

Dynamic Registration/ QR Code Check In



What is Dynamic Registration?

- Participant database that updates in real time to allow for easy participant management for packet pick up and event day functions, such as bib assignment, late registration, switching registration option, team packet pick up, participant check in, and more.
- Mobile responsive, so no cords needed.

Setting Up Dynamic Registration (DR)

1. Log in to your event.
2. Select your current event.
3. Click on Participants.
4. Click on Activate Dynamic Registration.
5. Create a username and password for volunteers.
6. Select options/permissions for volunteers.
7. Click on Create account now button.
8. Make note of DR URL, username, and password. This information can be used by multiple users simultaneously, unless you are allowing volunteers to manage inventory at separate locations. If you are using QR code check in, users will not need the URL, but they will need the username/password upon first scan.
9. You can edit these permissions/settings, and create multiple DR accounts.

1. Login

Login

Forgot password?

Username or Email

Password

Note: Passwords are case sensitive

LOGIN

REGISTER NOW

The Driven Race and Club Solutions has upgraded to a more secure and powerful server. If you encounter any difficulty with your account during this transition, please go to the Support Center and submit a support request for the fastest response.



2. Select Current Event



- HOME
- EVENT SOLUTIONS
- CLUB SOLUTIONS
- IT SOLUTIONS
- FUNDRAISING
- EVENT LIST
- MY PROFILE
- ABOUT US
- PORTFOLIO

Welcome Rebecca [LOGOUT](#) [SUPPORT CENTER](#)

MY EVENTS [CREATE A NEW EVENT](#)

[Search Event](#)

Event Date	Event Name	Status	
02/01/2020	Esprit de Bishes- A 2BC Production TBA, Cypress, TX - 77429 6:0 PM (CST)	Event Link Unpublished	Edit Event Dashboard Subadmnins
Ongoing events	Email test	Event Link Unpublished	Edit Event Dashboard Subadmnins
02/27/2019	Dynamic Registration/QR Code Tutorial	Event Link Published	Edit Event Dashboard Subadmnins
Ongoing events	Sawtooth Masters Swim Cap Purchase	Event Link Published	Edit Event Dashboard Subadmnins
04/06/2019	TEST-KM4B Band On The Run 5K /10K 2019--TEST Creekwood Middle School, 3603 W. Lake Houston Parkway, Kingwood, TX - 77339 8:0 AM (CST)	Event Link Published	Edit Event Dashboard Subadmnins

3. Click on Participants

Select Your Current Event
TEST-KM4B Band On The Run 5K /10K 2019-TEST

Select Your Past Event
Select Past Event

[Create New Event](#) | [Edit My Event](#) | **Participants/Results** | [Volunteer Management](#) | [Sponsors/Vendors](#) | [Communication](#)

[Dashboard](#)

edit my event

[Copy This Event](#)

1) Event → 2) Registration Options → 3) Pricing/Questions → 4) Donations → 5) Payment/Discounts → 6) Finish

* Denotes mandatory fields

Event Name *
TEST-KM4B Band On The Run 5K /10K 2019-TEST

Event Location *
 Event location not applicable. ?

Street Address
3603 W. Lake Houston Parkway

Country State

Event Time and Timezone *
 Event time not applicable. ?
8 | 00 | AM | CST

Event Date *
 Event date not applicable. ?
 Event will take place over a range of two or more consecutive days. ?

Event Date

4. Click on Activate Dynamic Registration

[Create New Event](#) | [Edit My Event](#) | **[Participants/Results](#)** | [Volunteer Management](#) | [Sponsors/Vendors](#) | [Communication](#)
[Dashboard](#)

participants

[Participants](#) | [Manually Add Participant](#) | [Import Participants](#) | [Manage Teams](#) | [Incomplete Registrations](#) | **[Activate Dynamic Registration](#)** | [Timing Company Integration](#) | [Results](#) | [Master List](#)

Search:

First Name

Last Name

Select

GO >

Reset >

Download Spreadsheet >

Unassigned Bib List >

Assign Bib Numbers >

Create Mailing Labels >

Participants to show per page:

10

Participant Date

Bib Updated

5. Create a Username and Password for Volunteers

activate dynamic registration

[Participants](#) | [Manually Add Participant](#) | [Import Participants](#) | [Manage Teams](#) | [Incomplete Registrations](#) | **[Activate Dynamic Registration](#)** | [Timing Company Integration](#) | [Results](#) | [Master List](#)

Manage Dynamic Registration Accounts

Username: 

Tip: If your packet pick up will be at multiple locations, have your username be the location name.

