

## Youhere.org: Up and running for attendance

Using Youhere.org for attendance requires a few set up steps by the group leader (teacher, manager, coach, etc.). This document will guide you through setting up Youhere's popular GPS-based attendance mode. You do not need to be at your check-in location to complete these steps.

### As the group leader

1. Make an account at Youhere.org.

2. Click the blue "Actions" dropdown and select "Create a geofence check-in," as shown here.

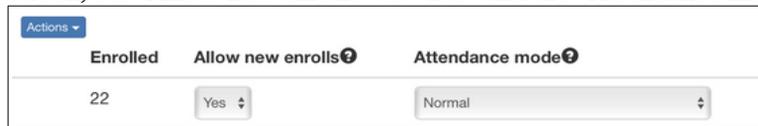


3. You'll be asked to configure a few things, to set your check-in needs.

- **Class code:** A short identifier for your attendance event. You'll give this to your participants, so they can connect the check-in App to your attendance event.
- **Check-in location:** Scroll, pan, and zoom the map until you find your check-in location. Work the map to center the red circle on your needed check-in location.
- **Allowable distance:** This sets the size of your "geofence." GPS can be a bit variable, so start with 50 m (about 150 ft). You can optimize this distance later if needed.
- **Local time:** This is the time-zone of your event, so you can set specific check-in times.
- **Allowable attendance times:** Use the [Add a day and time...](#) button to add as many valid check-in day and time windows for attendance as you require.

4. Click "Save" when done.

5. On your main event screen, set "Allow new enrolls" to "Yes" and the "Attendance mode" to "Normal."



6. Give your participants these two instructions:

1. Go to [Youhere.org/app](https://youhere.org/app) and install the free App.
2. Enroll in a class called **[class-code]**. (where [class-code] is the class code you typed in Step 3 above).

7. **You are done!** Your event is ready for attendance.

### Test it for yourself

Pretend to be a participant in your own event, so you can see how Youhere attendance works. Download the App, enroll in your event (via the class code), then go to your check-in location, and tap "Check me in." Then, return to your Youhere.org account, where you can see the beginnings of your check-in roster.