardware (laptops/tablets, namebadge printer, etc.), [Cvent's Event in a Box](#) [10] will set you up for success.

Kiosk Mode

Don't overhire for check-in. Instead, have your attendees check themselves in using a self-serve station.

Free

Leave a laptop or desktop out for folks to register themselves. Walk-ins can also register.



Paid | OnArrival Premium

Let your tablet handle that line by turning it into a self-service station.

Event in a Box

Cvent's Event in a Box is the perfect complement providing all the hardware you need to check in quickly and print name badges on-demand.

Regular | 0-250 Attendees

Large | 250-500 Attendees

\$985

\$1,425

Paid Event Details

It is not PCI compliant to collect call-in, mail-in or walk-up (eg; at an event) credit card transactions via a CU-owned device (computer, laptop, device, etc.). Learn more about PCI

and how to ensure you are compliant at www.cu.edu/ecommm/pci [11].

Related Content

- [Can I collect credit card payments on-site?](#) [12]
- [What is Event in a Box, and how much does it cost?](#) [13]

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[4] <https://youtu.be/s4AiwXlpyLI> [5] <https://www.cu.edu/blog/ecommm-wiki/early-adopters-tracking-participation-cvent> [6] <https://www.cu.edu/blog/ecommm-wiki/use-event-participation-data>

[7] <https://support.cvent.com/s/communityarticle/About-OnArrival-Premium>

[8] <https://support.cvent.com/apex/CommunityArticle?id=000002385>

[9] <https://support.cvent.com/apex/CommunityArticle?id=000009963> [10] <https://eventinabox.cvent.com/>

[11] <https://www.cu.edu/ecommm/pci> [12] <https://www.cu.edu/ecommm/payment-card-industry-pci>

[13]

https://support.cvent.com/apex/CommunityArticle?id=000066151&Lang=en_US&searchTerm=event%20in