

Engage Guides:

Utilizing the Campus Labs Check-In App



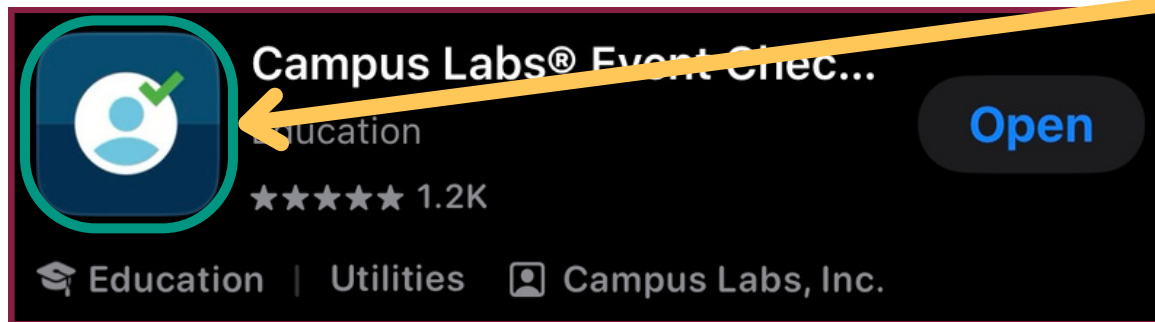
Student Life & First-Year Experience

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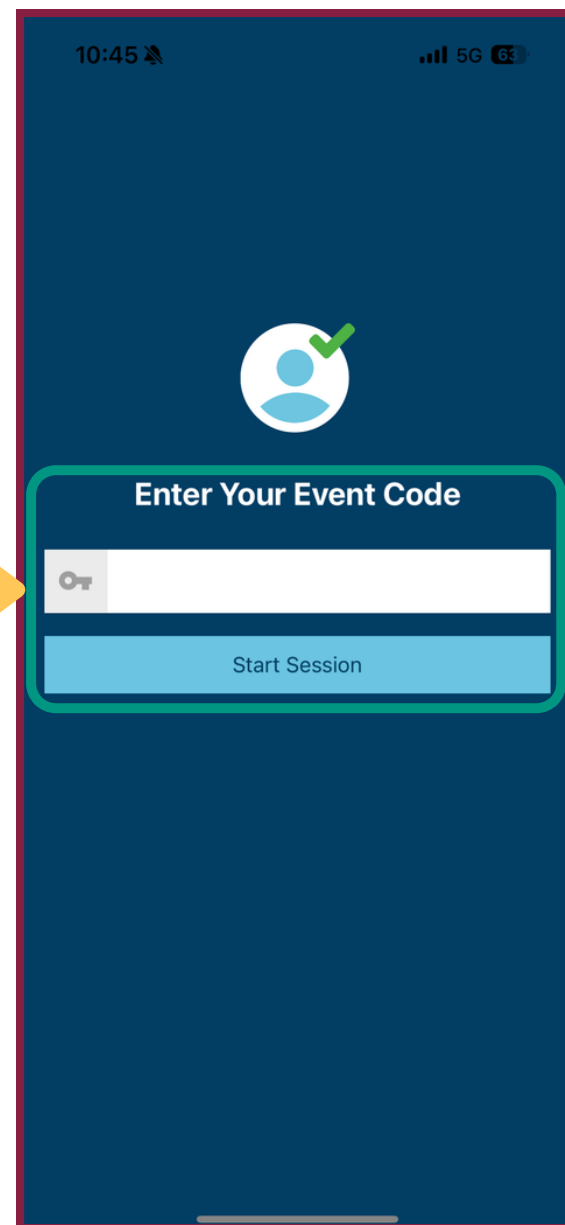
Download the “Campus Labs Event Check-In” App:

The app can be found on both the Apple & Google Play app stores. This is the app’s icon for both app stores.