Password: 

Confirm Password: 

6. Select Options/Permissions for Volunteers

 Allow volunteers to change T-shirt size at the time of check in?

Yes No

 Allow volunteers to edit participant details?

Yes No

 Allow volunteers to switch registration option?

Yes No

 Allow volunteers to QR Code check-in?

Yes No

 Allow volunteers to manage shirt giveaway inventory? 

Yes No

 If you have more than one packet pick up location and want to manage inventory for each one, please create a new Dynamic Registration account for each location.

Participants Checked In: 0 / 6

7. Click on **Create account now** Button

Allow volunteers to manage shirt giveaway inventory? 

Yes No

[Create account now >](#)



8. Make note of DR URL, Username, and Password

User name	Permissions	Action
test	User only allowed to view participant's details. QR code Check-In Permissions: Yes	 Active  Edit  Delete

Copy this link for use during dynamic registration. Onsite computers for participant checkin should be setup with this website active.

https://thedriven.net/dynamic_registration.login/event_id/35274012578



9. Edit/Deactivate more DR Accounts as needed*

User name	Permissions	Action
test	User only allowed to view participant's details. QR code Check-In Permissions: Yes	 Active  Edit  Delete

Copy this link for use during dynamic registration. Onsite computers for participant checkin should be setup with this website active.

https://thedriven.net/dynamic_registration.login/event_id/35274012578

*You can create multiple DR accounts for multiple volunteers and locations that can all be active at the same time.

Using Dynamic Registration (DR)

1. Enter DR URL in the web address bar. If using QR code scanning, this step is not necessary.
2. Log in using DR username and password.
3. To view/sort ALL participants, click on the SEARCH button.
4. To pull up specific participants, simply enter in data in at least one of the search fields. You can opt to clear search fields automatically.
5. Based on the permissions set when you set up DR, volunteers/users can edit participant details, including assign a bib number, manually add a participant, and/or **SAVE AND CHECK IN** a participant.

1. Enter DR URL in the web address bar*



Dynamic Registration

Login

Username

Password

Three green arrows point to the Username input field, the Password input field, and the Login button.

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*If using QR code scanning, this step is not necessary.

2. Log in using DR username and password*



Dynamic Registration

Login

Username

Password

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f in

*If using QR code scanning, upon first scan, volunteer will need to log in with DR username and password. All subsequent scans in a session will not require log in each time.

3a. View/sort ALL participants by clicking on SEARCH

Dynamic Registration

Welcome test | [Logout >](#)

