Cvent | Meet the Cvent Check-In App [1]
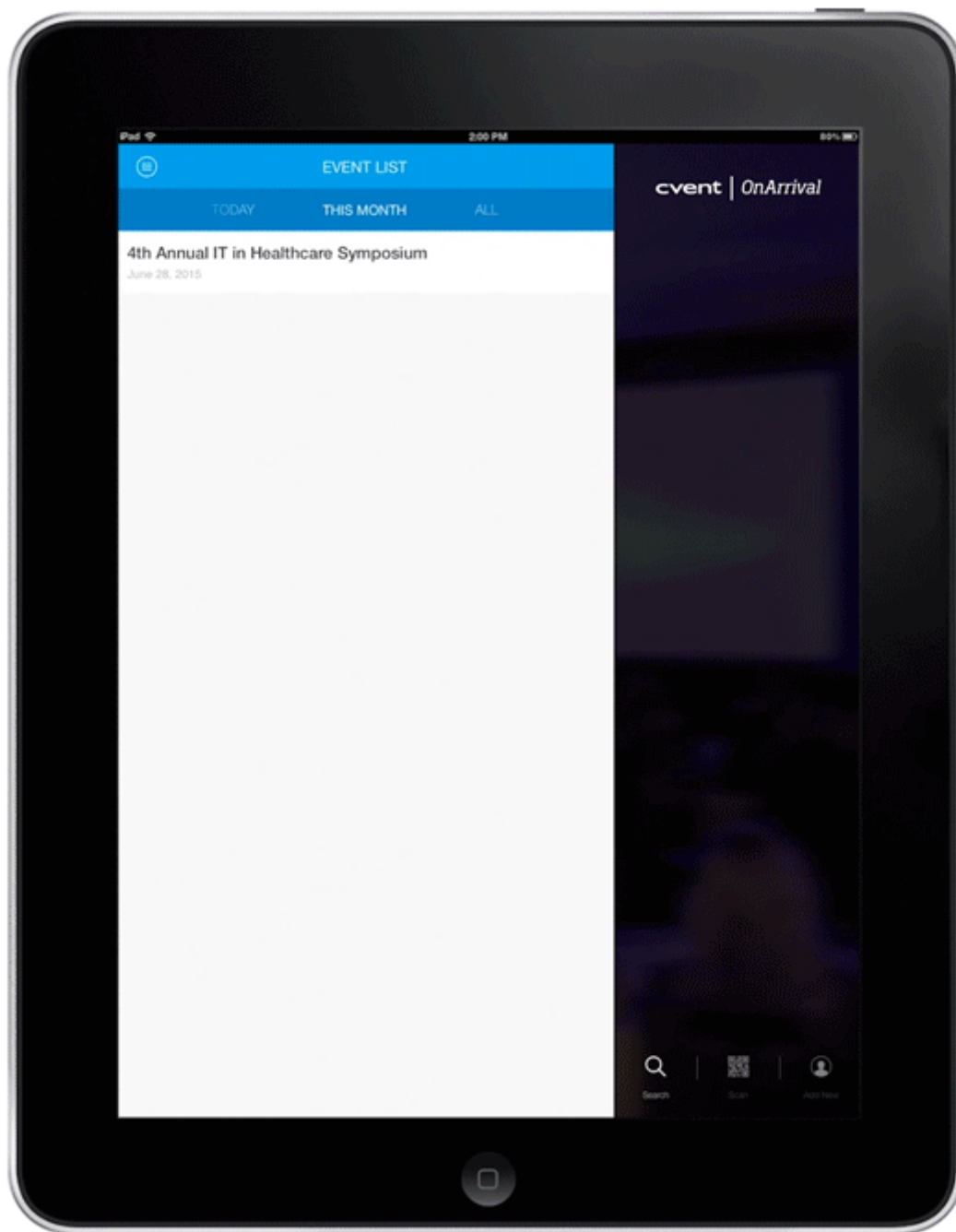
January 21, 2024 by Melanie Jones [2]

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.

	*BASIC Cvent's free mobile app makes tracking event attendance as easy as a swipe of the finger.	***P...** OnArrival Pre... to the next lev... - Onsite Badg... - Kiosk Mode... - Session Tra... - SMS Alerts...
☑ Check In	☑	
🚶 Registrations	☑	
➡ Check Out		
🖨 Badge Printing		
⛽ Kiosk | Self Serve Station	Free Desktop Alternative for Standard & Flex Events	
✍ Signature Collection		
☑ Session Tracking		
ⓘ Onsite Terms & Conditions		
👤 Project Manager		
🤝 Onsite Support		

*You are responsible for providing the hardware and supplies.

$0 per event

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 yo
check themselves in using a self-serve statio

Free

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

Paid | OnArrival Premiun

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

Event in a Box

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

Regular | 0-250 Attendees

Large | 250-500 Attende

$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/ecomm/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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