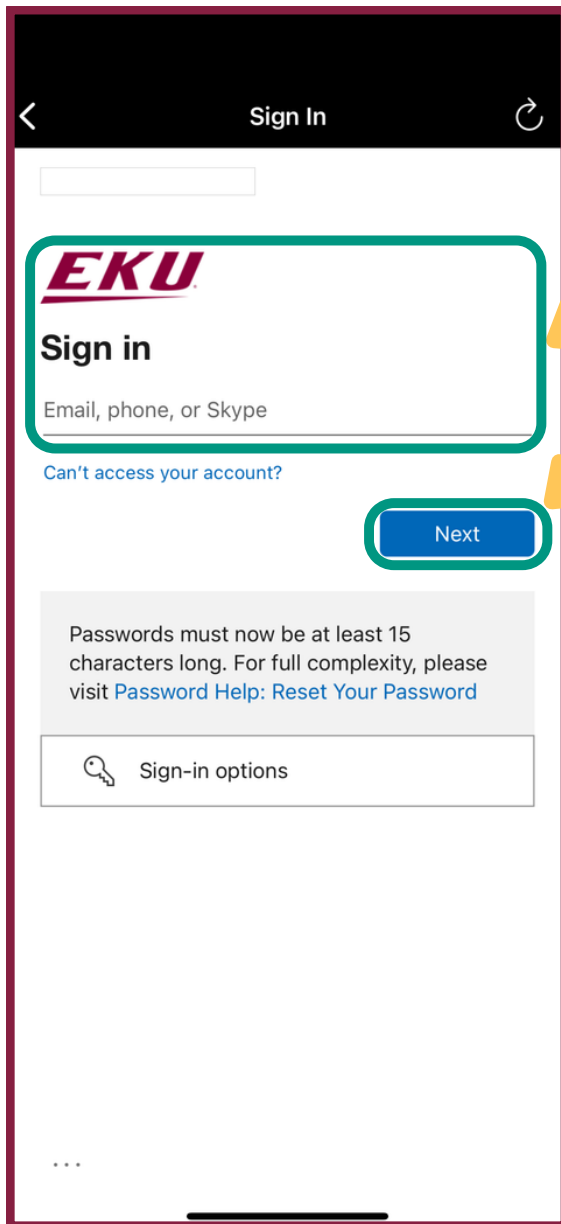
When opening the Check-In app, you will be prompted to enter the event’s access code.

*The Access Code can be found from the Individual Event’s Management Page (see the “RSO Tools: Managing Your Events” Engage guide for more information).