Participant Check In

Manually Add Participant

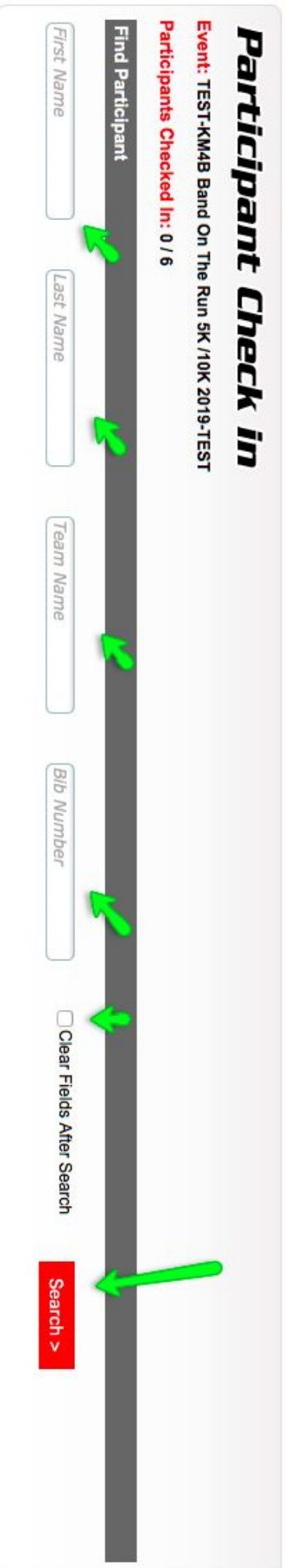
Participant Check in

Event: TEST-KM4B Band On The Run 5K /10K 2019--TEST

Participants Checked In: 0 / 6

Find Participant

Clear Fields After Search



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f in

3b. View/sort ALL participants by clicking on SEARCH

Participant Check in

Event: TEST-KM4B Band On The Run 5K /10K 2019-TEST

Participants Checked In: 0 / 6

Find Participant

 Clear Fields After Search

Search Result

Bib No.	Registered On	Registration Option	Team Name	First Name	Last Name	Check In Status	Action	Gender	Shirt Size
<input type="checkbox"/>	02/05/2019 12:29:14	KM4B Band On The Run 10K 2019		Bob	Buider	Save and Check in>	Edit Details >	Male	Adult M
<input type="checkbox"/>	02/05/2019 12:29:13	KM4B Band On The Run 10K 2019	Team Awesome	Jane	Doe	Save and Check in>	Edit Details >	Female	Adult L
<input type="checkbox"/>	02/05/2019 12:29:16	KM4B Band On The Run 5K 2019	Team Awesome	John	Doe	Save and Check in>	Edit Details >	Male	Adult L
<input type="checkbox"/>	02/05/2019 12:29:15	KM4B Band On The Run 10K 2019		Luke	Duke	Save and Check in>	Edit Details >	Male	Adult XXL
<input type="checkbox"/>	02/05/2019 12:29:19	KM4B Band On The Run 5K 2019	The Killers	Bo	Duke	Save and Check in>	Edit Details >	Male	Adult No t-shirt for me. Please donate my t-shirt
<input type="checkbox"/>	02/05/2019 12:29:18	KM4B Band On The Run 5K 2019	The Killers	Boss	Hogg	Save and Check in>	Edit Details >	Male	Adult S

4. OR search specific participants/teams with one or more data field(s)

Dynamic Registration

Welcome test | [Logout >](#)

