



Overview and How-To RaceDay CheckIn

September 4, 2025





Audience: Race Directors, Timers

Webinar Description: Join us for this RaceDay CheckIn App overview and training webinar, designed specifically for race organizers and timers who want to streamline participant check-ins and reduce lines and delays.

In this session, we'll walk you through everything you need to know to confidently implement and manage the RaceDay CheckIn App at your next event. You'll learn:

- How to configure the CheckIn App from your RaceDay Tools dashboard
- Step-by-step walkthrough of app features and settings
- Customizing check-in fields, waves, and bib assignments
- Best practices for using the app with multiple devices and staff members
- Offline mode and syncing data to your RunSignup race
- Tips to speed up check-in and improve the participant experience

Gain the skills and confidence to streamline your check-in flow, reduce stress on race day, and create a better experience for participants and staff alike.



Previous Presentations

January, Overview:

https://docs.google.com/presentation/d/1B6CN-_xwkbulMWMbHH0MyjvNFrw3M77g/edit?usp=share_link&oid=116488976569772445551&rtpof=true&sd=true

Eliminating Lines on Race Day:

https://docs.google.com/presentation/d/1B6CN-_xwkbulMWMbHH0MyjvNFrw3M77g/edit?usp=share_link&oid=116488976569772445551&rtpof=true&sd=true

RaceDay Real-Time Overview:

https://docs.google.com/presentation/d/1OZKbyWSf4QNDpz47LKy1oPp46_vmjuM2IWqLDfqkGWk/edit?usp=share_link

CheckIN App Certification Folder:

https://drive.google.com/drive/folders/1U5USgkLkVOSOmQ5q78KDJCBTGT_vQTRf?usp=share_link





Closed Captions

- To enable Captions, click on the “CC” button, or the three dots “More” menu and a button will appear - if you have issues with this please use the Questions prompt





Today's Agenda

- Introduction
- Configuring the Race Day CheckIn App
- Presets
- Configurations
- Best Practices
- What's New?
- Questions





RaceDay CheckIn App



RaceDay CheckIn App

- Game changer for events of all sizes
- Most valued product by timers
- Timer's role to set up and integrate with other technology

In 2024:

14,500 races used RaceDay CheckIn App
7,000 races had 200 or less participants
28,000 participants checked in at largest event
5.4 million participants checked-in with app

43%

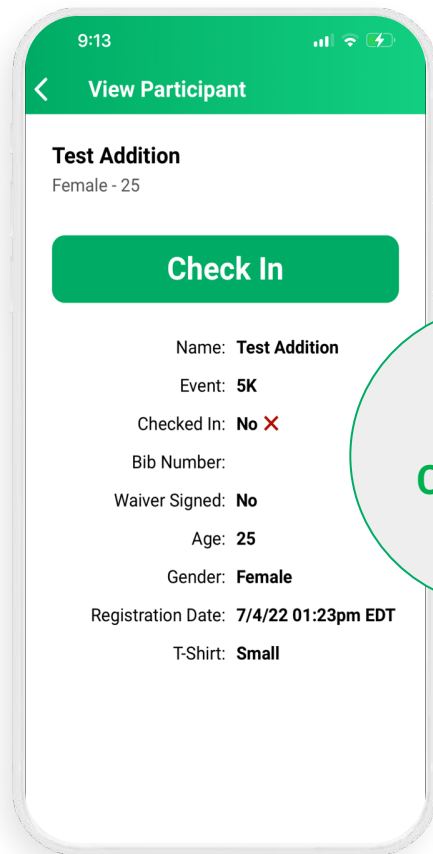
Of All 2024 Races
Used the RaceDay
CheckIn App

50%

Of All 2024
Participants were
Checked in with the
RaceDay CheckIn App

RaceDay CheckIn App

- **Expedites** the check-in process for participants and volunteers
 - **Dynamically Synchronizes** with other data points (registration, bibs, scoring)
 - **Easily Processes** check-ins and changes
 - **Provides Insights** to race organizers
-
- Used across all event types and sizes throughout the U.S.
 - **FREE** tool for RunSignup registration customers
 - Available for Apple and Android phones and tablets



5.4
Million
Check-ins
in 2024



Additional Features

There are a number of other features beyond what we are covering today, but at a glance the RaceDay CheckIn App can be used for:

- Checking in Volunteers
- Medical CheckIn
- Label Printing
- Results Kiosk
- Interfacing with RaceDay Scoring for automations



Configuring the **CheckIn App**



Set Up: RunSignup

RaceDay Tools -> RaceDay CheckIn -> Mobile App

The screenshot shows the RunSignup RaceDay CheckIn interface. On the left is a dark sidebar with a menu. The main content area has a blue header for "The Race" with a search bar and race details (April 21, 2024, Fremont, PA 49412). Below the header, there are three main options: "Mobile App" (highlighted with a red box), "Web CheckIn", and "CheckIn Stats". Each option has an icon and a brief description. At the bottom, there is a "Bulk CheckIn" section with a link to a utility for checking in large groups.

Mobile App
The fastest, easiest way to check people in. Available for iOS and Android devices.

Web CheckIn
The traditional CheckIn method; designed to run on laptop screens.

CheckIn Stats
CheckIn Charts, graphs and downloads for people who love data.

Bulk CheckIn
[Bulk CheckIn](#) is a utility that allows you to check in a large group based on Registration ID, or check in a large block of participants, without an ID. Only recommended for very specific situations.

Set Up: RunSignup

- Set password and dates to allow your Race to show up in the CheckIn App.
 - Create a unique password
 - ****Do NOT use you RunSignup password****
- Make sure the dates/times accommodate testing and late arrivals

CheckIn App

Authentication Settings

The RunSignup RaceDay CheckIn App allows you to check participants in and push your changes to RunSignup whenever Internet connectivity is established.
In order to begin using the application, fill in the below fields and click *Save Settings*.

Shared Password *

Use a strong password with at least 8 characters, and at least one uppercase letter, lowercase letter, number, and symbol (~!@#\$%^&*).

Password Hint (optional)

Runner13!

Enable CheckIn At: *

10/10/2015

12 : 00 AM

America/New_York

Disable CheckIn At: *

12/03/2025

10 : 10 AM

America/New_York

Save Settings

Helpful Tips

Set your password hint as your actual password to make it easier to remember. Only people with RunSignup dashboard access will be able to see the hint.

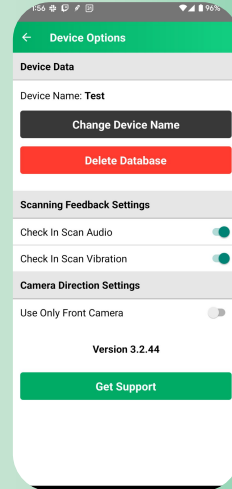
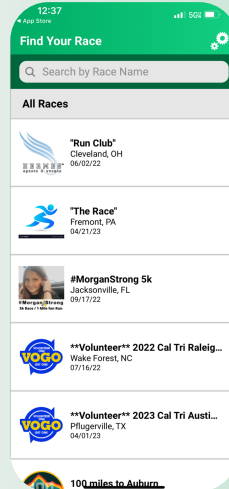
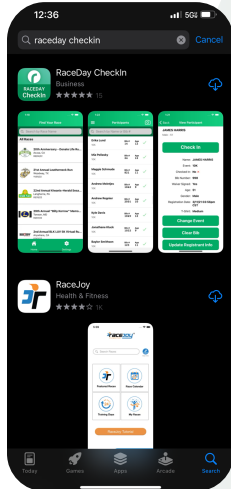
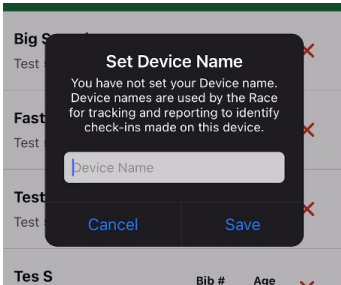
You can only see your race in the app within the enabled date period. If you need to test, set the enable date to today.

Set Up: RaceDay CheckIn App

Setting up the app in your device

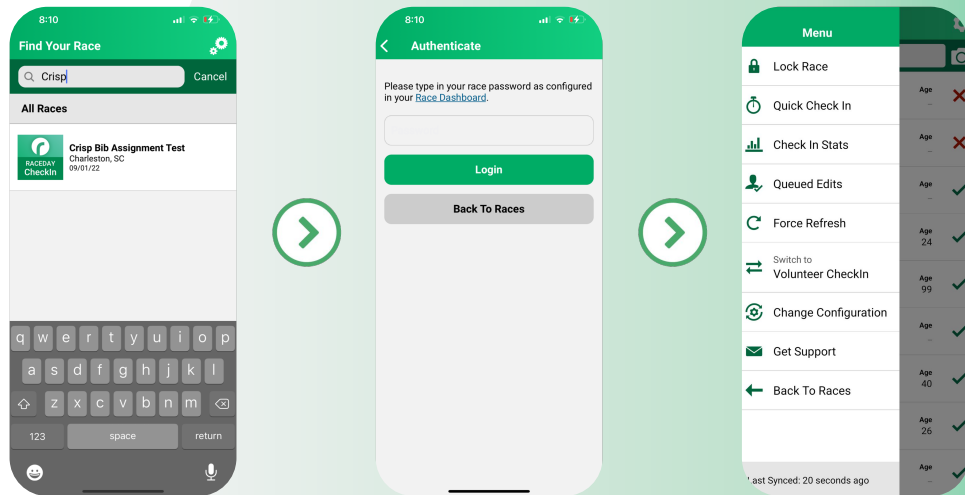
- Download the app
- Click the gear icon in the top right corner
- Select "Change Device Name"
- Name your device a unique identified as this will be how reports are generated for each device

Note: If this is your first time using the app, you will be prompted to do this at the time it is opened



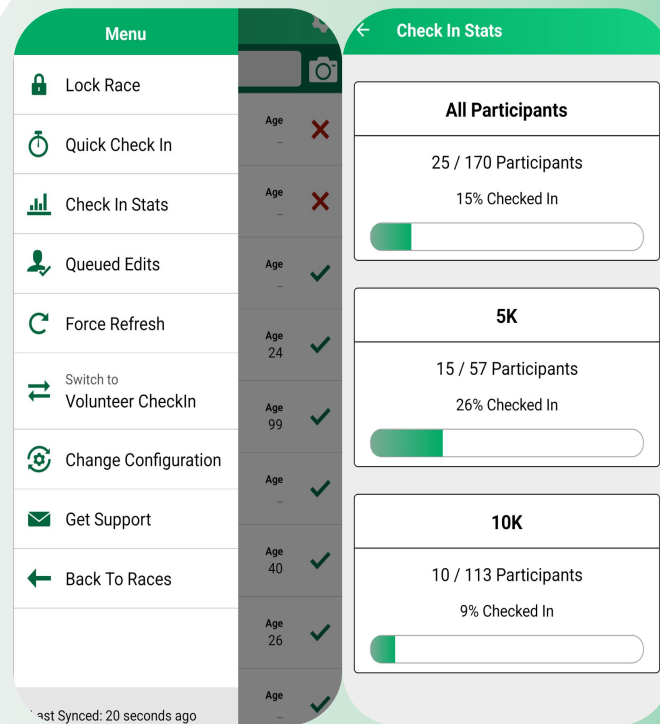
Set Up: RaceDay CheckIn App

- Search for your race
 - Enter the race's password
 - Upon opening users are prompted to select a Configuration - keep this in mind when naming your Configurations (more on this later)
- If the race does not show up, make sure that you have set up the date range properly - this carries over from year to year, so it is possible you have last year's dates set!



