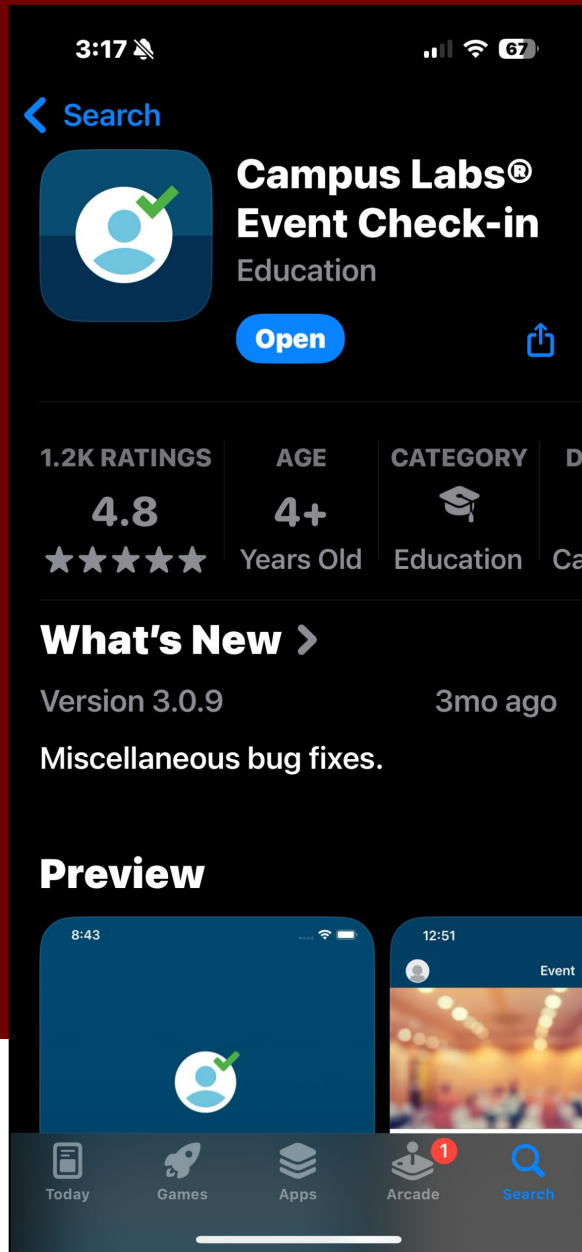


# Tracking Attendance



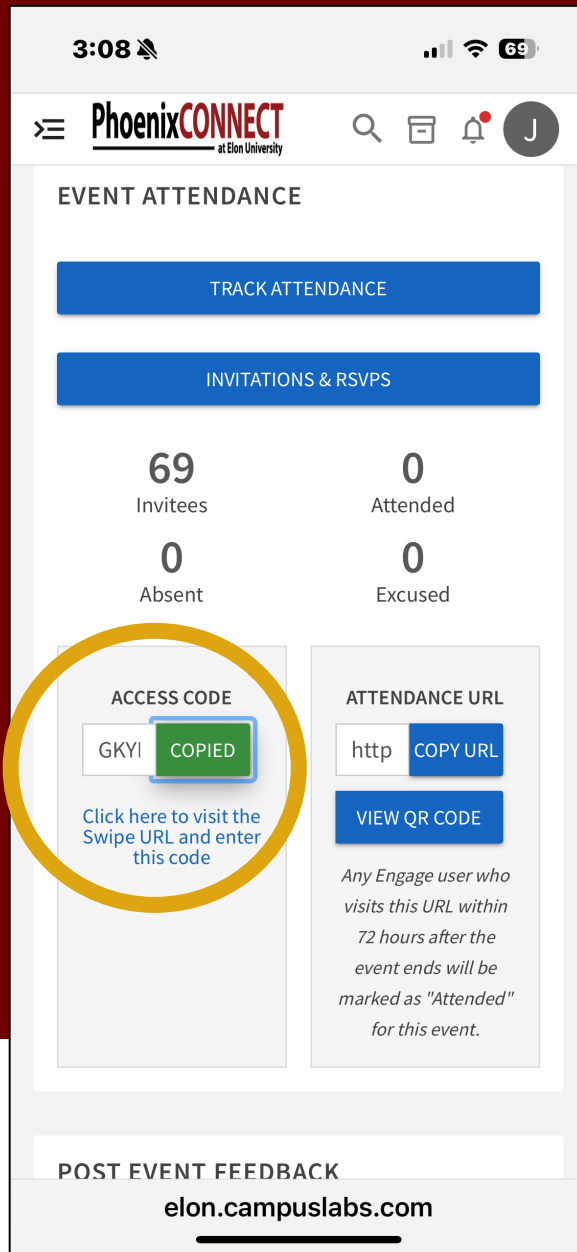
# Track Attendance

1. Go to your app store.
2. Download the **Campus Labs Event Check-In** app.



# Track Attendance

3. Go to PhoenixCONNECT and find the event you are hosting.
4. Open it and tap **MANAGE EVENT**.

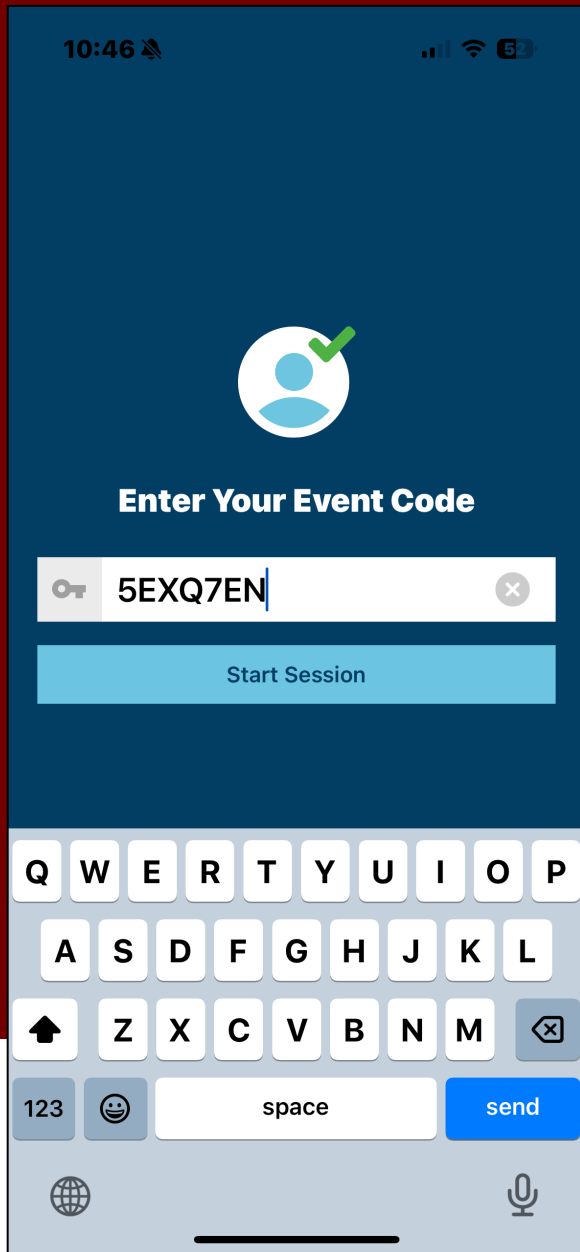


