**Signing in to Check-in Attendees: Phone**

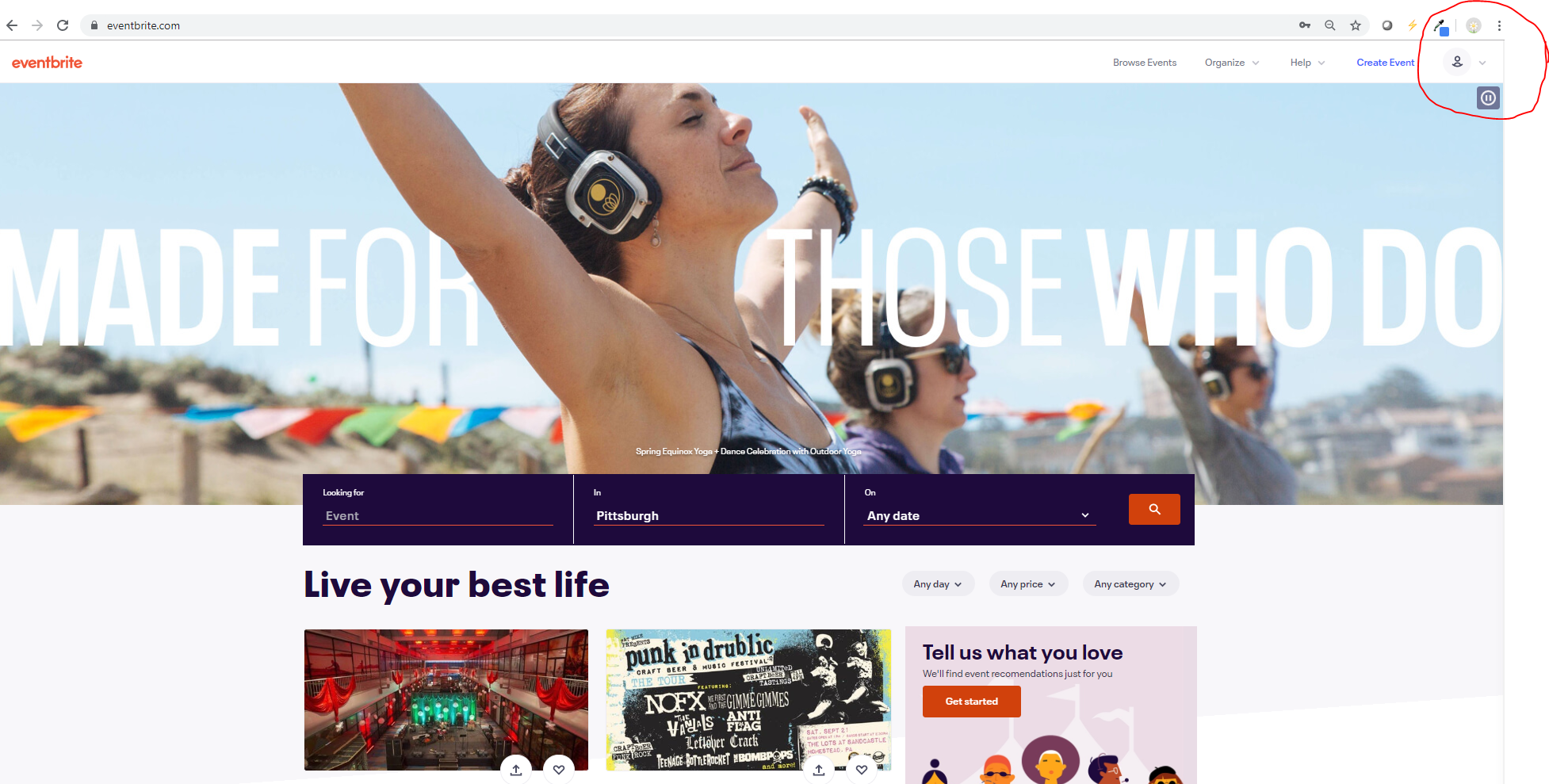
1. Go to Eventbrite.com on your laptop or go to #2.
2. Download Eventbrite Organizer App (\*Not the same as the Eventbrite User App, see difference below in phone screenshot.)  
   
3. Log-in with your Username and Password (See Email List to Verify your Email Address has access to 2022 ProductCamp Event)
4. Select correct year for ProductCamp.
5. Choose “Check-In” at the bottom of the screen.
6. Search for Attendees at the top right or press orange button to scan their ticket.

