Discover the better way to check in attendees by downloading Cvent's mobile app, OnArrival. 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.

<table>
<thead>
<tr>
<th>Feature</th>
<th>*BASIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check In</td>
<td>✓</td>
</tr>
<tr>
<td>Registrations</td>
<td>✓</td>
</tr>
<tr>
<td>Check Out</td>
<td></td>
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<tr>
<td>Badge Printing</td>
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<tr>
<td>Kiosk</td>
<td>Self Serve Station</td>
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<tr>
<td>Signature Collection</td>
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<tr>
<td>Session Tracking</td>
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<tr>
<td>Onsite Terms &amp; Conditions</td>
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<tr>
<td>Project Manager</td>
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<tr>
<td>Onsite Support</td>
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</tbody>
</table>

*You are responsible for providing the hardware and supplies.

$0 per event
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

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 into a self-service station.

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

$985

Large | 250-500 Attendees

$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](https://www.cu.edu/ecomm/pci).

**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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Cvent | Meet the Cvent Check-In App, OnArrival

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**Links**