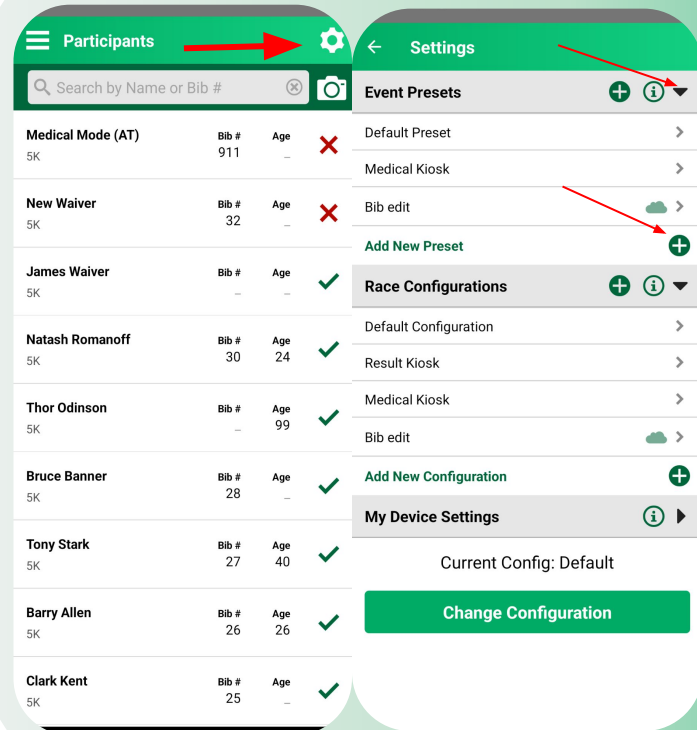
Features & Usage

- Click the three white lines in the top left corner to see additional settings
 - **Lock Race:** Limits the ability of setting changes on a specific device
 - **Quick CheckIn:** Simple, quick CheckIn mode where you only use the camera to scan a registration ID and then a bib QR code that automatically confirms a checkin, going back to scan the next person.
 - **Check In Stats:** Show you the stats by race, event, and device ID
 - **Queued Edits:** Changes that have been made on the device but haven't synced to RunSignup yet. Also contains Edit History for the device
 - **Force Refresh:** Updates Race Information (only used if something about the Race Changes)
 - **Volunteer CheckIn:** Easily switch between participant and volunteer check in
 - **Change Configuration:** Quickly change the configuration of this device.
 - **Get Support:** Sends a help ticket to info@runsignup.com, which is monitored 7 days per week
 - **Back to Races:** Allows you to select a different race



Setup: RaceDay CheckIn App

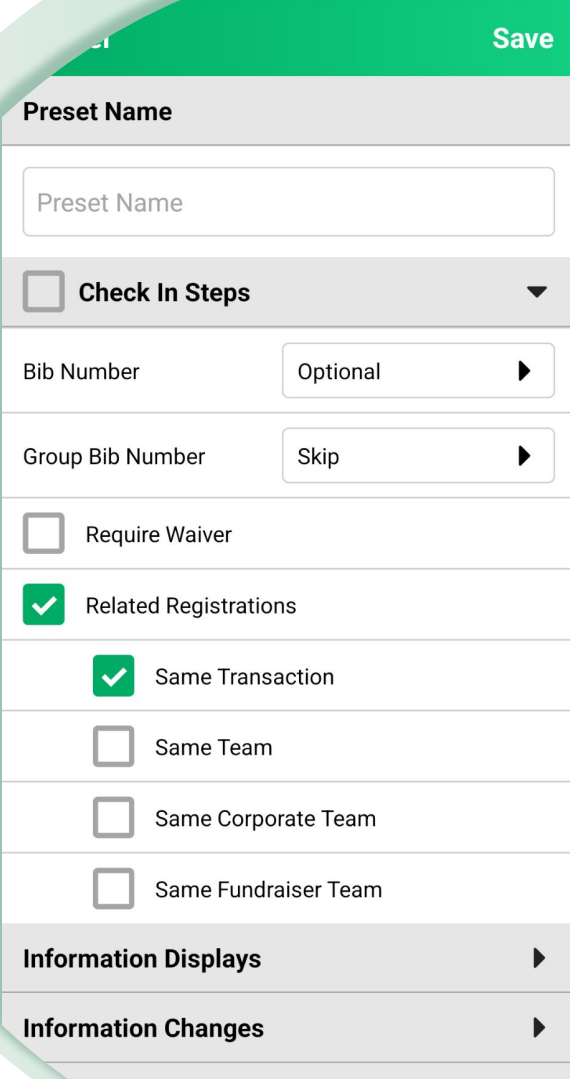
- Once you're in the race, your participants will sync
- At this time you can configure your presets and configurations
 - Click on the gear icon in the top right to access your presets and configurations
 - **Presets** will allow to customize the check in app for a specific event
 - **Configurations** are a grouping of presets for each of your events, as well as other customizations for usage
 - Can view who created a Preset or Configuration, who modified a Preset, and when.
 - Name comes from Device Name





Presets

Customize the CheckIn Workflow for specific events



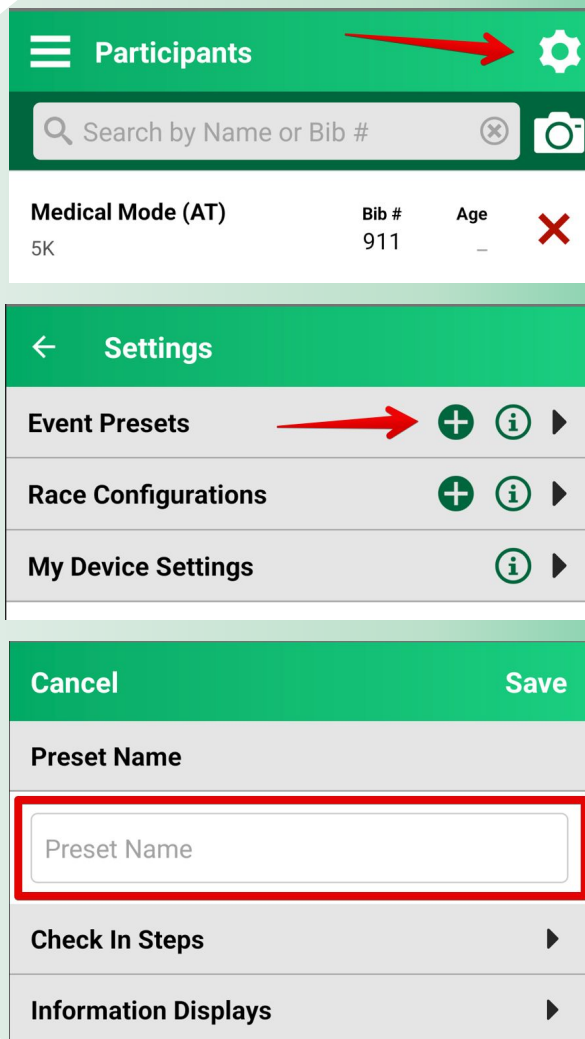
The screenshot shows a mobile application interface for configuring a 'Preset'. At the top right is a green 'Save' button. The form is divided into sections with grey headers. The first section is 'Preset Name' with a text input field containing the placeholder 'Preset Name'. The second section is 'Check In Steps', which has a checkbox and a dropdown arrow. Below this are two rows: 'Bib Number' with a dropdown menu showing 'Optional' and a right arrow, and 'Group Bib Number' with a dropdown menu showing 'Skip' and a right arrow. The third section contains a checkbox for 'Require Waiver'. The fourth section has a checked checkbox for 'Related Registrations'. Below this are three more rows, each with a checkbox: 'Same Transaction' (checked), 'Same Team', and 'Same Corporate Team'. The final row in this section is 'Same Fundraiser Team' with an unchecked checkbox. The bottom of the form has two more sections: 'Information Displays' and 'Information Changes', each with a right arrow.

Preset Name	
<input type="text" value="Preset Name"/>	
Check In Steps	
<input type="checkbox"/>	Check In Steps
Bib Number	Optional
Group Bib Number	Skip
<input type="checkbox"/>	Require Waiver
<input checked="" type="checkbox"/>	Related Registrations
<input checked="" type="checkbox"/>	Same Transaction
<input type="checkbox"/>	Same Team
<input type="checkbox"/>	Same Corporate Team
<input type="checkbox"/>	Same Fundraiser Team
Information Displays	
Information Changes	

Presets

Adding a Preset

- From the Lookup List View, select the **gear icon** in the top right corner.
- Click the **plus button** in the “Event Presets” row.
- Add a **Preset Name** explaining what this Preset does.
 - Remember, this can be used in one or many Events.
 - It may be something like “Require Waiver Signing”, “Skip Bib Assignment”, or “Show Fundraiser Info”.



Presets

Customize Preset: Check-In Steps

Now, look through the settings to see what you may want to change.

- **Check-In Steps:** When checking in a Participant, what steps will be included in the process?
 - **Bib Number Assignment**
 - Require, Skip, Optional
 - **Group Bib Assignment**
 - Require, Skip, Optional
 - **Waiver Signing**
 - Will show a step for users to sign any unsigned waivers.
 - **Check-In Related Registrations**
 - Will add a step at the end of check-in with suggested related registrations to check-in after this one.
 - Same transaction, same Team, same Corporate Team, same Fundraising Team.

Cancel Save

Preset Name

Preset Name

☐ Check In Steps

Bib Number Optional

Group Bib Number Skip

☐ Require Waiver

☒ Related Registrations

☒ Same Transaction

☐ Same Team

☐ Same Corporate Team

☐ Same Fundraiser Team

Information Displays

Information Changes

Advanced Options

Presets

Customize Preset: Check-In Steps

Waiver Signing Check-In Step

- If enabled, this will show after the bib assignment Check-In Step and will allow the participant to sign off on any waivers that they have not already signed online during the registration path.
- Multiple waivers are supported.
- A PDF of the signature is available on RunSignup.

Participants			
Search by Name or Bib #			
test test TEST	Bib # 1	Age -	✓
Addison Theriault Push Up Challenge	Bib # 3001	Age 11	✓
Emory Sharp Push Up Challenge	Bib # 3002	Age 11	✓
Zane Jamieson Push Up Challenge	Bib # 3003	Age 10	✓
Alexis Clemens Push Up Challenge	Bib # 3004	Age 1	✓
Amy Clemens Push Up Challenge	Bib # 3005	Age 32	✗
Anneliese Jones Push Up Challenge	Bib # 3006	Age 12	✗
Julie Daneman Push Up Challenge	Bib # 3007	Age 39	✗
Riley Clemens Push Up Challenge	Bib # 3008	Age 6	✗

Silver Surfer

Manage Registration

Profile

Events

Notes (0)

Write a note about this participant

Save Note

Event: Test 10K

Registrant: Silver Surfer

Event Date: 02/01/2021

Loyalty: Hasn't run this race yet

US

Bib #: 2222

Gender: Male

Date of Birth: 01/01/1910

Age at Time of Race: 111

Registration Date: 03/09/2020 12:29pm EDT

Registration Status: Active

Give-Away Option: Small

Race Waiver:

Signed at 04/19/2021 12:36pm from 24.236.71.228 View Waiver

Checked In: Yes

Total Amount Paid: \$0.00

Silver Surfer

Presets

Customize Preset: Check-In Steps

- If you enabled the **Related Registrations Feature** you can use the “Check-In All” button after confirming a check-in.
- This function allows you to check in all related registrations for a participant that have not checked in yet. The app guides you through all the necessary check-in steps for each related registration.
- This will make it much easier to manage situations where you may have many related registrations to process at once, like a large Team where you are prepping a bag of shirts and bibs or a family that all registered together.