Graphical user interface, application

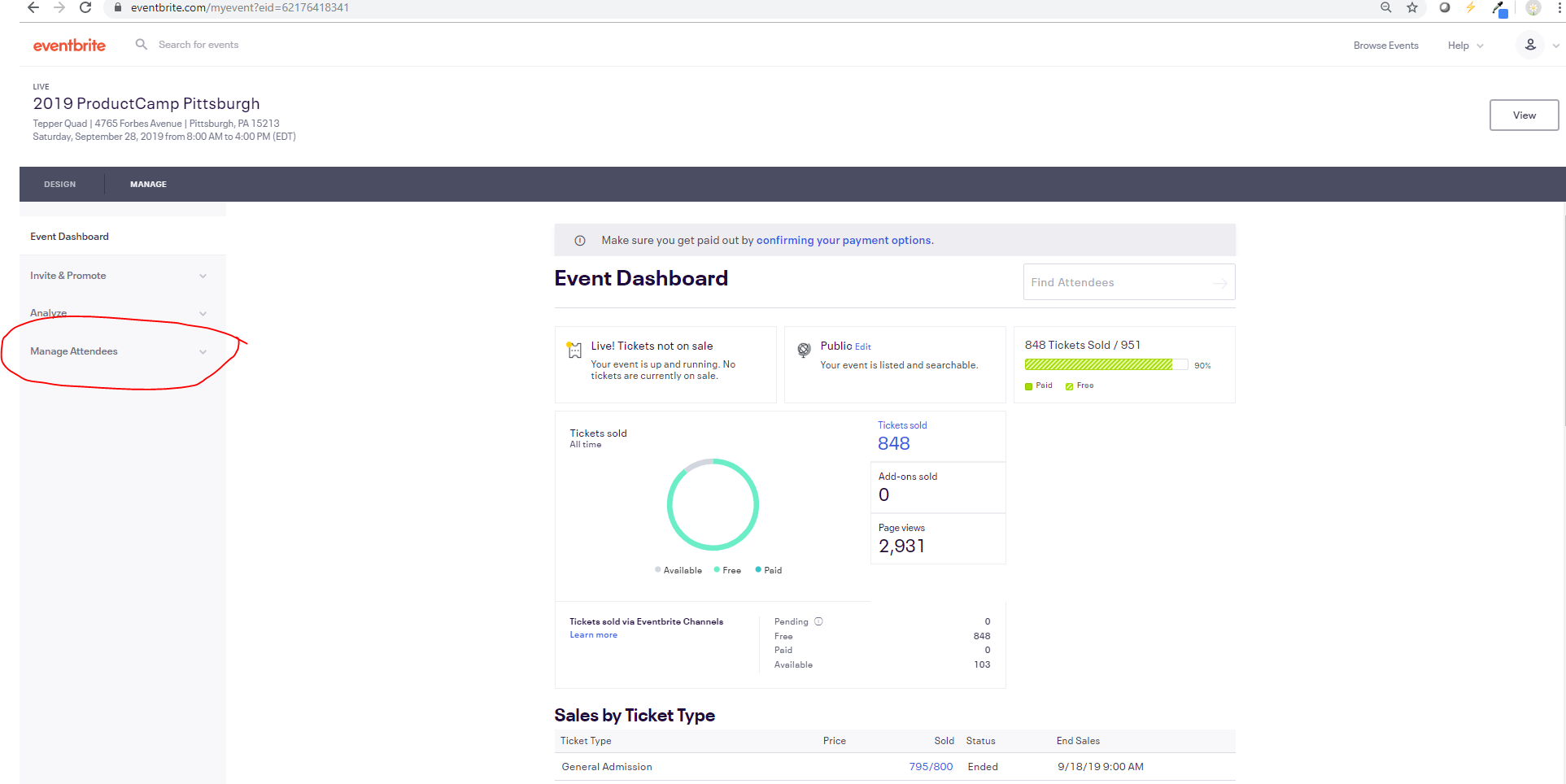
Description automatically generated

**Signing in to Check In Attendees: Laptop**

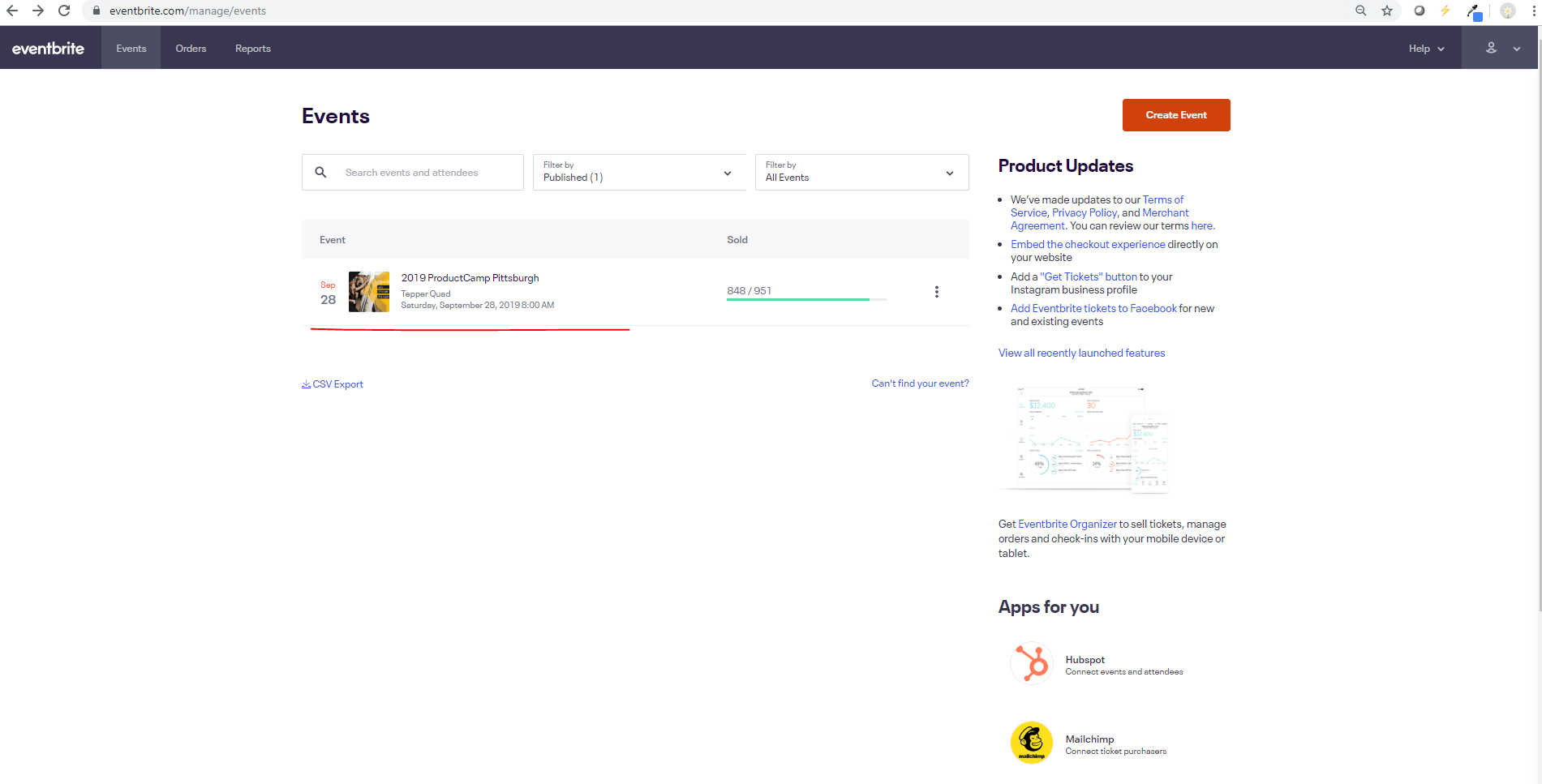
1. Go to Eventbrite.com on your laptop.
2. Log-in with your Username and Password. (See Email List to Verify your Email Address has access to 2022 ProductCamp Event).
3. Click drop down in right hand corner.



