How to check in students using a tap reader (Mason360)

Option 1: Tap reader connected to Mason360

Equipment: Laptop, tap reader and access to Internet

Step 1: Connect the tap reader to your laptop
Step 2: Open your event in Mason360 and select “Track Attendance”

Step 3: A pop-up window will appear with three options. Select the first option “Track Attendance with a Computer”
Step 4: A new window “Check-in Attendees” will appear. You are ready to check in guests!

Before:

![Check-in Attendees Before](image1)

After:

![Check-in Attendees After](image2)