Participant Check In

Manually Add Participant

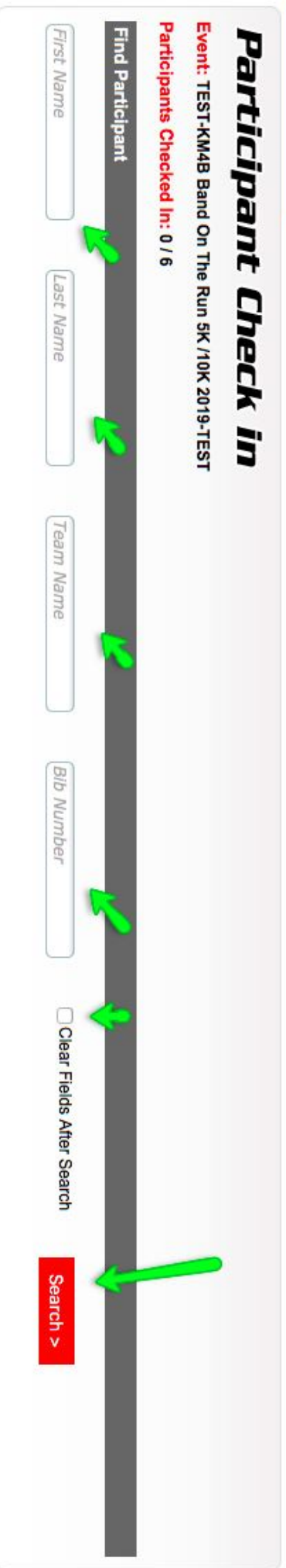
Participant Check in

Event: TEST-KM4B Band On The Run 5K /10K 2019-TEST

Participants Checked In: 0 / 6

Find Participant

Clear Fields After Search



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f in

5. Volunteer can complete certain actions based on permissions set in DR

Participant Check in

Event: TEST-KM4B Band On The Run 5K /10K 2019-TEST

Participants Checked In: 0 / 6

Find Participant

First Name

Last Name

Team Name

Bib Number

Clear Fields After Search

Search >

Search Result

Bib No.	Registered On	Registration Option	Team Name	First Name	Last Name	Check In Status	Action	Gender	Shirt Size
<input type="checkbox"/>	02/05/2019 12:29:14	KM4B Band On The Run 10K 2019		Bob	Builder	Save and Check In >	Edit Details >	Male	Adult M
<input type="checkbox"/>	02/05/2019 12:29:13	KM4B Band On The Run 10K 2019	Team Awesome	Jane	Doe	Save and Check In >	Edit Details >	Female	Adult L
<input type="checkbox"/>	02/05/2019 12:29:16	KM4B Band On The Run 5K 2019	Team Awesome	John	Doe	Save and Check In >	Edit Details >	Male	Adult L
<input type="checkbox"/>	02/05/2019 12:29:15	KM4B Band On The Run 10K 2019		Luke	Duke	Save and Check In >	Edit Details >	Male	Adult XXL
<input type="checkbox"/>	02/05/2019 12:29:19	KM4B Band On The Run 5K 2019	The Killers	Bo	Duke	Save and Check In >	Edit Details >	Male	Adult No t-shirt for me. Please donate my t-shirt
<input type="checkbox"/>	02/05/2019 12:29:18	KM4B Band On The Run 5K 2019	The Killers	Boss	Hogg	Save and Check In >	Edit Details >	Male	Adult S

[Save / Finalize >](#)

QR Code Check in Using Dynamic Registration (DR)

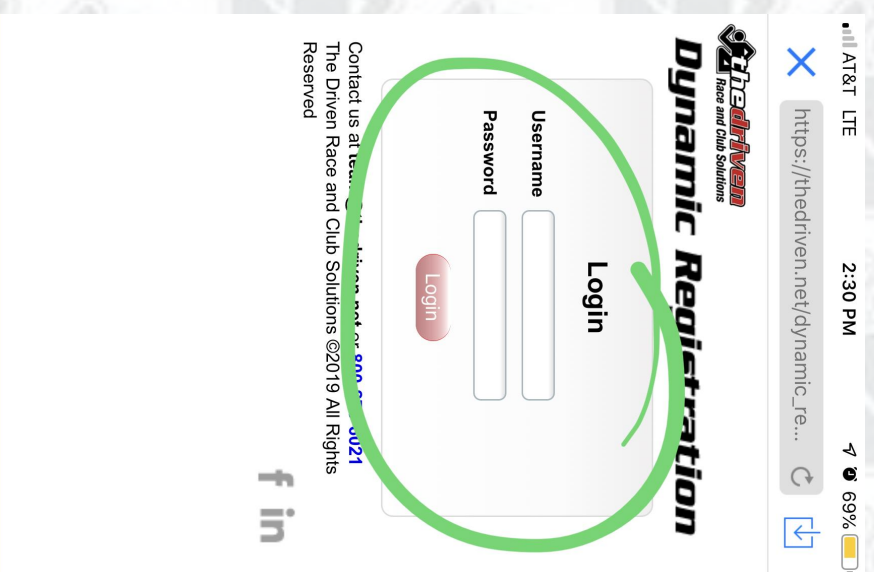
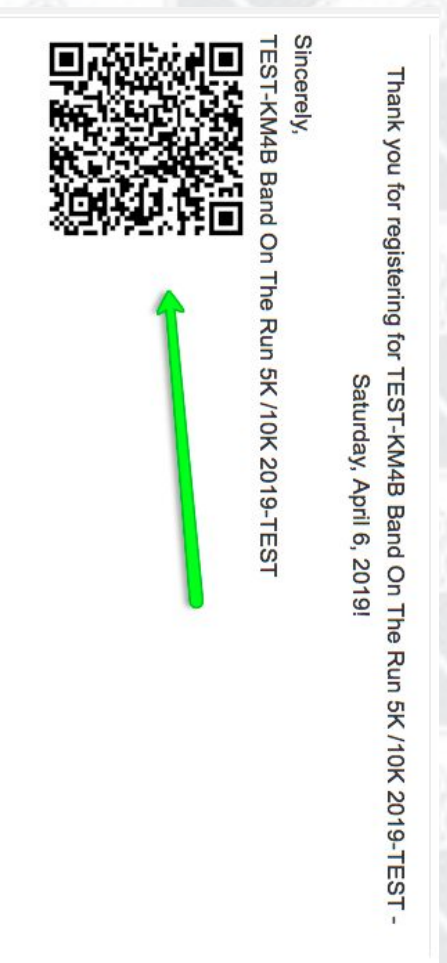
1. Participants **MUST** present digital or paper copy of registration confirmation email with QR code.*
2. Make sure each volunteer/user has a QR code reader app installed on their smart phone. QR Reader app is free and easy and available on both iPhone and Android.
3. Use QR code reader to scan participant's QR code found in registration confirmation email. Upon first scan, volunteer will need to log in with DR username and password. All subsequent scans in a session will not require log in each time.
4. Based on the permissions set when you set up DR, volunteers/users can edit participant details, including assign a bib number, manually add a participant, and/or **SAVE AND CHECK IN** a participant.

