Check-in and Badging Onsite Setup Checklist

Cadmium

Now that you have arrived onsite for your event, let's make sure you are ready to go.
Use the Kiosk Setup Cheat Sheet to help you as you set up the check-in kiosks.

Have you…

- [ ] Confirmed event details (name and date) in myCadmium?

- [ ] Set a badge template for your event in Registration?

- [ ] Enabled the Email lookup method in Registration? (optional)

- [ ] Setup the check-in kiosks with the Zebra printer, check-in device, power cords, internet access, and badge stock?

- [ ] Connected the Zebra ZD621 printer and check-in device to the internet?

- [ ] Adjusted the settings for the Zebra ZD621 printer?

- [ ] Properly configured and calibrated the Zebra ZD621 printer?

- [ ] Downloaded Eventscribe Check-in app on the check-in device?

- [ ] Configured and activated check-in kiosks in Eventscribe Onsite?

- [ ] Reviewed troubleshooting steps for check-in kiosks?

- [ ] Provided access to Eventscribe Onsite to support staff?

- [ ] Shared instructions for attendee support in Registration with support staff?

- [ ] Shared instructions for attendee support in Eventscribe Onsite with support staff?

For additional information about the tasks above, please access support.gocadmium.com.
Check-in and Badging documentation can be found in the **Eventscribe** portal under **Attendee Registration**.

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