Review

Check In All

Same Team
group 1-5K

✗ Test Name

✗ Lily Potter

✓ Kiosk Mode (AT)

✓ Bulk Checkin

Same Corporate Team
Corporate Team-1-10K

✗ John Doe (AT)

✓ Maecie Roghan

✓ Kyla Schmitt

✓ Robyn Ryane

✓ XXXXX AT

✓ Nathanael Costa

✓ Kiosk Mode (AT)

✓ Bulk Checkin

Go Back
Save & Continue

Presets

Customize Preset: Information Displays

Information Displays: What data will show up when looking at a Participant in an Event that is using this Preset?

CancelSave

Preset Name

Check In Steps ▶

☐ **Information Displays** ▼

☒ Name

☒ Event

☐ Corral

☒ Checked In Status

☒ Bib Number

☐ Chip Number

☐ Fundraiser Details

☐ Payment Details

☒ Waiver Signed

☐ Membership Info

☐ USAT Waiver

Presets

Customize Preset: Information Changes

Information Changes have two main functions:

1). What actions can a user take on Participants in Events using this Participant?

- Can they change their Event? Uncheck them in?

2). What fields will show up in the “Edit Participant Info” screen after looking up a Participant in an Event that is using this Preset, then tapping the “**Update Registrant Info**” button?

- Can they change their Corral assignment?
Giveaway selection?

If a field is not selected for Information Display, it cannot be changed even if selected in Information Changes

The image displays three screenshots of the RaceDay app interface, illustrating the 'Information Changes' preset configuration and its effects on participant management screens.

Left Screenshot: Information Displays

- Buttons: Cancel, Save
- Section: Information Displays
- Section: Information Changes (Expanded)
- Options (checked/unchecked):
 - Allow Un-Check Ins
 - Allow Medical Check-in
 - Allow Event Transfers
 - Preserve Bib on Event Transfer
 - Allow Clear Bib
 - Allow Bib Number Edits
 - Allow Chip Number Edits
 - Allow Group Bib Number Edits
 - Allow USAT Edits
 - Allow Corral Edits
 - Allow Giveaway Edits
 - Allow Personal Info Edits
- Section: Advanced Options

Middle Screenshot: View Participant

- Buttons: Back, Check In
- Participant Information:
 - Waiver Signed: 0 of 0
 - USAT Waiver Signed: No
 - Email:
 - Phone:
 - Address: Keller, TX US
 - Registration Date: 4/9/24 01:34pm EDT
 - Imported: Yes
 - Registration Notes:
 - Corporate Team:
- Action Buttons (Highlighted):
 - Change Event
 - Clear Bib
 - Update Registrant Info
 - Medical Info
 - Update Medical Info

Right Screenshot: Update Registrant Info

- Buttons: Back
- Form Fields:
 - First Name *
 - Last Name *
 - Age *
 - Gender *
 - Bib Number *
 - Chip Number
 - Corral (Select Corral)

Presets

Customize Preset: Advanced Options

Advanced Options

- **Prevent Duplicate Bibs in Event** - Do not allow the app user to assign the same bib number to more than one person within the same event, but allow assigning the same bib to people in two different events.
- **Validate Bibs** - If [Bib Validation](#) is enabled at RunSignup, do not allow the app user to assign bib numbers that are outside of the range of valid bibs for this event.
- **Use Group Name During CheckIn** - Show the RunSignup Group/Team Name during check-in.

The screenshot shows the 'Presets' screen in the RunSignup app. At the top, there are 'Cancel' and 'Save' buttons. Below them is a 'Preset Name' field with a folder icon. A dropdown menu is set to 'All'. There are four expandable sections: 'Check In Steps', 'Information Displays', 'Information Changes', and 'Advanced Options'. The 'Advanced Options' section is expanded and highlighted with a red box. It contains three options, each with a green checkmark: 'Prevent Duplicate Bibs in Event', 'Validate Bibs', and 'Use Group Name During Check In'. At the bottom of the screen is a red 'Delete' button.

Cancel		Save
Preset Name		Folder icon
All		
Check In Steps		▶
Information Displays		▶
Information Changes		▶
✓	Advanced Options	▼
✓	Prevent Duplicate Bibs in Event	
✓	Validate Bibs	
✓	Use Group Name During Check In	
Delete		

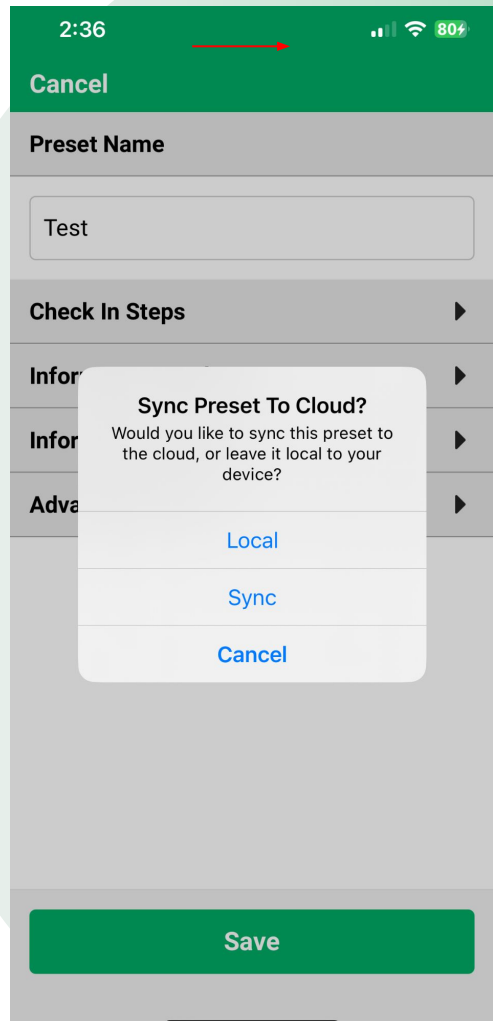
Presets

Customize Preset: Preset Sync

When you save or edit a Preset, you will be asked whether you'd like this Preset to be synced to the cloud.

- **Local** should be used if you don't want your Preset Customizations to apply to other devices using Configurations that use this Preset.
- **Sync** should be used if you want your Preset Customizations to apply to other devices using a Configuration that uses this Preset.

If you edit a Preset, you will be asked if you'd like to make a Local Copy instead of create a Local preset



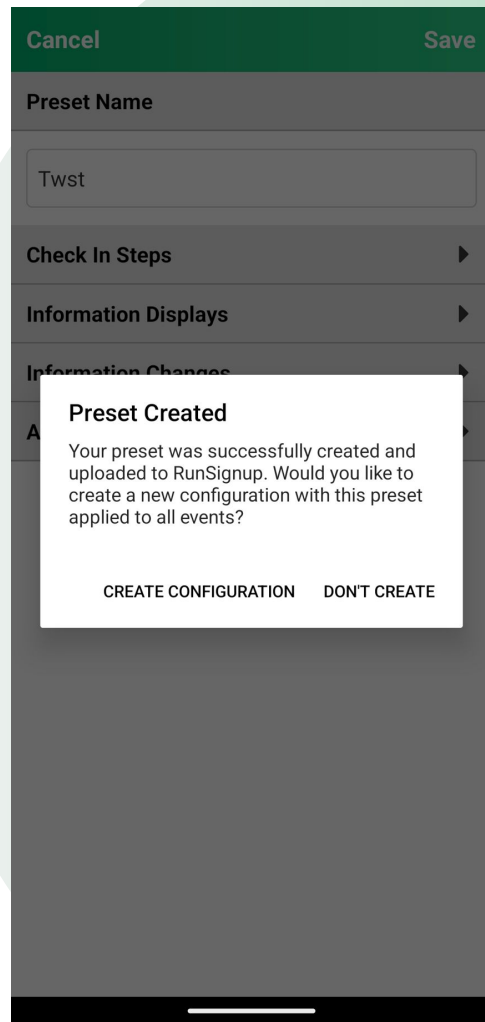
Presets

Customize Preset: Create New Configuration?

When you finish adding a Preset, the app will ask if you'd like to create a new Configuration with this Preset applied to all Events in this Race.

If you select “Don't Create”, you will need to manually add or edit a Configuration and apply this Preset to one or many Events in that Configuration.

Presets that are not attached to configurations will have a triangle warning icon next to them.



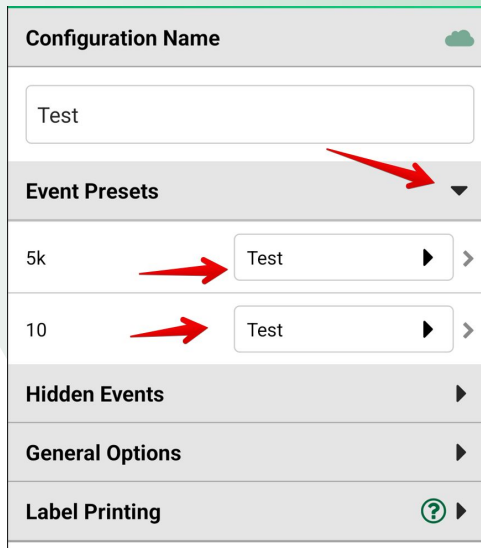
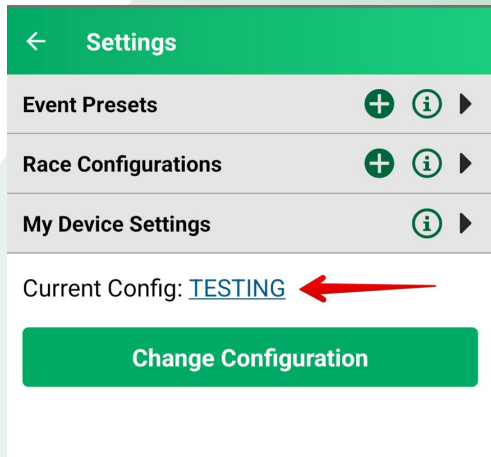
Presets

Customize Preset: Create New Configuration?

If you select “Create Configuration”, the app will create a new Configuration that has the same name as your Preset, with that Preset applied to each Event within that Race.

