



NO LONG LINES, NO STRESS: A CHECK-IN GUIDE FOR ASSOCIATIONS

How to Deliver Fast, Professional Event Entry
Without Extra Staff



Why Check-Ins Still Frustrate Members

You've spent months planning an event. But all it takes is one bottleneck at the front door to ruin the attendee experience. Long lines. Missing badges. Technical issues. Sound familiar?

Many associations and nonprofits don't have the luxury of large event teams. That's why simplifying check-in isn't just helpful -it's essential. This guide walks you through how mosaic's Check-In App makes event entry painless.

Meet the Mosaic Check-In App

A smart, easy-to-use app that turns any iPad into a check-in station. It's built for associations and nonprofits, and it takes the pain out of managing event entry.

What it does:

- Instant badge printing via AirPrint through WiFi, or Bluetooth
- Offline mode for venues without internet
- QR code and name-based lookups
- Touchless check-in with camera scan
- Real-time data synced to iMIS
- Self-service kiosk ready

Who it's for:

- Annual meetings
- Expos & conferences
- Regional chapter events
- Multi-day training sessions

Five Real Problems, Solved



Long Wait Times

No more manual lookups. Attendees scan a QR code or search by name -and their badge prints in seconds.



Multi-Day Confusion

Attendees already have a badge? Let them check in again without reprinting it. Saves paper, saves time.



No WiFi at the Venue

No problem. Run check-in offline. When the event ends or you reconnect, data syncs back to iMIS automatically.



Safety Requirements

Offer contactless check-in with the Touchless Feature. Just scan and go - no screen touch required.



Limited Staff

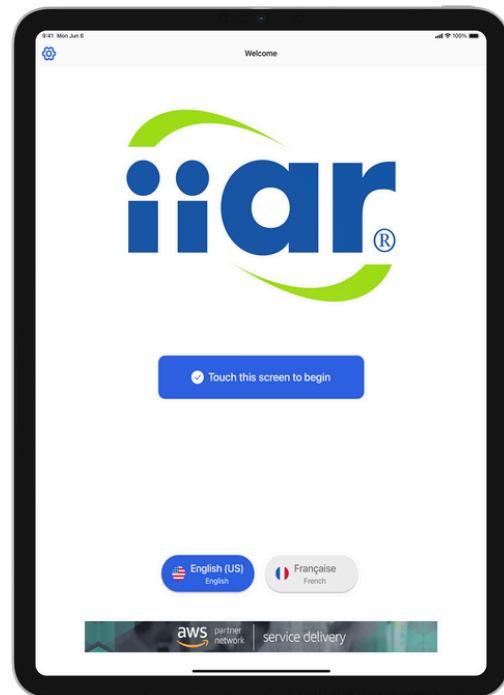
Cut down on staffing needs. Set up 1–2 kiosks and let the tech do the rest. Even volunteers can manage it.

Simple Setup

If you can use an iPad, you can run mosaic's check-in app.

You'll need:

