SoCCs Mobile App. Training

Asia Initiatives

New York, USA.
Directions to reach your Group:

1. Select Manage groups on home page.

2. Select your Group.
Directions to reach your Group:

1. Select My points in the home page.
2. Select Groups.
3. Select your Group.
Events creation

1. Select Events in group page.
2. Click on Green plus mark on the events page
Fill up all the required information in the event template.
Click on Create Event after filling up all the required information.
The Event created successfully, page will redirects to the upcoming events page and we can see our created event from the list.
Participants Registration in group by SoCCs Manager
Participants registration in SoCCs Application

1. Go to the Group page

2. Go to Events in the Group page

3. Select your Event - Click on the name of the event.
Click on Green colour plus mark, which is the option for add attendees. A popup window will open.

Go to Advanced add or Invite attendees - A new window will open for the add attendees.
The list of all the searched participants will display in the list.

Check the box to select all the participants.

You can select all the members at a time by using the option select all ‘N’ members.

After checking on the box, click on the ‘Select all ‘N’ members’ just below the checked box.
After selecting **select all ‘N’ members**, Click on the three dots given in the page here

Select **Add to event**

Select your Event in the dropdown menu and **submit**
It directs to the add attendees page where all the selected participants were added in to the list.

Click on the Add.
All the participants will be added to the event.
Attendance tracking
• 2. Check-in with SoCCs Application:

Steps:-

a) Select Events from the Home page of SoCCs mobile application.

b) Check out the Name, date and time of the Event before you select

c) Select the event
The Event page will open

Select the Check In Attendees

2. You can tick the participants on the round mark beside their names.

Once you tick them it will turn to green colour, i.e. they marked as present and allotted SoCCs points will be added to their accounts in the Groupment platform.
3. QR Code Scanning method.

1. Select the QR code scanner from the SoCCs application.

2. Scan the QR code of the participant, SoCCs application will mark him/her as checked in.
Registering the participants
Community wise by SoCCs manager
6. Click on the paste symbol given below the Current members.

7. Popup window will open like this.
8. Copy the emails from the list of participants you want to register for the event.

9. Paste the list of emails in the box and click on search (10).
It directs to the add attendees page where all the selected participants were added in to the list.
All the participants were added to the event.