

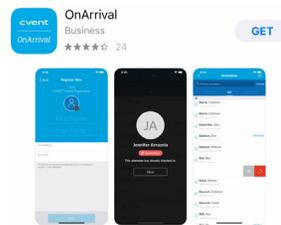
Cvent OnArrival APP INSTRUCTIONS



Thank you for your NYU Alumni Club leadership! We appreciate your support of NYU and are excited to have you work with us on our events. It is important that we capture attendance data from events so we can better curate our event attendance, thank relevant attendees, and make appropriate investments in clubs. Your support is critical to our shared success.

Please follow the steps below to capture relevant event attendance data. When present, your staff partners from UDAR can also assist in the check-in process.

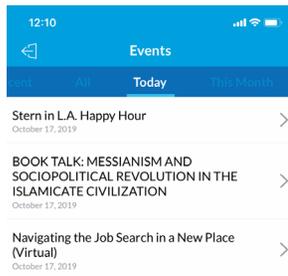
1. In the App store, search for the free app “OnArrival” published by Cvent and download it.



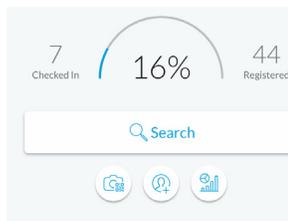
2. Once downloaded, use these credentials to log into the platform:

Account: **NYUDNY001**
Username: **alumni.events@nyu.edu**
Password: **Pass1word**

3. On the dark blue bar at the top of the interface, toggle to “today” and click on your event name.



4. This is the home screen for your event. To check-in a guest, simply type their name into the search box.

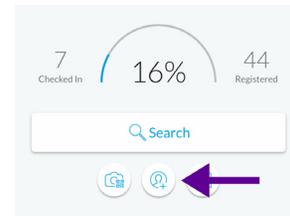


5. If the guest is pre-registered, drag your finger to the left over their name and click the check mark to check them into the event. Continue the process for subsequent guests.

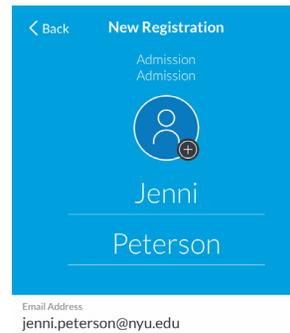


6. If the guest is not registered for the event, you can register them in four easy steps:

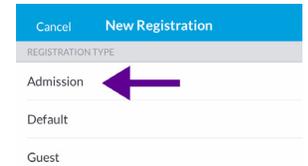
A. Click the register attendee icon on the event home page.



B. Capture attendee name and email address. All other information is not required.



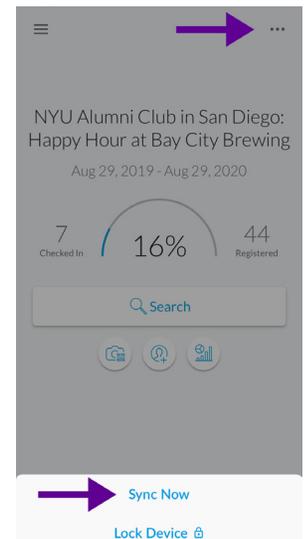
C. Click “admission” on the registration type.



D. Process their registration.

If there is a fee for the event, please inform them of the associated fee and let them know that the Office of Alumni Relations will follow-up to collect payment.

7. Please remember to sync the event by clicking the three dots in the upper right of the home screen and clicking “Sync Now.”



Thank you for all that you do! Best wishes for a successful event!