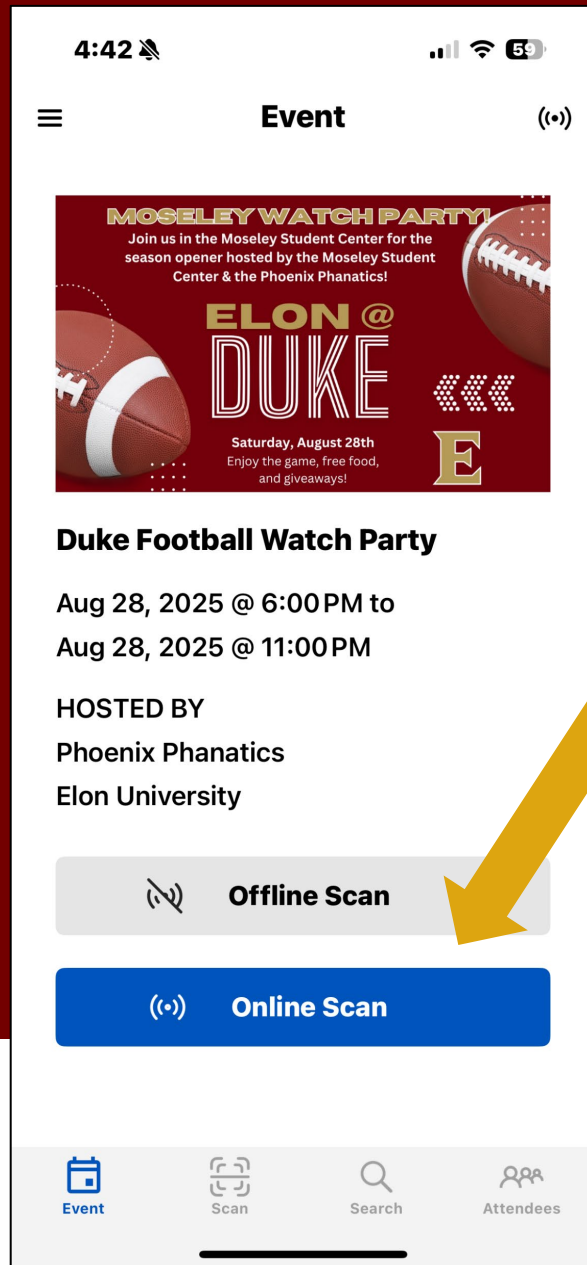
# Track Attendance

5. Scroll down to the section labeled **TRACK ATTENDANCE**.
6. Below it, find the **ACCESS CODE** and click **COPY**.

# Track Attendance

7. Open the **CHECK-IN** app.
8. Paste the event code in the white box and **START SESSION**.





# Track Attendance

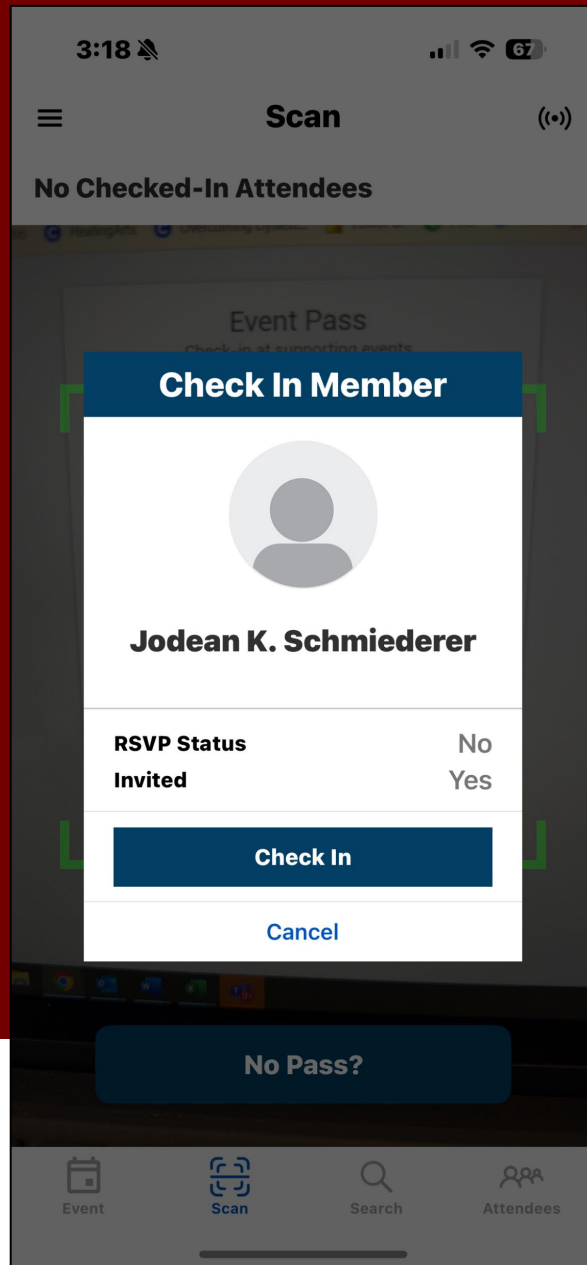
