

Attendance, Check-ins and Milestones

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Boost Engagement and Attendance with Heylo Check-ins!



Event Milestones



Long Run

🕒 Sat, Oct 30, 7pm

245 Check-ins

Heylo increases event attendance and engagement with event attendance check-ins. When members attend an event, they can check-in (or a host can check them in), and they'll receive credit. By celebrating milestones and progress, members track progress, get recognized, and feel excited to keep showing up. Plus, leaders get insights into top-performing events, members, and aggregated data for partners or sponsors.

Why Check-ins Matter

- **Show progress and build connection** – Everyone sees each other's progress, creating a shared sense of achievement.
- **Create excitement** – Reaching milestones is rewarding, and celebrating them together enhances the experience.
- **Foster belonging** – Milestones give new members a clear path to feeling like an integral part of your community.
- **Guidance for New Members** – New members can see milestone opportunities, encouraging them to join and engage with the community.

Real-World Example: Use check-ins to:

- Manage attendance
- Secure sponsorships
- Keep events free for members

[Read their story →](#)

Where You'll See Check-ins in Heylo



Heylo automatically highlights check-ins and milestones, helping your members see their accomplishments:

1. **Events** – Members with milestones appear at the top of event registrations, paired with your brand colors and milestone badges.
2. **Event Chats** – Milestones are announced in the chat so everyone can celebrate.
3. **Member Profiles** – Each member's check-ins and milestones are clearly displayed on their profile.
4. **Member Directory** – Quickly spot members who recently hit big milestones across all events.
5. **Group Tab** – Track your group's total check-ins and overall progress in one place on the leaderboard
6. **Activity Feed** – Milestones are displayed in the activity feed, providing recognition to milestone achievers.

Five Ways to Maximize Engagement with Check-ins

1. **Customize Milestones** – Tailor milestone levels (e.g., 1, 5, 10, 20, 25, 50, 100) to your group's unique goals. Only [admins](#) can customize milestones
2. **Encourage Check-ins** – Remind members to check in at each event and celebrate their progress together.
3. **Give Shoutouts** – Recognize milestone achievers (especially first-timers) during or after events.
4. **Celebrate in Chats** – Use Heylo's automated chat announcements to hype up each new milestone.
5. **Add Rewards** – Offer small incentives—like discounts, merchandise, or a special role—for those who reach milestone achievements.

How Milestones Work

1. **Attend Group Events:** Members participate in events organized by the group.
2. **Check-in on Heylo:** Members check-in to events via the Heylo app.
3. **Complete the Milestone Event:** Attend the specified number of events
4. **Access Milestone Badge:** After the event ends, the milestone badge is added to their achievements and is visible in the group tab on Heylo.

Automatic and Cost-Free

- **No Cost to Leaders:** Milestone badges and cards are generated automatically by Heylo, eliminating the need for leaders to spend hours on design.
- **Timely Delivery:** Badges are delivered immediately as the event ends and the milestone unlocks, ensuring a seamless and timely celebration. [Hosts](#)

Check-in availability

Members can only self check-in to an event 24 hours after the event ends. [Admins](#) and [hosts](#) can check-in any member anytime before or after the event starts. The check-in list is sorted alphabetically for easy member search.

A group [admin](#) can turn off the ability for members to self check-in under the group [permissions](#).

Checking in guests

[Guests](#) appear in the check-in list alongside members but must be checked in individually. When a member RSVPs with guests, each guest is listed beneath the member's name in the check-in view. A guest count appears next to the member's name (e.g. "+2") so hosts can quickly see who brought additional attendees.

How to check in guests

Only [hosts](#), [admins](#), or members with event management [permissions](#) can check in guests.

1. Open the check-in list for your event
 2. Look for members with a guest count next to their name
 3. Select the check-in button next to each guest's name individually
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