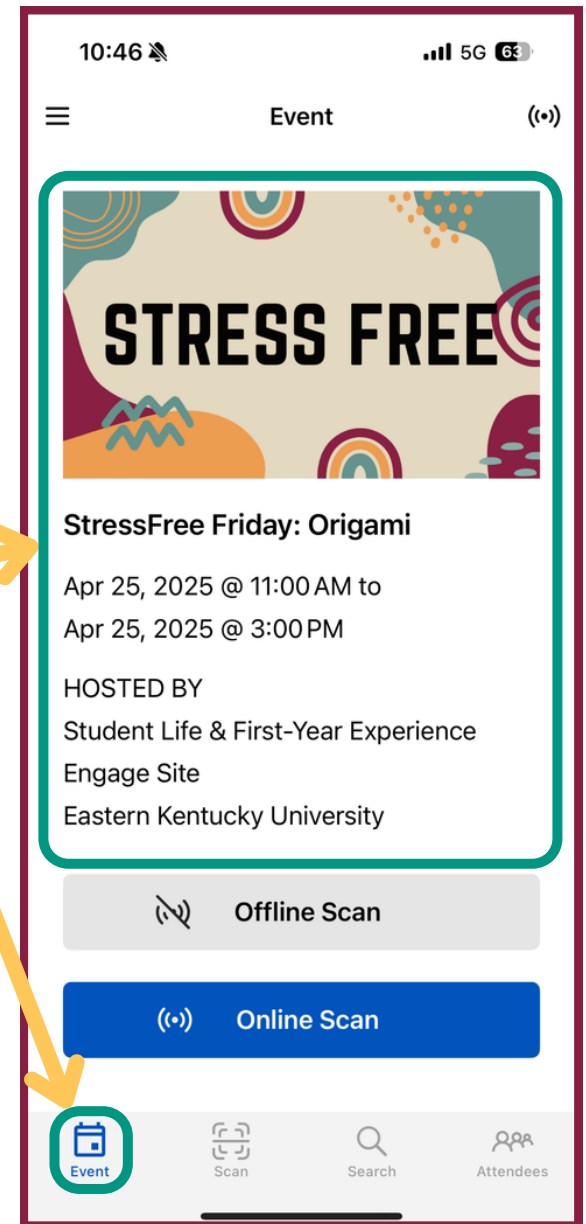


Signing Into the Check-In App:

After entering the event's access code, you will be prompted to login using your ECU credentials.

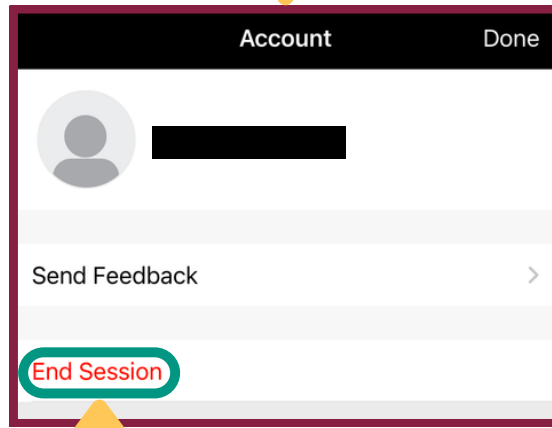


After successfully signing in, the home screen for the Check-In app displays the event's information from the Engage listing.



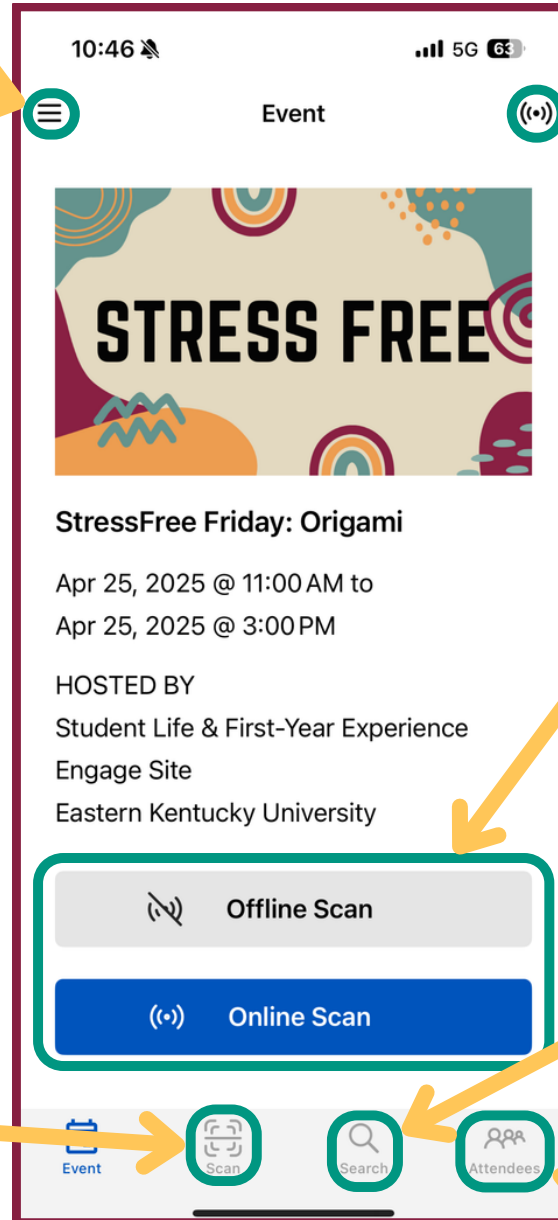
The Check-In App's Home Screen:

The 3 lines in the top right will take you to your account.