*All registration confirmation emails contain a QR code by default.

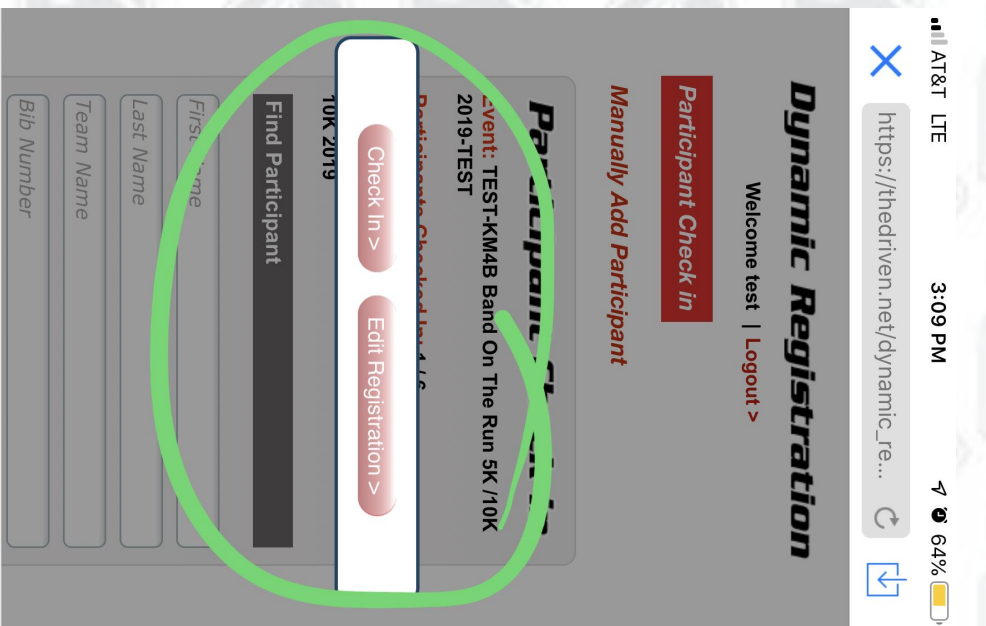
1. Install QR code reader app on smartphone



2. Use QR code reader to scan participant's QR code found in registration confirmation email. Upon first scan, volunteer will need to log in with DR username and password. All subsequent scans in a session will not require log in each time.