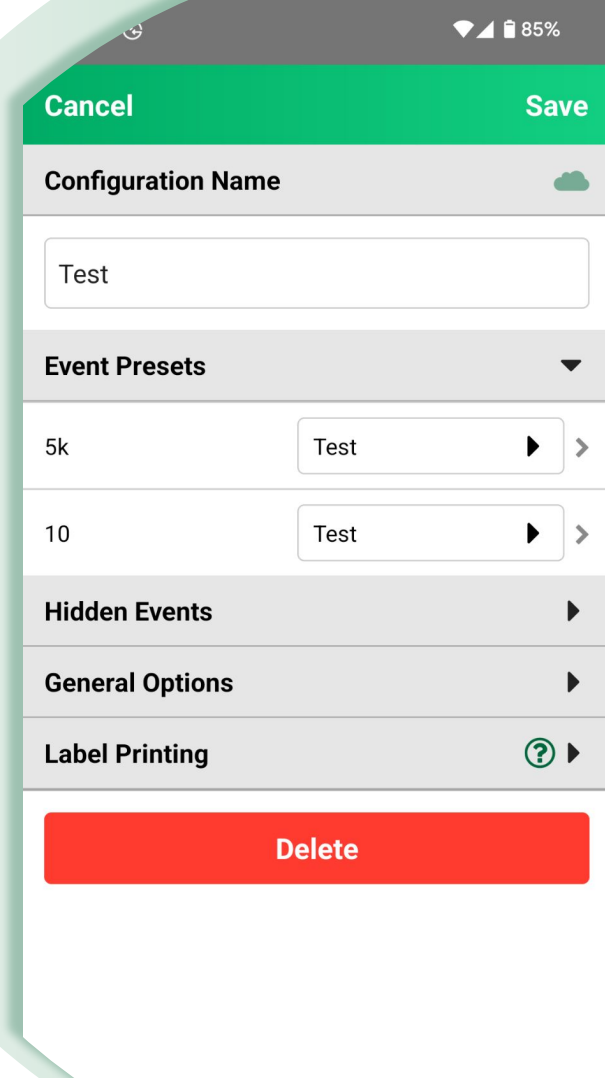
Tap the Current Config name link, then open up the **Event Presets** area to see that your Preset has been applied to all Events.

From here, you can change Presets for each Event, or use the arrow on the right side of the row to edit this Preset.



Configurations

Groupings of presets for each of your events, as well as other customizations for usage



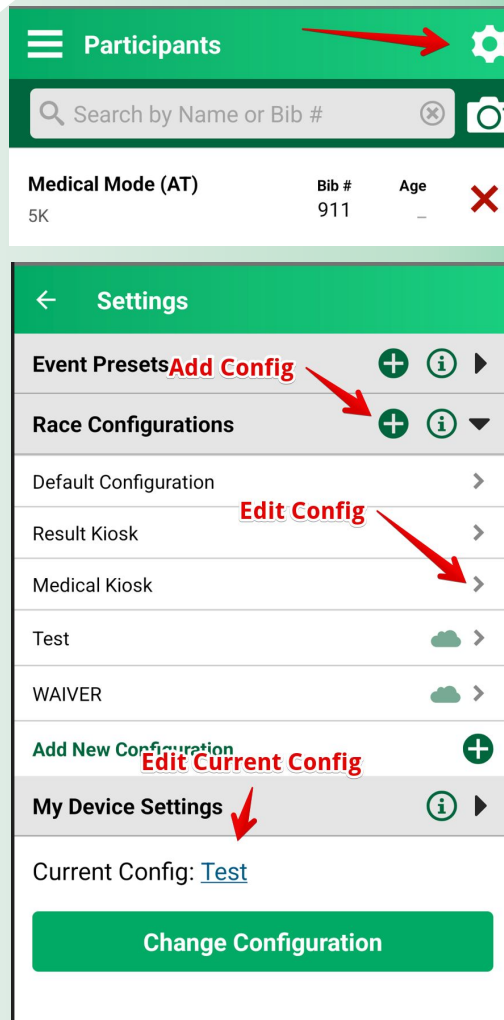
A mobile application interface for configuring an event. The screen has a green header bar with 'Cancel' and 'Save' buttons. Below the header is a 'Configuration Name' section with a text input field containing 'Test'. This is followed by an 'Event Presets' section with a dropdown arrow. Under this section are two rows: '5k' and '10', each with a 'Test' dropdown and a right arrow. Below these are three more sections: 'Hidden Events', 'General Options', and 'Label Printing', each with a right arrow. The 'Label Printing' section also has a green question mark icon. At the bottom is a large red button labeled 'Delete'.

Configuration Name	
Test	
Event Presets	
5k	Test >
10	Test >
Hidden Events	
General Options	
Label Printing	
Delete	

Configurations

Adding/Editing a Configuration

- From the Lookup List View, select the **gear icon** in the top right corner.
- Click the **plus button** in the “Race Configurations” row to add a new Configuration, or open up the panel and **tap an existing Configuration to edit it**, or use the **blue link at the bottom to edit the current Configuration**.



Configurations

Customize Config: Select Event Presets

Once you have opened up a Configuration, the first thing you want to do is update the **Event Presets**.

This will allow you to customize how the app works when viewing/checking in participants based on the Event that they are registered for.

- Use the dropdown to change the Preset used for Participants in each Event.
- Use the chevron on the right hand side to edit the currently selected Preset for this Event.

Cancel Save

Configuration Name

Test
Change this Event's Preset

Event Presets

5k Test ▶ >

10 Test ▶ >

Hidden Events ▶

General Options ▶

Label Printing ? ▶

Edit this Preset

Delete

Configurations

Customize Config: Hidden Events

Here you can hide all Participants from any number of Events within this Race.

This may be useful if you have a lot of virtual participants that you don't want to see in your check-in process, or if you have separate check-in stations for each Event in your Race.

Cancel

Save

Configuration Name

Test

Event Presets

▶

☐ Hidden Events

▼

☒ 5k

☐ 10

General Options

▶

Label Printing

?

▶

Configurations

Customize Config: General Options

- **Clear Search:** Search terms are retained after navigating away from the search by default. You can make the system clear the search term with this.
- **Timeout on Search:** If enabled, will automatically reset the search after 5 seconds if no results were found after searching.
- **Hide Checked In Participants:** The app will only show participants who have not yet been checked in if enabled.
- **Auto-Show Camera on Bib Assignment:** When entering into the Bib Assignment steps in the CheckIn Flow, should the camera come up automatically, so a user scanning a bib number can quickly assign it to them?

Cancel	Save
<input checked="" type="checkbox"/>	General Options ▼
<input checked="" type="checkbox"/>	Clear Search
<input checked="" type="checkbox"/>	Timeout on Search
<input checked="" type="checkbox"/>	Hide Checked In Participants
<input checked="" type="checkbox"/>	Auto-Show Camera on Bib Assignment

Configurations

Customize Config: General Options

- **Auto-Show Camera in Kiosk Mode:** In the Kiosk Mode Lookup Method, should the Camera come up automatically, so a Participant can quickly scan their bib to get their results?
- **Auto-Print After Review:** In the Confirmation Step of the CheckIn Flow, should the app automatically print out a label?
- **Prevent Duplicate Bibs Across Events:** Should the app prevent duplicate bibs from being assigned across all Events within this Race?
- **Prevent Check-ins After X Queued Edits:** Should the App “lock down” and prevent users from changing any more information or checking Participants in after some number of failed syncs?

✓	Auto-Show Camera on Bib Assignment
✓	Auto-Show Camera in Kiosk Mode
✓	Auto-Print After Review
✓	Prevent Duplicate Bibs Across Events
✓	Prevent Checkins After X Queued Edits

Configurations

Customize Config: General Options

Data Display: Customizes the data that is shown in the Participant List.

- Options are Nothing, Checked in Status, Bib Number, Age, or Giveaway.
- Show Team Name will display the Group/Team Name under the Participant Name if available.

Left Data Display (on participant list)	Bib Number ▶
Center Data Display (on participant list)	Age ▶
Right Data Display (on participant list)	Check In Status ▶
Show Team Name (on participant list)	None ▶

Chris Colby 5k	Bib # 4116	Age 51	✓
Johnson Aranda 10	Bib # 3897	Age 41	✓
David Marroquin 10	Bib # 3523	Age 10	✗

Configurations

Customize Config: General Options

Exact Match Lookup: Determines how quickly the app will go to a result when it finds an exact match.

- Some users find the app goes faster than they are able to type, causing the system to bring up the result before they're done typing.
- Can be set to Fast/Medium/Slow or Off if you never want the app to automatically bring up a result.

Exact Match Lookup (opening speed)	Fast	▶
Lookup Method (participant list or kiosk mode)	Standard	▶
Lookup Result (after a tap or scan)	View Participant	▶
Quick Checkin Auto-Confirm (auto-confirm speed)	5 Seconds	▶

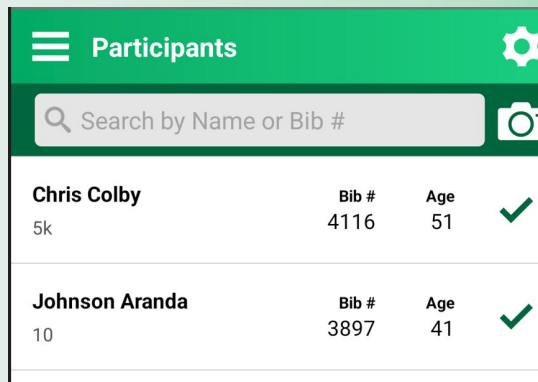
Configurations

Customize Config: General Options

Lookup Method: Determines how the Participant List looks to a user.

- **Standard:** A list of names is shown to the user for quick reference. Recommended mode if the user of the app is a staff member or volunteer.
- **Kiosk Mode:** Names are not shown in a list to the user. Recommended mode if the user of the app is a participant or spectator.
 - **Pro Tip:** If using Kiosk Mode, consider the **Auto-Show Camera in Kiosk Mode** setting to use as a walk-up results kiosk or Chip Check station.

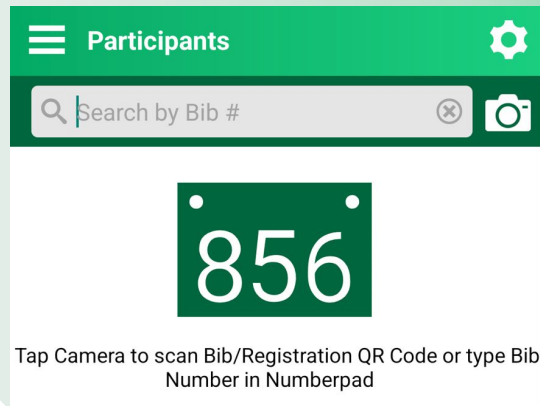
Standard Lookup Method



The screenshot shows the 'Participants' screen with a green header. Below the header is a search bar with the placeholder text 'Search by Name or Bib #'. Below the search bar is a table with two rows of participant data. Each row includes a name, a bib number, an age, and a green checkmark icon.

	Bib #	Age	
Chris Colby 5k	4116	51	✓
Johnson Aranda 10	3897	41	✓

Kiosk Mode Lookup Method



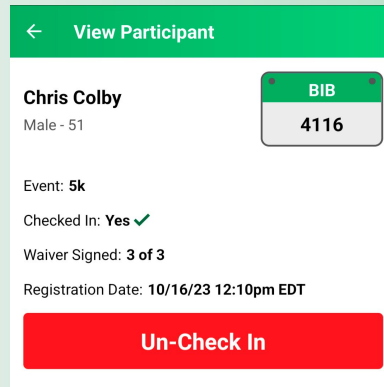
Configurations

Customize Config: General Options

Lookup Result: Determines what screen you land on after you look someone up.

- **View Participant:** The standard Participant View where you can see information and take actions on a Participant.
- **Update Registrant Info:** A screen where you can update information about a Participant, like Giveaway selection, Corral Assignment, etc...
- **View Results:** A screen showing the race results at RunSignup for the user you are looking up.
- **Update Medical Info:** A screen where you can Check In/Out someone using the Medical CheckIn Feature.