To stop taking attendance for the event, press the "End Session" button.

To begin checking people into your event, click the "Scan" button.



The current scanning mode status will be displayed here.

There are 2 scanning modes for checking in attendees to the event. The "Online Scan" function gives real-time attendance tracking. The "Offline Scan" function will allow you to scan event passes and upload the attendance later by switching to online scanning.

If an attendee does not have their event pass, they can be found using the "Search" tab.

The list of attendees can be viewed in the "Attendees" tab.

Scanning Attendees:

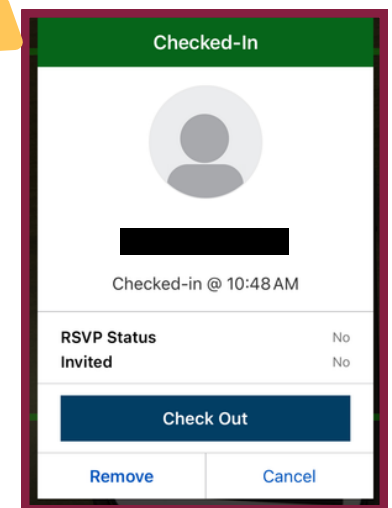
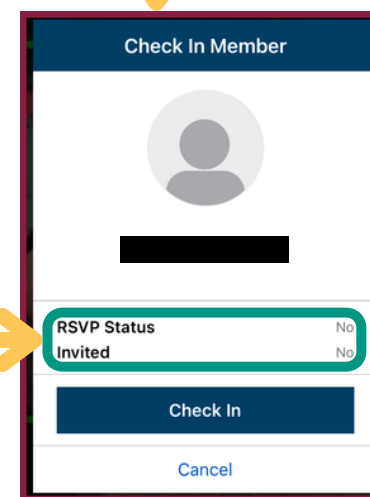
This is the screen display for scanning in attendees to your event.



The number of attendees checked into the event will be displayed here. For online scanning, it will show the real-time attendance for the event; offline scanning will only show the number of attendees checked in by that user.

All Engage users have their own event pass, ask them to show it to you to scan them in.

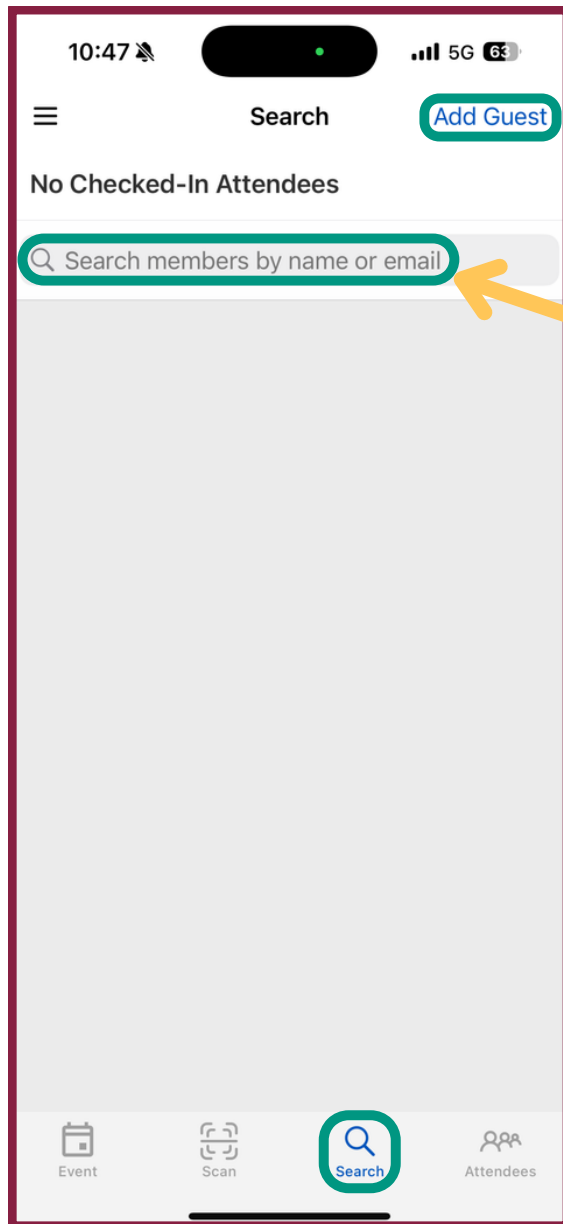
When a scan is successful, the box borders will turn green and the user's information will appear on your screen to check them in or out of your event.