3. Edit/View/Save and Check In Participant based on permissions



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Using QR Code like a Ticket

1. When setting up DR, select this option under the QR code permissions: [Check-in participant when QR code is scanned](#)
2. Make sure each volunteer/user has a QR code reader app installed on his/her smartphone. QR Reader app is free and easy and available on both iPhone and Android.
3. Participants **MUST** present digital or paper copy of registration confirmation email with QR code.*
4. Use QR code reader to scan participant's QR code. Upon first scan, volunteer will need to log in with DR username and password. All subsequent scans in a session will not require log in each time.
5. Upon scan, participant will be considered checked in. If QR code is scanned again, a message will show that participant is already checked in.

*All registration confirmation emails contain a QR code by default.

1. Select this option when setting up DR

Allow volunteers to QR Code check-in? 

Yes No 

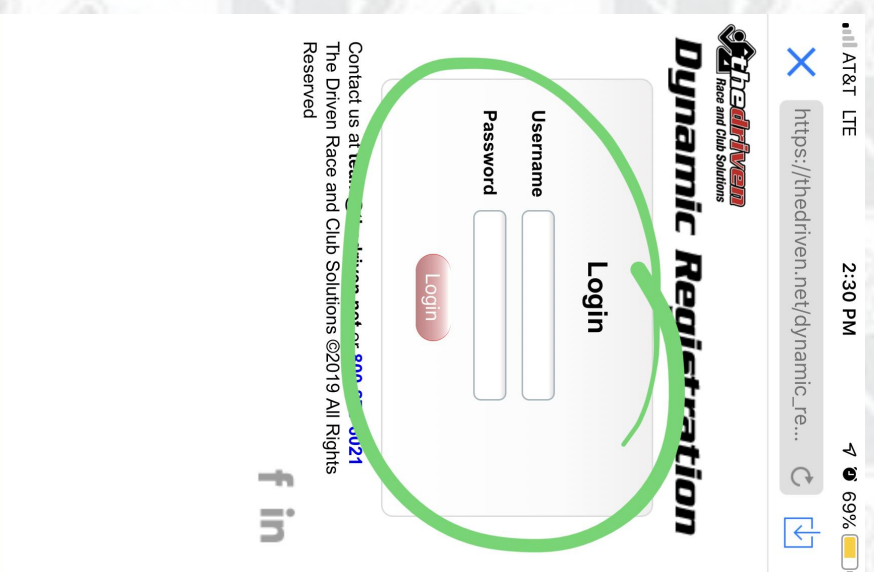
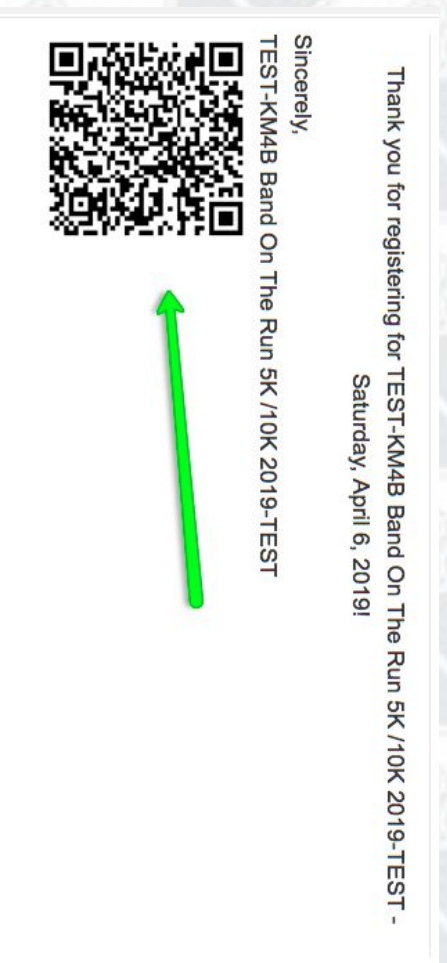
Check-in participant when QR code is scanned. 