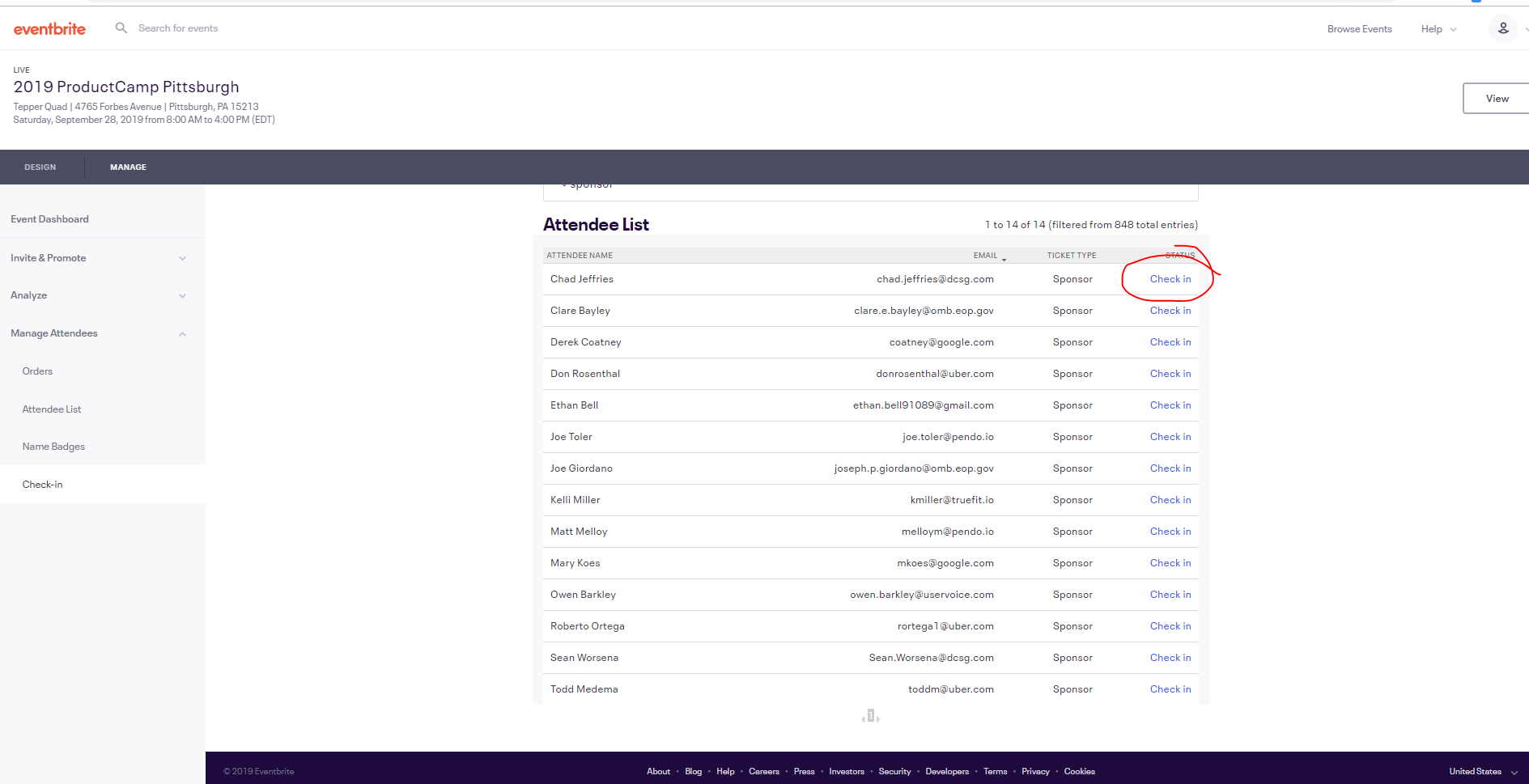
1. Hit “Manage Events”



1. Select appropriate ProductCamp Event for the year.



1. Hit “Manage Attendees” drop down in the left side of EventBrite menu & select “Check-in.”
2. Check-in Attendees by searching for their last name or email.
3. Hit “Check-In” in the STATUS column once you’ve found the correct attendee.



If your name is on the list please use your account with the Eventbrite Organizer app or check-in.

All Event Organizers on bi-weekly calls have been added.

|  |  |  |
| --- | --- | --- |
| First Name | Last Name | Email |
| Brad | Eiben | [beiben@andrew.cmu.edu](mailto:beiben@andrew.cmu.edu) |
| Andreas | Maihoefer | amaihoefer@ensoconsultingllc.com |
| Dan | Russell | [danrussell1117@gmail.com](mailto:danrussell1117@gmail.com) |
| Corey | Grone | corey@coreygrone.com |
| Yan | Zhao | [yzhao1@hotmail.com](mailto:yzhao1@hotmail.com) |
| Mark | Adkins | [mark.adkins@leanmedinnovation.com](mailto:mark.adkins@leanmedinnovation.com) |
| Lisa | Carter | lccarter315@gmail.com |
| Yueer | Tang | yueert@andrew.cmu.edu |
| Jennifer | Sydeski | jennifersydeski@gmail.com |
| Kevin | Voller | krvoller@gmail.com |
| Aniket | Gupta | 2022aniketgupta@gmail.com |
| Sudhir | Gupta | sudhirnagendragupta@gmail.com |
| Aman | Sachan | asachan@andrew.cmu.edu |
| Kshitij (KP) | Pandya | kapandya@tepper.cmu.edu |
| Vidhika | Lonare | vlonare@andrew.cmu.edu |
| Anchal | Chaudhary | [anchalc@andrew.cmu.edu](mailto:anchalc@andrew.cmu.edu) |
| **Email Address** | | |  |
| Email Address  pghpcamp@gmail.com (administrator) | | | |
| Email Address  karingregory@gmail.com | | | Top of Form  [EDIT](https://www.eventbrite.com/account-settings/permissions?user=2617329) | [DELETE](https://www.eventbrite.com/account-settings/permissions?msg=1&user=226813574)  Bottom of Form |
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Email you will have received when your Subuser Account was created.