“View Participant” Lookup Result



← View Participant

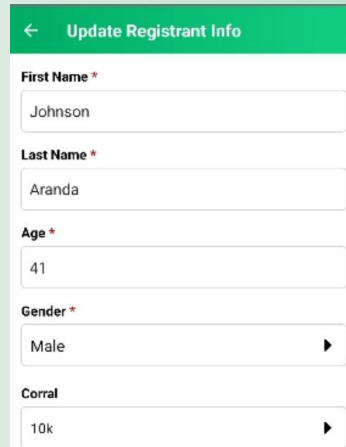
Chris Colby
Male - 51

BIB
4116

Event: 5k
Checked In: Yes ✓
Waiver Signed: 3 of 3
Registration Date: 10/16/23 12:10pm EDT

Un-Check In

“Update Registrant Info” Lookup Result



← Update Registrant Info

First Name *
Johnson

Last Name *
Aranda

Age *
41

Gender *
Male ▶

Corral
10k ▶

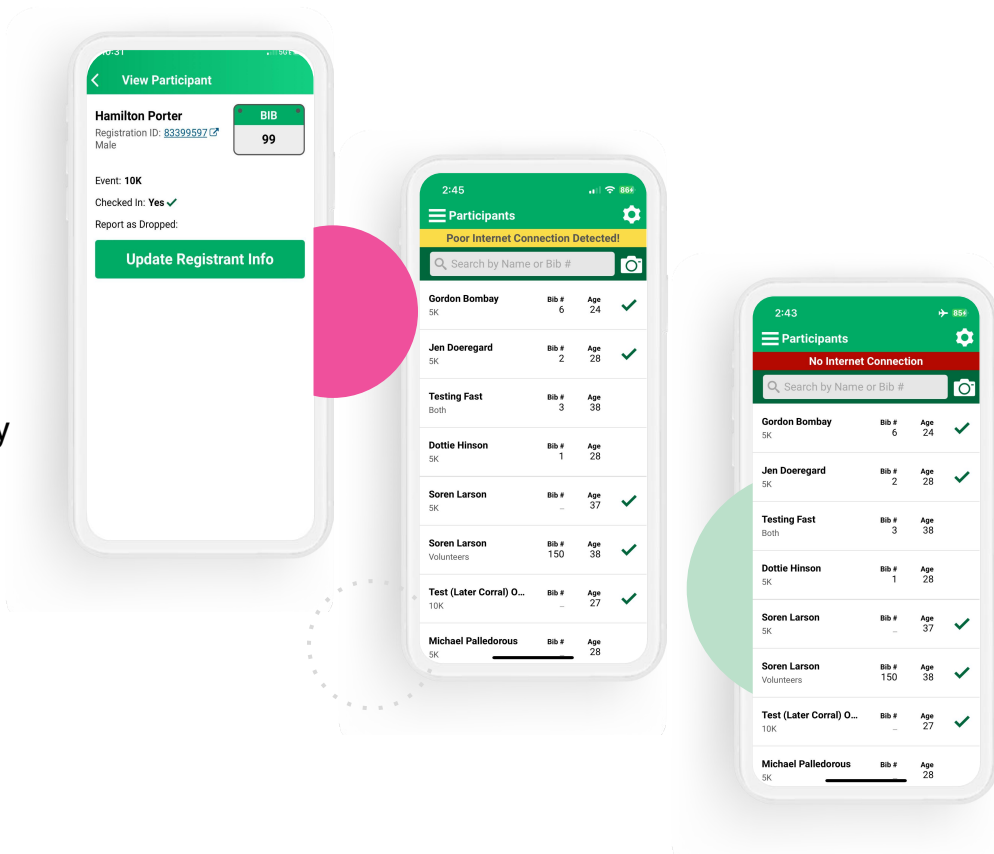


Best Practices



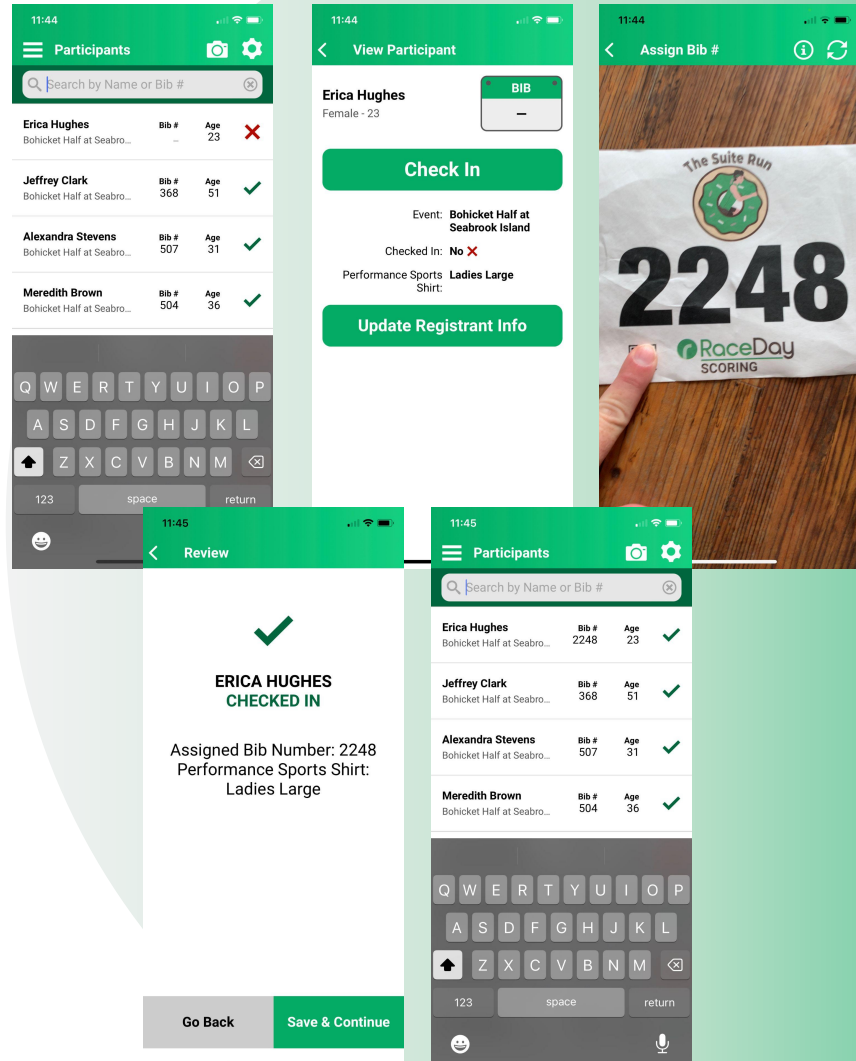
Offline/Spotty Internet CheckIn

- We warn if you have a Poor Internet connection (yellow bar) or No Internet Connection (red bar)
- CheckIn still works, but will not be able to prevent duplicate assignment the same way a connected device will
- Once enough service is available, participants are updated on RunSignup
- Can set up to prevent CheckIns after X Queued Edits
 - Configurations -> General Options -> Prevent CheckIns After X Queued Edits -> number greater than 3



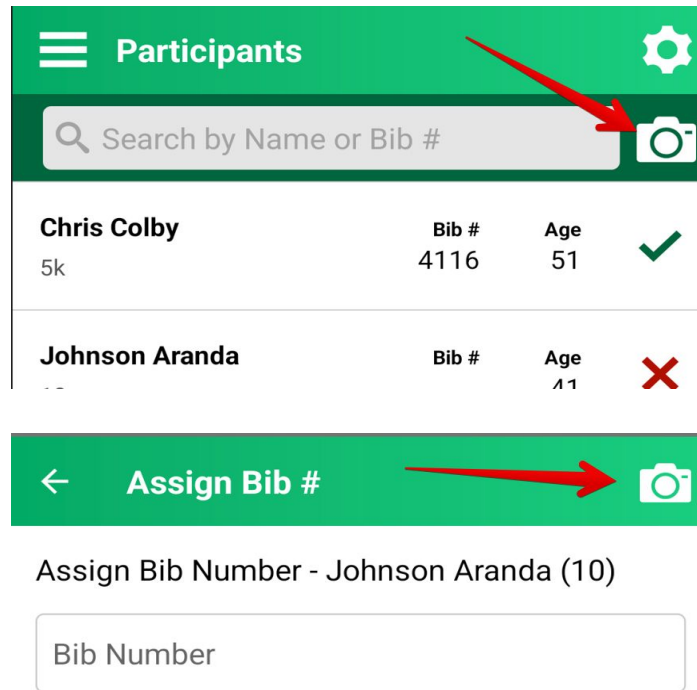
Using QR Codes & CheckIn App

- QR codes can be used in two different ways with the Check In App
 - Looking up a Participant** by scanning a QR code that has their **RunSignup Registration ID embedded into it.**
 - Assigning a Bib Number** to a Participant by scanning a bib that has a QR code with a **bib number embedded into it.**
- The standard flow is:
 - Scan a registration QR code** to look up a participant.
 - Then **scan a bib number QR code** to assign them a bib.



Using QR Codes & CheckIn App

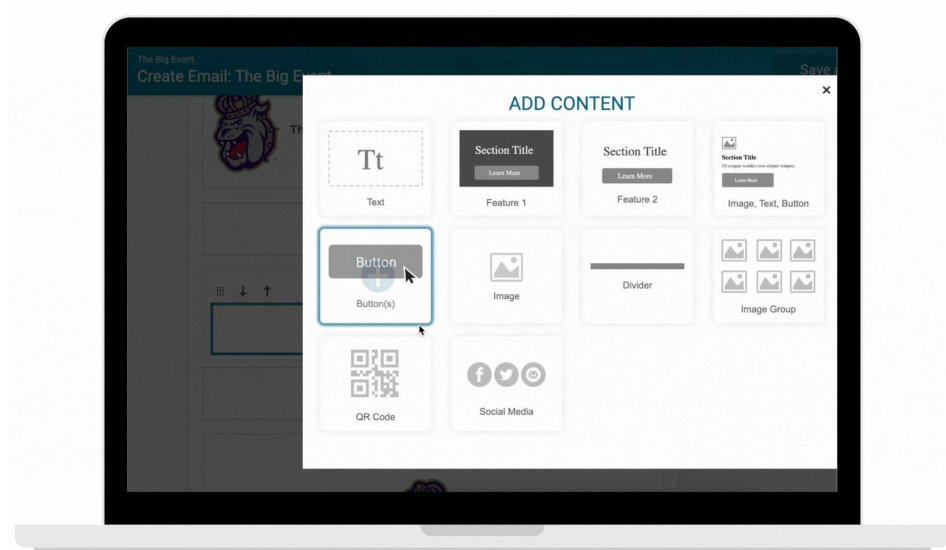
- Camera scanning can be enabled manually on the **Participant List** to look up a Participant by their registration ID, or from the **Check-In Step** to assign this participant a bib number by it's QR Code.
- It can also be access automatically if the **Auto-Show Camera in Bib Assignment** setting or the **Auto-Show Camera in Kiosk Mode** setting is enabled in Configuration Settings > General Options.
- Alternatively, **Quick Check-In Mode** can be used to only use the camera to both look up participants and assign bib numbers at the same time.



Using QR Codes & CheckIn App

RunSignup will include a registration ID QR code in their default registration confirmation emails, but we also recommend sending out a pre-race email with instructions for packet pickup that includes a registration ID QR code within it using the %registration_id% placeholder.