Ask volunteer if they want to check-in participant or edit details when QR code is scanned.

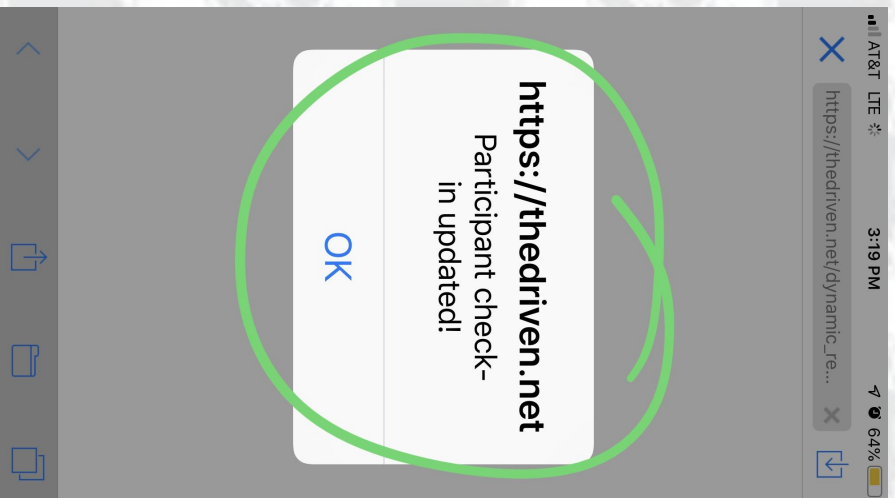
2. Install QR code reader app on smartphone



3. Use QR code reader to scan participant's QR code found in registration confirmation email. Upon first scan, volunteer will need to log in with DR username and password. All subsequent scans in a session will not require log in each time.



4. Upon scan, participant will be considered checked in. If QR code is scanned again, a message will show that participant is already checked in.



On any device, based on permissions/settings, volunteer can see who is checked in.

Dynamic Registration

Participant Check In *Manually Add Participant*

Participant Check In

Event: TEST-KM4B Band On The Run 5K /10K 2019-TEST

Participants Checked In: 3 / 6

Find Participant

First Name

Last Name

Team Name

Bib Number

Clear Fields After Search

[Search >](#)

Search Result

Bib No.	Registered On	Registration Option	Team Name	First Name	Last Name	Check In Status	Action	Gender	Shirt Size
<input type="checkbox"/>	02/05/2019 12:29:14	KM4B Band On The Run 10K 2019		Bob	Builder	Save and Check In >	Edit Details >	Male	Adult M
1234	02/05/2019 12:29:13	KM4B Band On The Run 10K 2019	Team Awesome	Jane	Doe	Save and Check In >	Edit Details >	Female	Adult L
<input type="checkbox"/>	02/05/2019 12:29:16	KM4B Band On The Run 5K 2019	Team Awesome	John	Doe	Save and Check In >	Edit Details >	Male	Adult L
<input type="checkbox"/>	02/05/2019 12:29:15	KM4B Band On The Run 10K 2019		Luke	Duke	Save and Check In >	Edit Details >	Male	Adult XXL
<input type="checkbox"/>	02/05/2019 12:29:19	KM4B Band On The Run 5K 2019	The Killers	Bo	Duke	Save and Check In >	Edit Details >	Male	Adult No t-shirt for me. Please dona
<input type="checkbox"/>	02/05/2019 12:29:18	KM4B Band On The Run 5K 2019	The Killers	Boss	Hogg	Save and Check In >	Edit Details >	Male	Adult S

Welcome test | [Lc](#)

Mail LTE 3:28 PM 61%

[thedriven.net](#)

Clear Fields After Search

[Search >](#)

Search Result

First Name	Last Name	Check In Status
Builder	Builder	Save and Check In >
Doe	Doe	Save and Check In >
Doe	Doe	Save and Check In >
Duke	Duke	Save and Check In >
Hogg	Hogg	Save and Check In >

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