

## How to Track Attendance

### Using the Event Pass

1. Download Campus Labs Event Check-in App via App Store or Google Play
2. Enter an event access code.
  - a. To locate the code, navigate to the event through the Action Center. The access code should appear in the bottom right of the screen once you click on the appropriate event
3. Tap *Start Session*, and sign in using your BLUE login information
4. Tap *Start Scanning*
  - a. If your phone asks for permission to use your camera, choose “yes” because it will need the camera in order to scan event passes.
  - b. Position the edges of the box over the edges of an attendee’s Event Pass.
  - c. Tap *Check In* to confirm the user and click *OK* to continue scanning.
5. If you come across an attendee without a mobile pass, tap *No Pass?* below the scanning area or select *Lookup*
  - a. Search for the attendee by name or email and when you find the right person, tap their name to confirm their check-in.
  - b. If searching by email, you will need to enter the complete NETID email address of the user to locate them.
    - i. If the attendee is not in the system, you can add them by email if you click the plus sign in the top right of the screen, type in their email address, and submit.
6. When you’re done tracking attendance, there are no additional steps required. You can close the app and all of your attendance information will be saved. While not required, you can end your check-in session if you tap on your profile picture in the top left of the screen, then select *End Session*.

### Uploading NETIDs Post Event

1. Create Event
2. Switch to the Manage
3. Select your organization
4. Click "Events" tab
5. Click the event you want to manage
6. Click Track Attendance.
7. Click +Add Attendance button
8. On the Text Entry tab, enter attendee information in bulk, using either the users' campus email address (need to use NETID@creighton.edu version)