Check in here

EVENT

DATE

Tape or paste the QR code here

(print it 3 to 4 inches wide)

1. Open your phone camera and point it at the code.
2. Tap the link. Fill in your name and email, pick the event, choose Check in.
3. Leaving? Scan again and choose Check out, so your hours count.

No phone? Sign the paper sheet at the table.

Paper sign-in (backup for the QR code)

For anyone without a phone, or if the form is down. Write your time in and time out.

EVENT _____ DATE _____ OFFICER _____

#	Name	Email	Time in	Time out	Initials
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					

ADDED TO THE HOURS TAB BY _____ DATE _____

Officer: after the event, add these people to the Hours tab by hand (type the email, time in and time out over the formulas).

QR check-in with a free Google Form and Sheet

Set it up once (about 20 minutes), then reuse it for every event. You need a Google account.

1. Make the form

In Google Forms, start a blank form and add four required questions: Full name (Short answer), Email (Short answer), Event (Dropdown, one option per event), and Checking in or out? (Multiple choice with exactly two options: Check in, Check out).
School Google accounts: in Settings > Responses you can set Collect email addresses to Verified. People then sign in to answer, which stops most fake check-ins, but guests without an account can't check in. Google adds its own email column, so drop your Email question and change the column letters below to match.

2. Link a Sheet

On the Responses tab, click Link to Sheets and create a new spreadsheet. Each answer adds a row to the tab "Form Responses 1": A Timestamp, B Full name, C Email, D Event, E Checking in or out?

3. Make the QR code and print the sign

Click Send, choose the link icon, tick Shorten URL and copy it. Open the link in Chrome, right-click the page and choose Create QR code for this page, then download it (any free QR code generator works too). One code covers every event, since the form asks which event. Paste it on the door sign (page 1) and put the paper sheet (page 2) on the table.

4. Add an Hours tab

In the linked spreadsheet, add a tab called Hours. Type Email, In, Out, Hours in A3 to D3. Type the event name in B1, spelled exactly as in the dropdown. Then paste:

A4 (lists everyone who scanned for that event; leave the cells under it empty):

```
=UNIQUE(FILTER('Form Responses 1'!C2:C, 'Form Responses 1'!D2:D=B1))
```

B4 (first check-in time):

```
=IF(A4="","",MINIFS('Form Responses 1'!$A:$A, 'Form Responses 1'!$C:$C, A4,
  'Form Responses 1'!$D:$D, $B$1, 'Form Responses 1'!$E:$E, "Check in"))
```

C4 (last check-out time):

```
=IF(A4="","",MAXIFS('Form Responses 1'!$A:$A, 'Form Responses 1'!$C:$C, A4,
  'Form Responses 1'!$D:$D, $B$1, 'Form Responses 1'!$E:$E, "Check out"))
```

D4 (hours):

```
=IF(OR(N(B4)=0, N(C4)=0), "", ROUND((C4-B4)*24, 2))
```

Copy B4:D4 down as far as you need, and set columns B and C to Format > Number > Time. For a new event, change B1, or duplicate the tab.

What the Hours tab looks like (example, B1 = Beach cleanup 9/19)

Email	In	Out	Hours
priya.n@example.org	*8:25 AM*	*11:15 AM*	*2.83*
mwebb@example.org	*8:30 AM*	*11:00 AM*	*2.50*
jellis@example.org	*8:45 AM*		*(blank: no check-out)*

The honest limits

- Anyone with the link can answer from anywhere, for anyone, unless you use Verified emails. Check the timestamps.
- People forget to check out. Their Hours stays blank until you type the time they left.
- A typo makes two people: Priya@ and priya@ show up as two rows. Fix the email in the responses tab.
- This gives hours per event. For each member's total across events, you need another tab (SUMIF by email).

Or let Helptivo do it

In Helptivo, each event gets its own QR code. Members scan with their phone camera to check in and out, and the hours go on their member profile with no formulas. It has the same two weak spots: there's no identity check, and someone who forgets to check out counts as attended with 0 hours until they check out. A check-in window and an optional 5-digit checkout code cut down on friend check-ins. Free for up to 150 members at helptivo.com.