See this guide for details: [Email V2: QR Code Component for Email - RunSignup](#)



RaceDay CheckIn

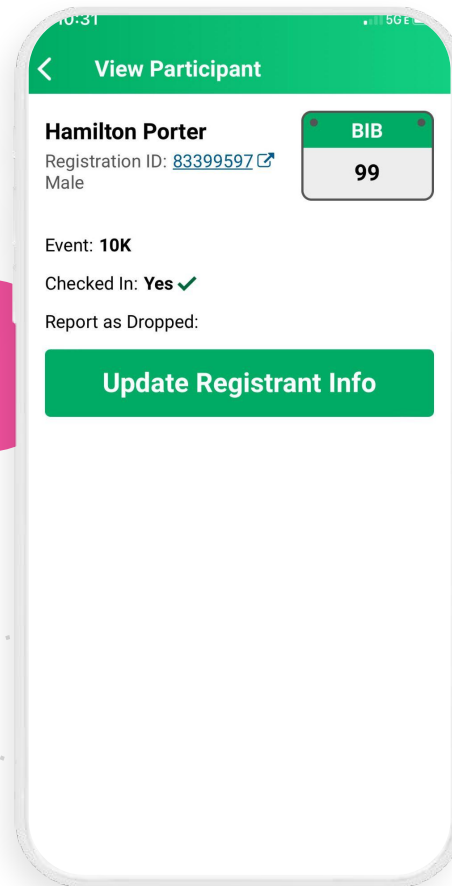
Result Kiosk QR Code Support

- The app now recognizes any URL that ends in “#123” where 123 is the bib number of a participant and is treats it as if it were just the bib number.
- This means that you can print one QR code onto your bibs that is **dual purpose** - it can be scanned during packet pickup to **assign the bib** number for Dynamic Bib Assignment, as well as after the race by participants to **find their results**.
- The best URL to use would be the “Result Kiosk” URL found under RaceDay Tools > Setup Result Kiosks and Links, but any URL will work if it ends with #bib
- <https://runsignup.com/Kiosk/158965/Results#3001>



Best Practices

- Have a plan for a Lead/Admin to address changes
 - Keeps participants moving
 - More focused training for volunteers
- Notate name on back of bib
 - Shirt Size/Giveaway as well if at a different table
- Include Giveaway Shirt Size on Detail and Confirmation Page
- Include Registration ID for quick link for features not currently supported in the app
- Have a “Use” and “Admin” preset and configuration
 - One Admin per shift to keep participants flowing
 - Only allow “Use” volunteers to check folks in



MORE Best Practices

- Set up Bib Validation in RunSignup
- Do a real check in before Packet Pickup opens!
 - Volunteer who is participating
 - Have one of the Earlybirds check in early
- Have a separate Preset for Relays/Teams
- Watch your volunteers through their first couple repetitions
- **Make sure your check in period is open**
 - Does not reset when race is renewed
- When in doubt - ask your timer!

The screenshot shows the 'Bib Validation' settings in the RaceDay CheckIn App. It is divided into two sections: '5K' and '10K'. Each section has a table with 'STARTING BIB' and 'ENDING BIB' columns. For the 5K race, the starting bib is '1' and the ending bib is '1000'. For the 10K race, the starting bib is '1001' and the ending bib is '2000'. Below the 10K section is a blue button labeled 'Save Bib Validation'.

STARTING BIB	ENDING BIB
1	1000

STARTING BIB	ENDING BIB
1001	2000

Save Bib Validation

The screenshot shows the 'Assign Bib #' screen in the RaceDay CheckIn App. The header is green with a back arrow, the title 'Assign Bib #', and a camera icon. The status bar at the top shows the time as 9:24. The main content area is grey and shows 'Assign Bib Number - Hamilton Porter (10K)' with a text input field containing '2005'. Below this, it says 'T-Shirt: Large'. At the bottom, there is a white box with a red border containing an error message: 'Error This bib number does not conform to this race's bib validation rules.' with an 'OK' button.

9:24

< Assign Bib #

Assign Bib Number - Hamilton Porter (10K)

2005

T-Shirt: Large

Error
This bib number does not conform to this race's bib validation rules.

OK

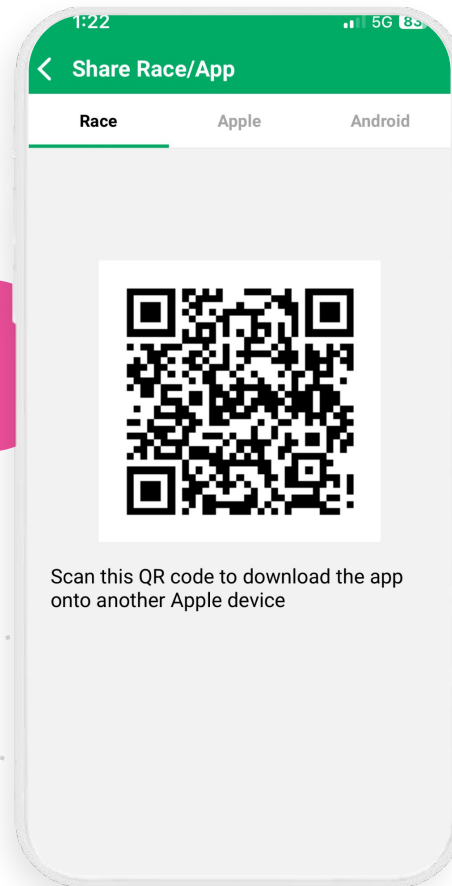


New Features



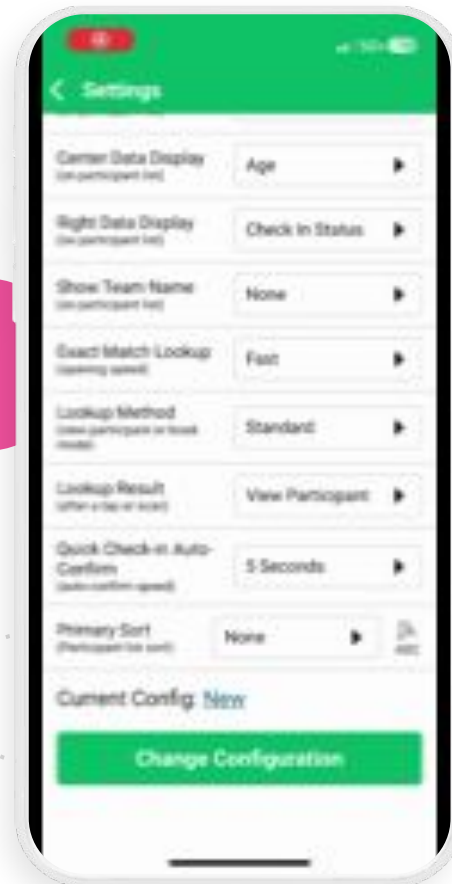
Share Race/App via QR Code

- In the hamburger (3 bar menu)
- Three tabs
 - **Race** - this QR code brings other users to the Check-In Race List
 - **Apple** - brings users to the Apple app store to download the RaceDay CheckIn App
 - **Android** - brings users to the Google Play store to download the RaceDay CheckIn App
- Easy to have handy for volunteers or during the shift change
- Does **NOT** log them into the race - still need a password for this



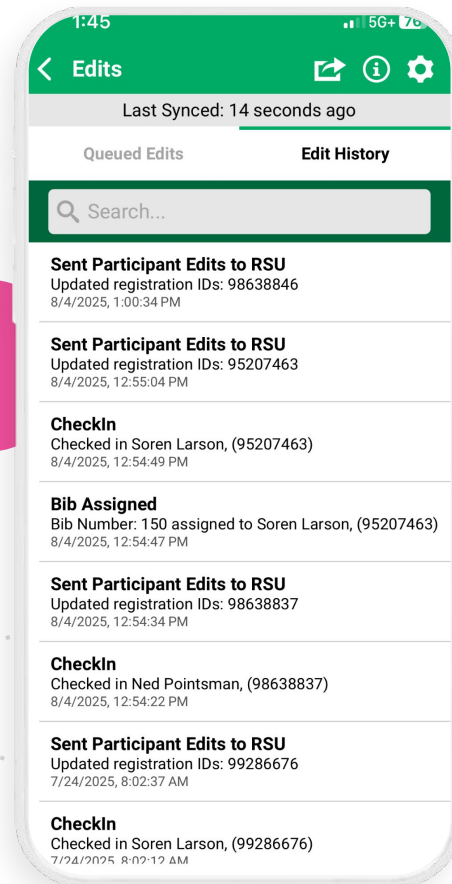
Participant Sort

- In Settings -> My Device Settings
- Is device specific
- Can have two sorts - Primary Sort and Secondary Sort
 - Secondary Sort is not required
- Sort is “ASC” or ascending by default
- Can sort on:
 - Event
 - Last Name
 - First Name
 - Team/Group Name
 - Corporate Team Name
 - Fundraiser Team Name
 - Bib Number



Edit History

- Via Hamburger menu -> Queued Edits -> Edit History
- Is device specific
- Shows the action, Registration ID
- Shows the last 500 edits on a device including
 - Bib assignments
 - Checkins
 - Event Transfers
- Support can see additional audit items



Get Help/Support

- Via Hamburger menu -> Get Support
- Sends edit history to the support desk
 - Device specific - this won't send edits for everyone's phones or tablets
- Cuts down on back-and-forth so support can better address your problem

1:51 5G 75%

< Get Support

Our support team is available to answer your questions.

Please describe your issue in detail to assist our team.

We will respond via Email.

Name *

Name

Email *

Email

Description *

Please describe your issue in detail.

Submit

SMS Text is also available for quick questions:

Questions?



...

Thank You For Joining Us Today





Headline Goes Here Roboto Normal 40pt **Roboto Black 40pt**

Subtitle Goes Here • Roboto Italic 15pt



Today's **Agenda**

Subtitle Goes Here

- Section Title for Topic Number One
- Section Title for Topic Number Two
- Section Title for Topic Number Three
- Section Title for Topic Number Four
- Section Title for Topic Number Five
- Section Title for Topic Number Six
- Section Title for Topic Number Seven



Section Title Goes Here

Subtitle Goes Here

- Section Title for Topic Number One
- Section Title for Topic Number Two
- Section Title for Topic Number Three
- Section Title for Topic Number Four
- Section Title for Topic Number Five