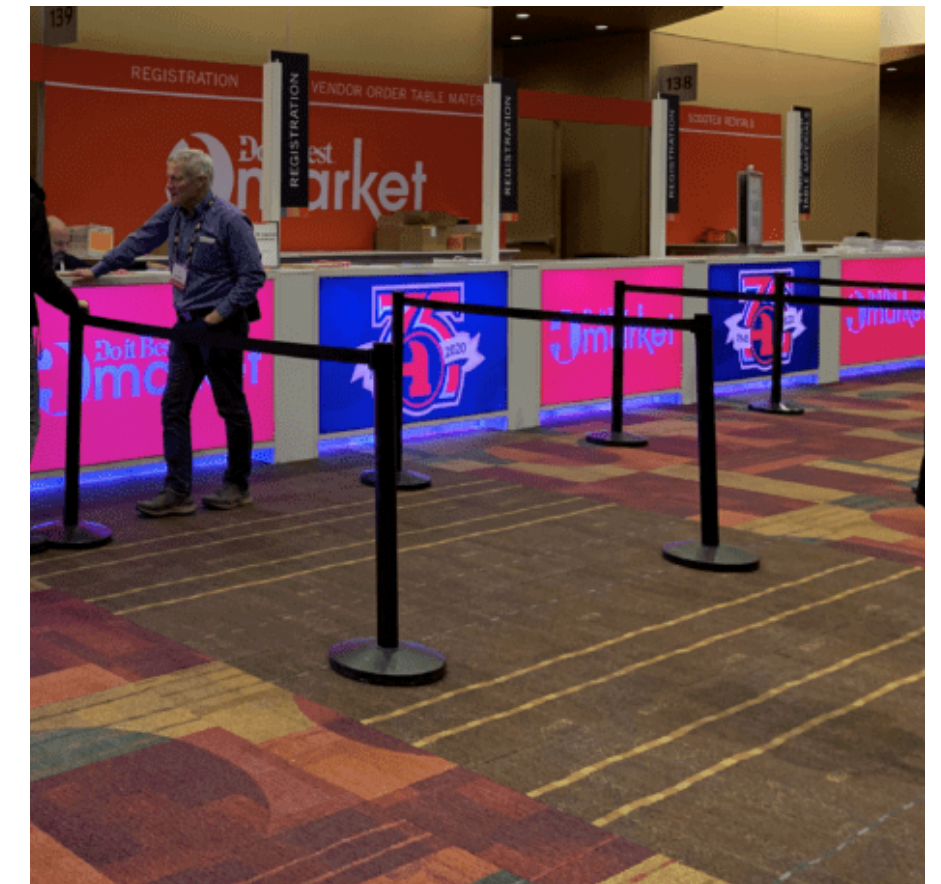
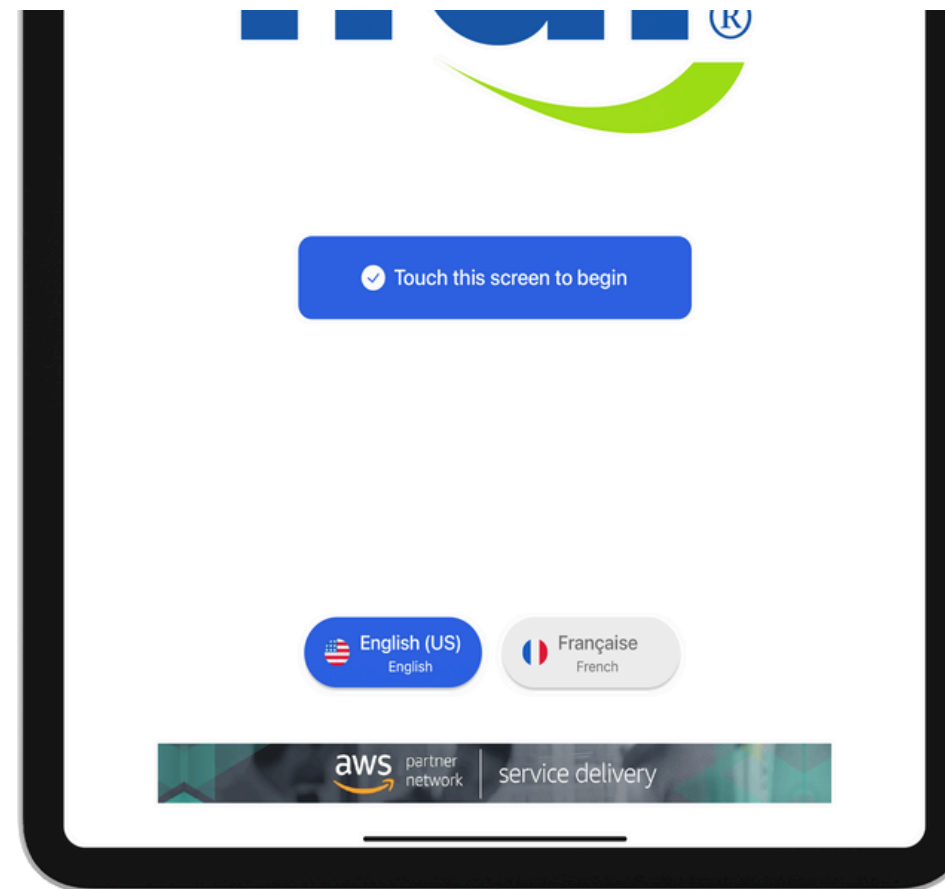
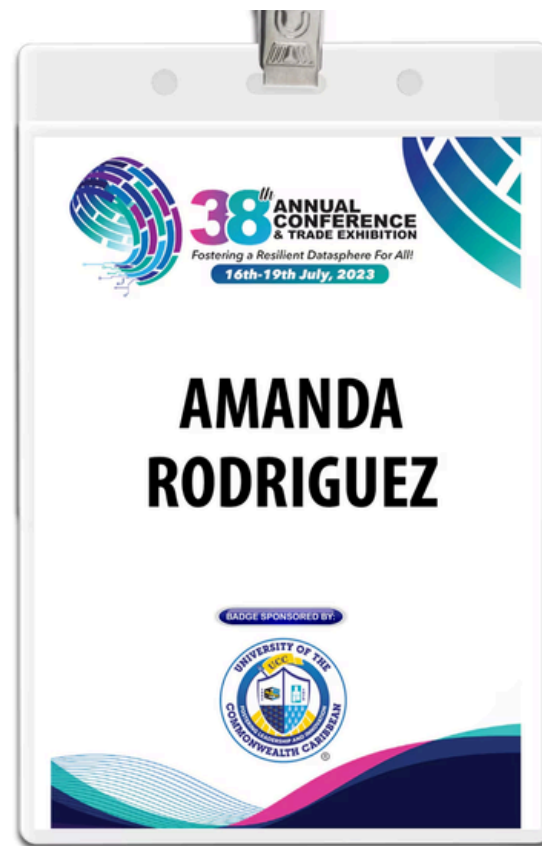
- iPad
- Badge printer (AirPrint enabled) and badge stock
- WiFi (or offline mode prep)
- Optional: stands, kiosk frames, lanyards



Sponsorship = New Revenue

Your badge is valuable real estate. Use it.

- Add sponsor logos to printed badges
- Feature partner logos on screen at check-in
- Offer tiered placement options



It's a fresh way to create ROI – and show partners you're thinking creatively.

Plan Your Check-In Like a Pro

Your badge is valuable real estate. Use it.

Use this checklist:

- How many attendees?
- How many kiosks?
- How many printers?
- Who's staffing it?
- Will you take registration onsite?
- Do you need touchless check-in?



About mosaic apps



We build tools that associations and nonprofits actually use.

Let's make your next event entry smooth, fast, and professional.

This guide is a free resource by mosaic apps.