If your event required an invitation or an RSVP, the user's status for each will display a "Yes" or a "No."

Searching Attendees:

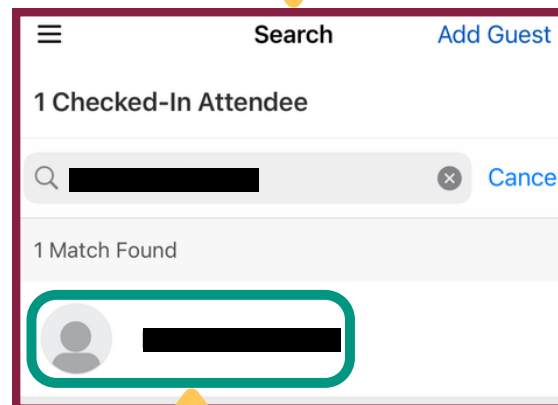
This is the screen display for searching Engage users to add attendees to your event, online scanning only.



If an attendee is not in Engage, you can add them by their EKU email by clicking the "Add Guest" button.

Search Engage users by their name or email.

The 'Add Guest' form has a dark blue header with the title 'Add Guest'. Below the header, it says 'Please provide a valid email address for the guest.' There is a text input field labeled 'EMAIL' with a green border. Below the input field is a blue 'Validate' button. At the bottom of the form is a blue 'Cancel' button.



Click the attendee's name to view their invitation and RSVP statuses and to check them in or out of your event.

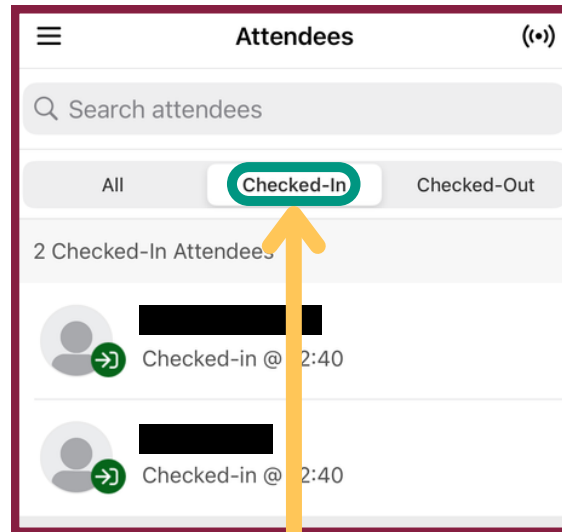
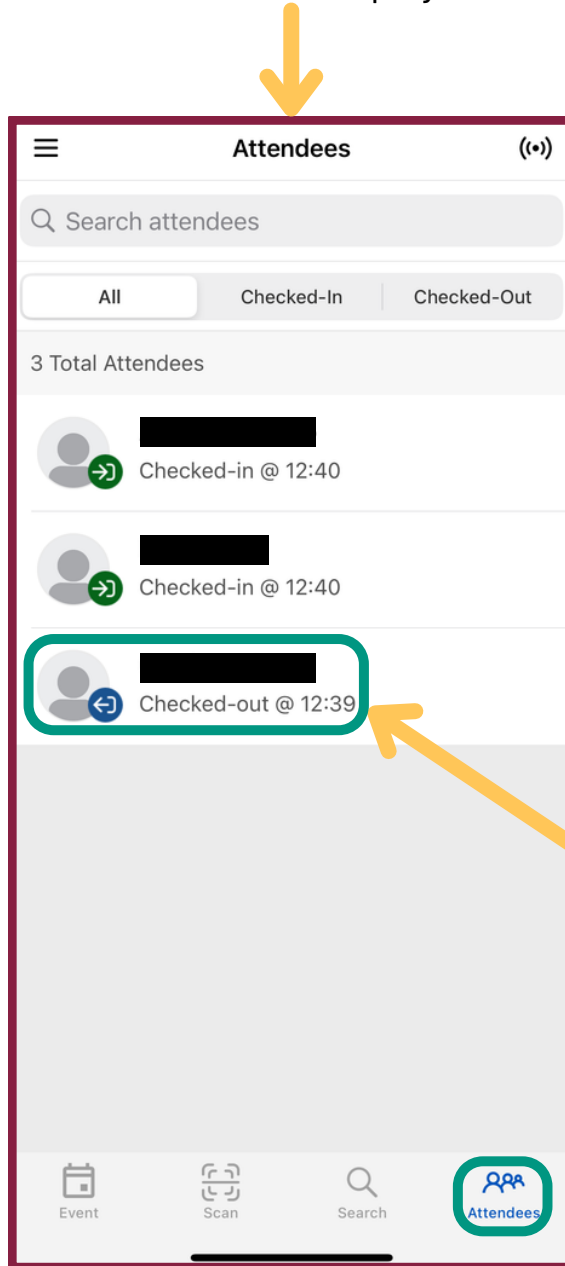
The 'Check In Member' screen has a dark blue header with the title 'Check In Member'. Below the header, there is a grey person icon and a blacked-out name. Below the name, there is a table with the following data:

RSVP Status	
Invited	No

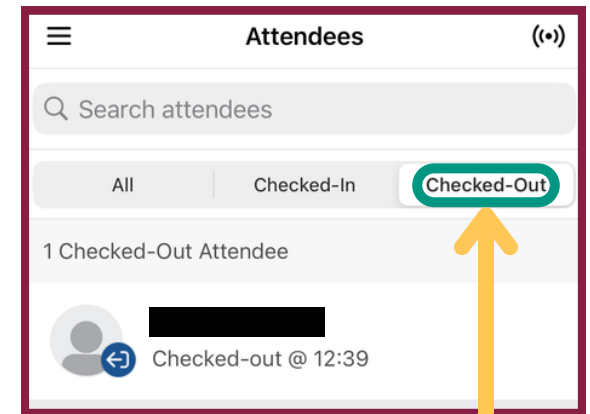
Below the table is a blue 'Check In' button. At the bottom of the screen is a blue 'Cancel' button.

Event Attendees:

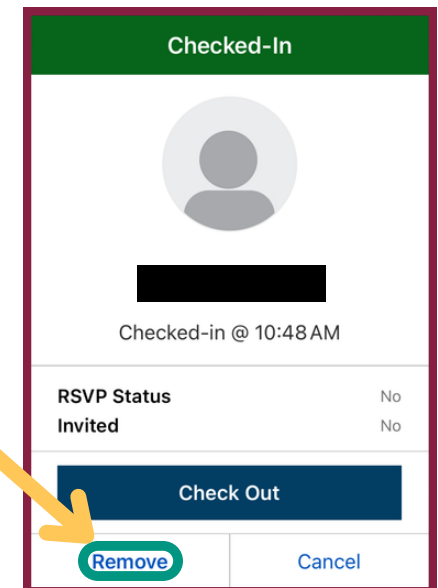
This is the screen display for the complete list of attendance for your event.



To view attendees that are actively checked into your event, click the "Checked-In" tab at the top.



To view attendees that have been checked out of your event, click the "Checked-Out" tab at the top.



Clicking an attendee on the list and then clicking the "Remove" button will delete that user from your attendance list.

Have Questions? Need More Help?

Feel free to give us a call or send us an email!

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