Hear From Our Customers

Jane Doe • Job Title Goes Here
Company Name Goes Here

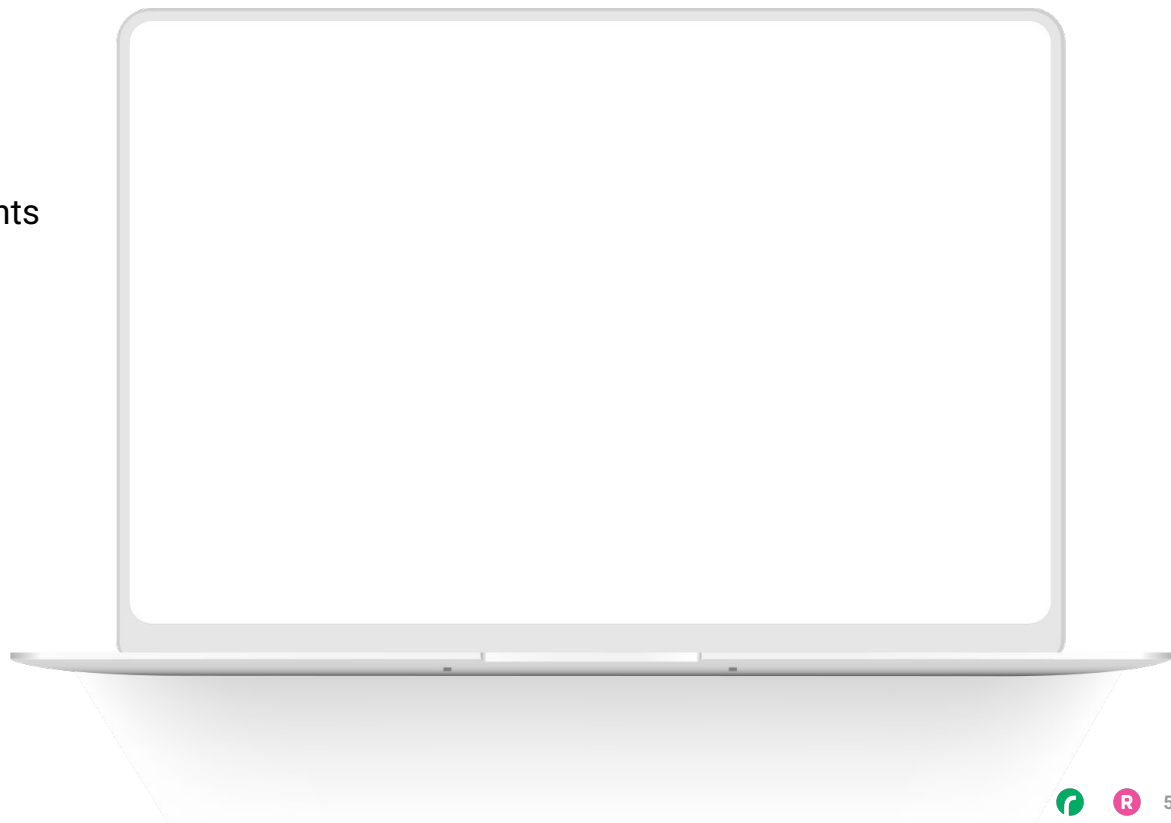
**“Lorem ipsum dolor sit amet,
consectetur adipiscing elit. Mauris
nec arcu orci. Curabitur aliquet, felis id
varius sodales, odio turpis dignissim eros,
et ultricies purus erat non elit. Sed purus
magna, efficitur euismod est condimentum,
tincidunt eleifend odio. Phasellus sed dolor
quis est mattis facilisis in non tortor.
Pellentesque ex nibh, eleifend sed urna
et, mattis interdum diam.”**

Page Title Goes Here

Subtitle Goes Here

A couple of short sentences or bullet points about the displayed screenshot go here.

Limit the number of words for maximum retention.



Page Title Goes Here

Subtitle Goes Here

Content Label

Topic Title Goes Here:

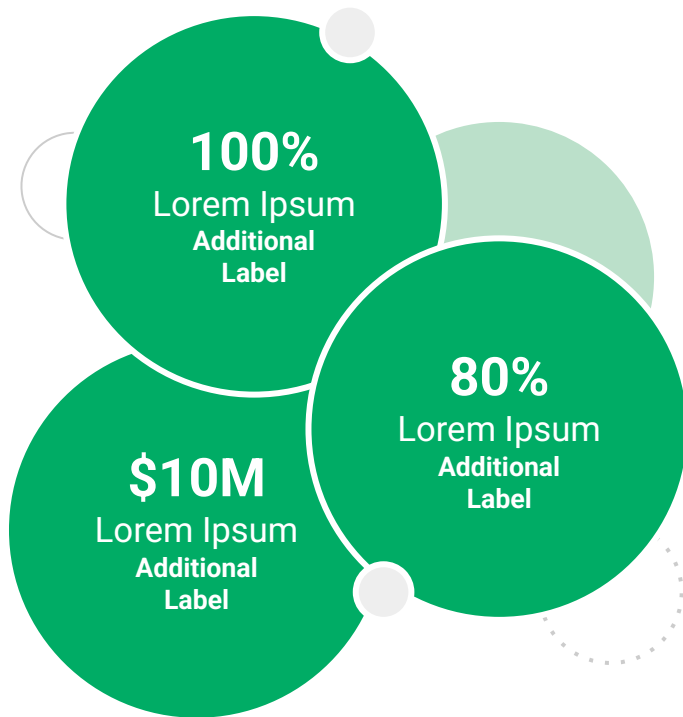
Month 00 • Lorem ipsum dolor sit amet

Month 00 • Lorem ipsum dolor sit amet

Month 00 • Lorem ipsum dolor sit amet

Month 00 • Lorem ipsum dolor sit amet

Month 00 • Lorem ipsum dolor sit amet



Page Title Goes Here

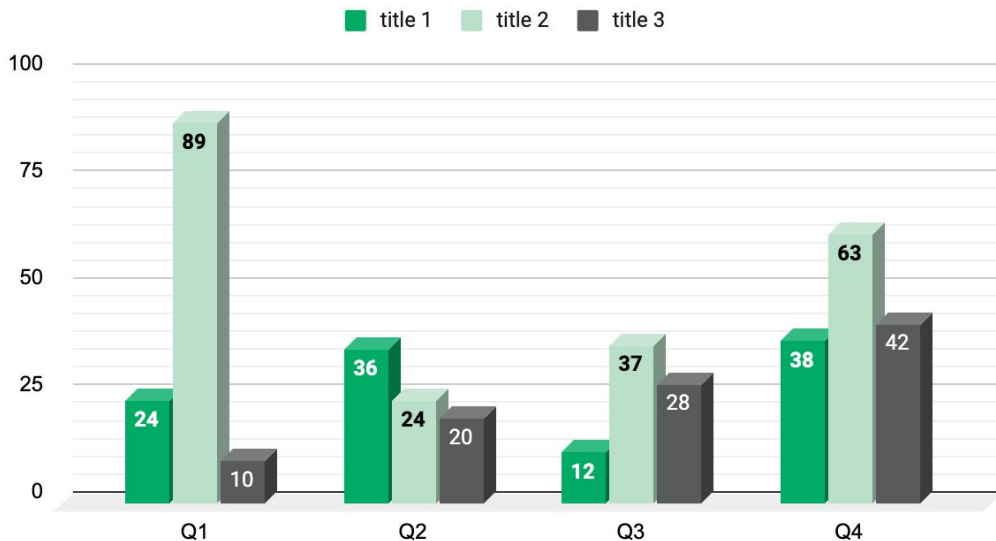
Subtitle Goes Here

Content Label

Topic Title Goes Here

- Lorem ipsum dolor sit amet, consectetur adipiscing elit.
- Lorem ipsum dolor sit amet

Graph Title Goes Here



Page Title Goes Here

Subtitle Goes Here

This layout is for use with two columns of text and no images or screenshots.

- This layout is best for content with short, bulleted list items
- Use as little text as possible
- Slides should be a visual aid to what you're saying

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Page Title Goes Here

Subtitle Goes Here

This layout is for use with one column of text and no images or screenshots.

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Thank You For Joining Us Today

For more information, visit us online at runsignup.com.



Graphic Elements For Use

*Use these graphics to create your own layouts
and add dynamic content to your pages*

- New Logos
- Icons
- Stat Bubbles
- Basic Charts & Graphs
- Screenshot Photography
- Live Event Photography



Main Logos



RaceDay Suite Logos



General Icons



R DASHBOARD
LOCATION

R DASHBOARD
LOCATION

R SOLUTION

R SOLUTION

RaceDay Icons

Generic



Users • Customers • People



Payments



Swag Store



Endurance Events



RunSignup Icons

Generic



Users • Customers • People



Payments



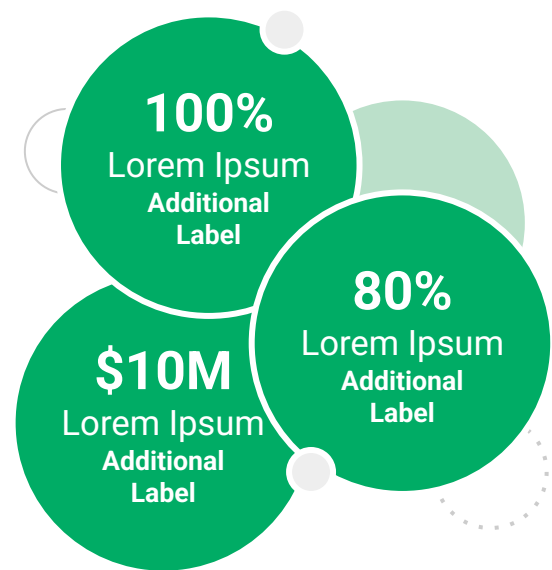
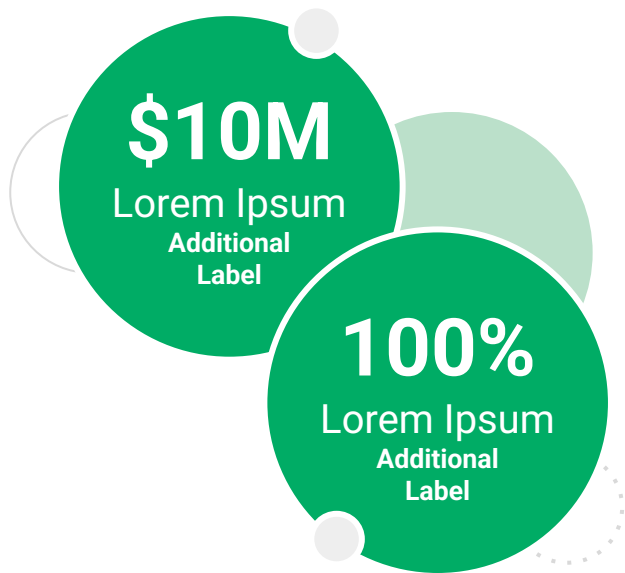
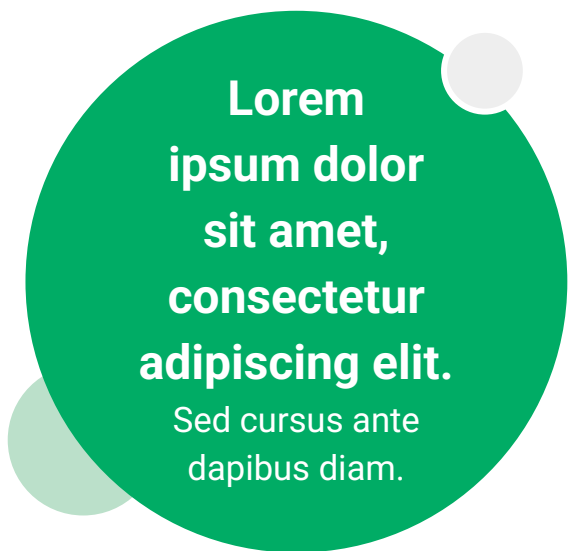
Swag Store



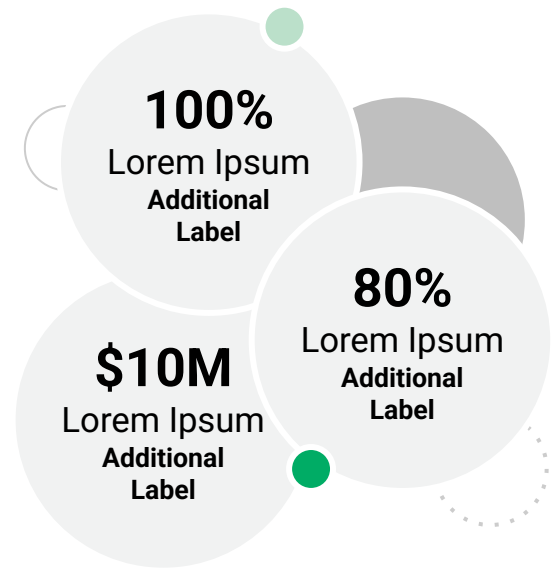
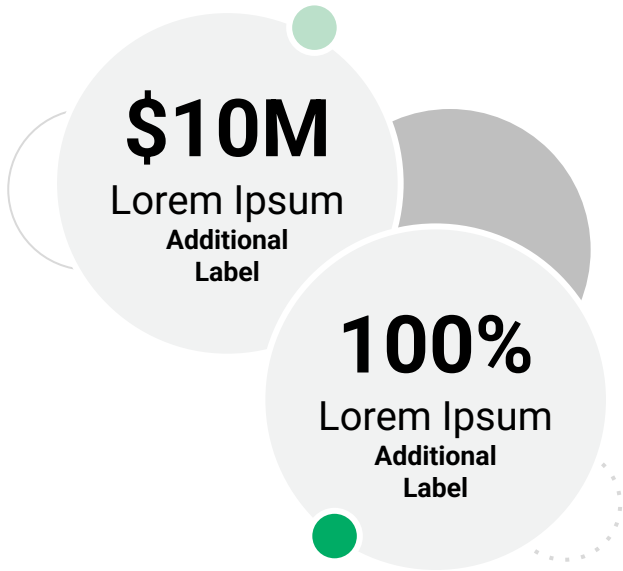
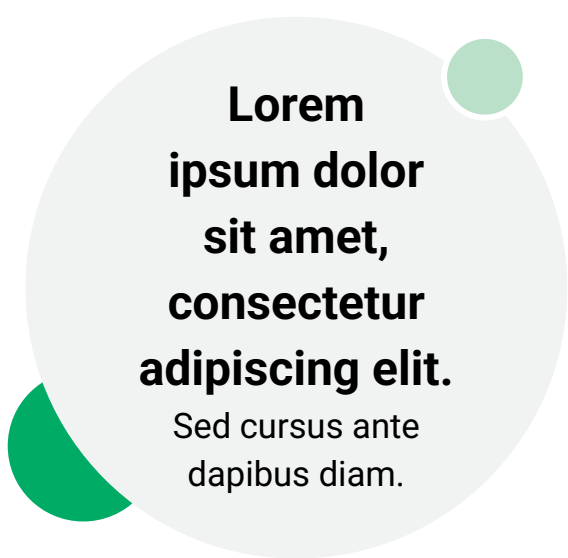
Endurance Events



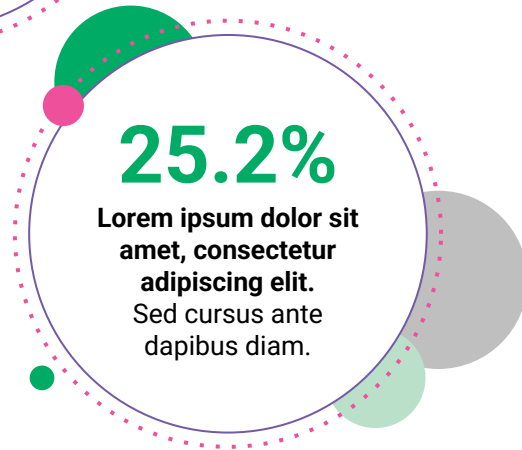
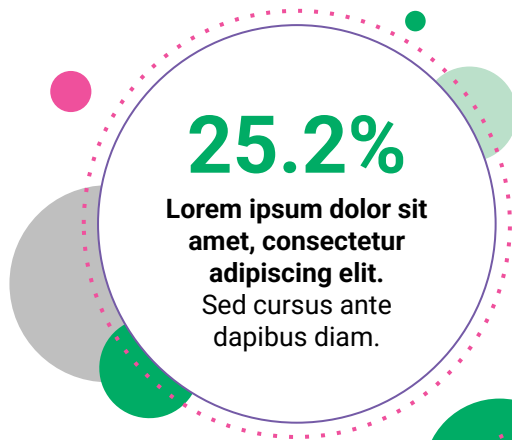
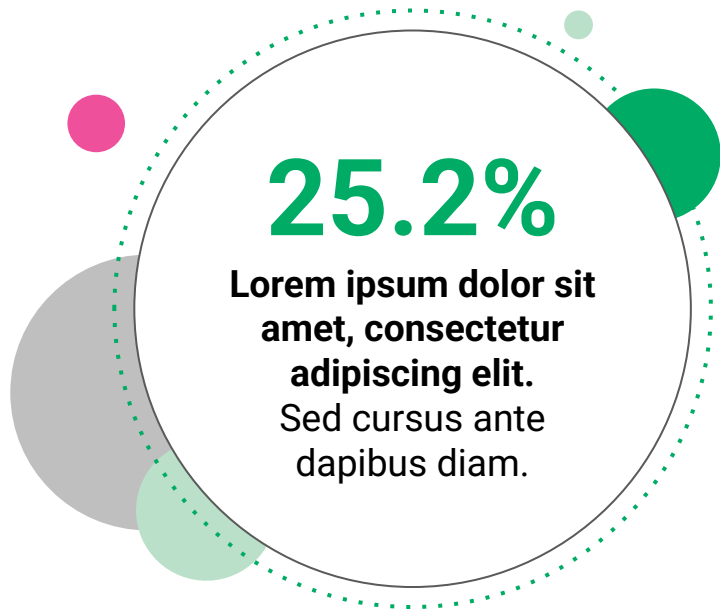
Stat Bubbles



Stat Bubbles

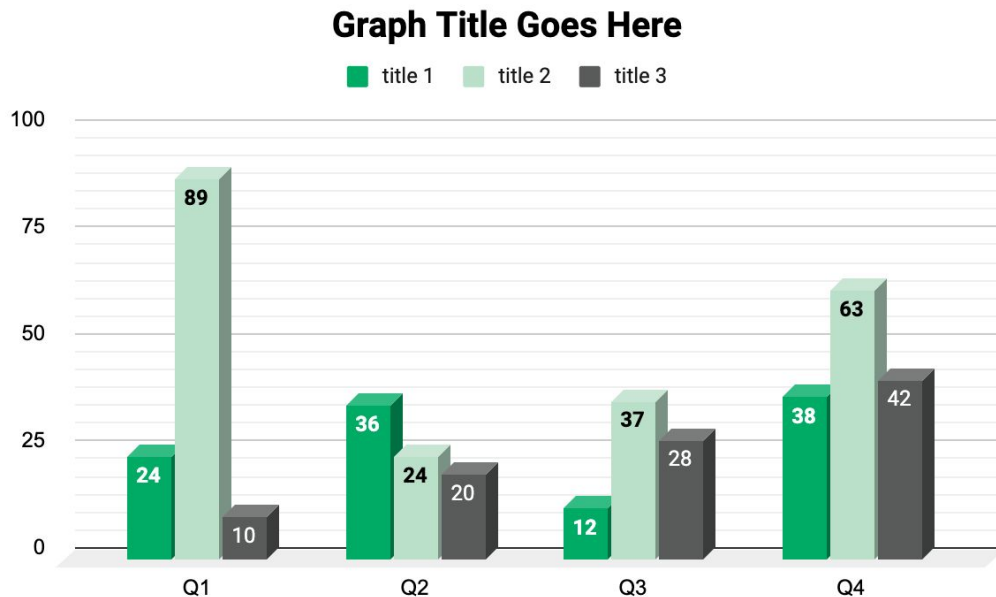


Stat Bubbles



Basic Charts & Graphs

Chart Title				
Section Title				
Data Title	Data Title	Data Title	Data Title	Data Title
XX	XX	XX	XX	XX
XX	XX	XX	XX	XX
XX	XX	XX	XX	XX
Section Title				
Data Title	Data Title	Data Title	Data Title	Data Title
XX	XX	XX	XX	XX
XX	XX	XX	XX	XX
XX	XX	XX	XX	XX

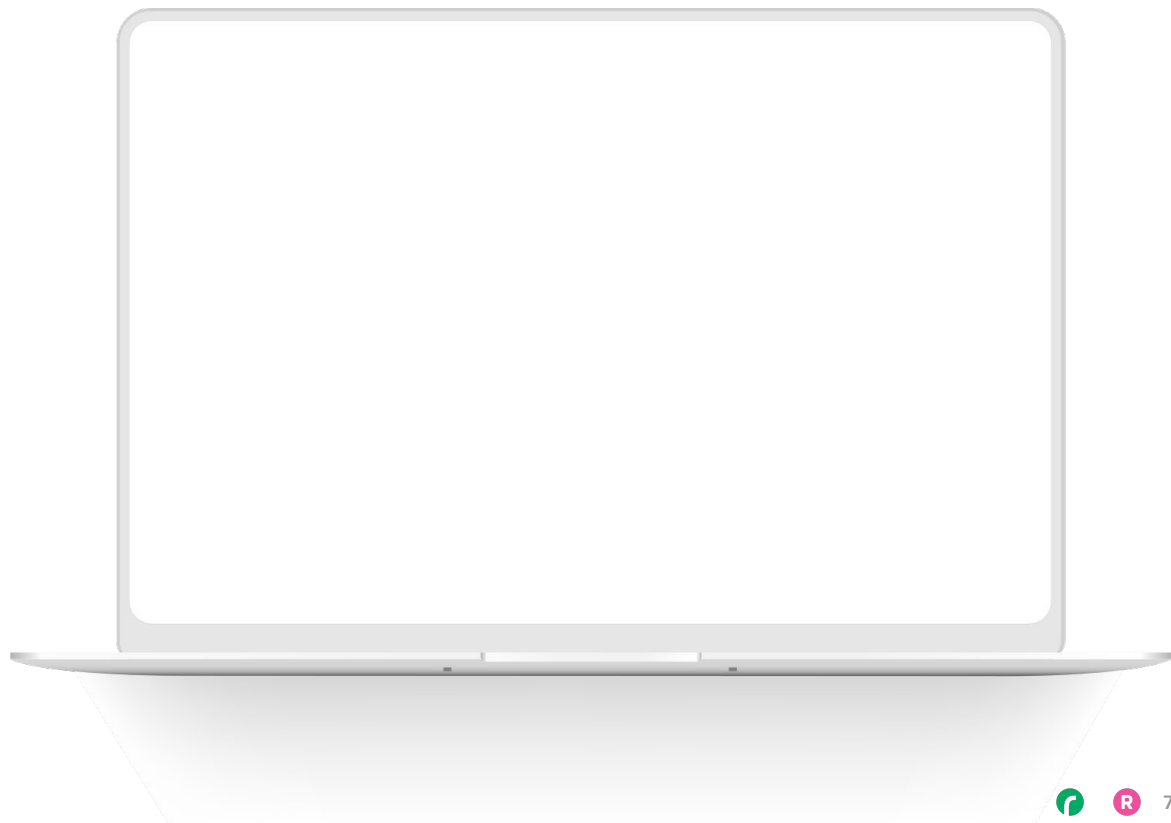


Screenshot Photography

*Use this layout to showcase product
screenshots for desktop*

To insert an image:

- Click on the icon on the laptop
- Select “Upload from computer”
- Click through to where your image file is located on your computer, select the file, and hit enter.



Screenshot Photography

*Use this layout to showcase product
screenshots for mobile*

To insert an image:

- Click on the icon on the mobile device
- Select “Upload from computer”
- Click through to where your image file is located on your computer, select the file, and hit enter.



Screenshot Photography

*Use this layout to showcase product
screenshots for desktop + mobile*

To insert an image:

- Click on the icon on the laptop
- Select “Upload from computer”
- Click through to where your image file is located on your computer, select the file, and hit enter.



Screenshot Photography

*Use these devices to
create your own layout(s)*



Live Photography