9. Click **ONLINE SCAN** if you have access to wifi  
--or--  
Scan offline and upload later.



# Track Attendance

10. Ask participants to open their Event Pass.

11. Use your phone to scan their QR code.



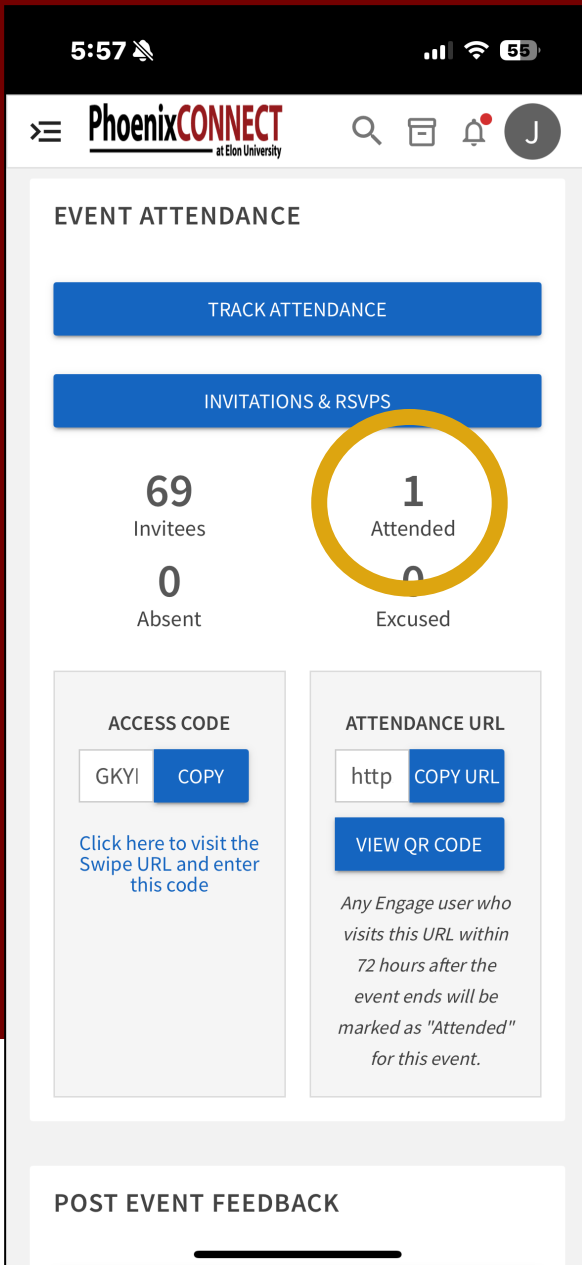
# Track Attendance

12. Click **CHECK IN** to count your guest!

The screen will go back to scan your next guest.

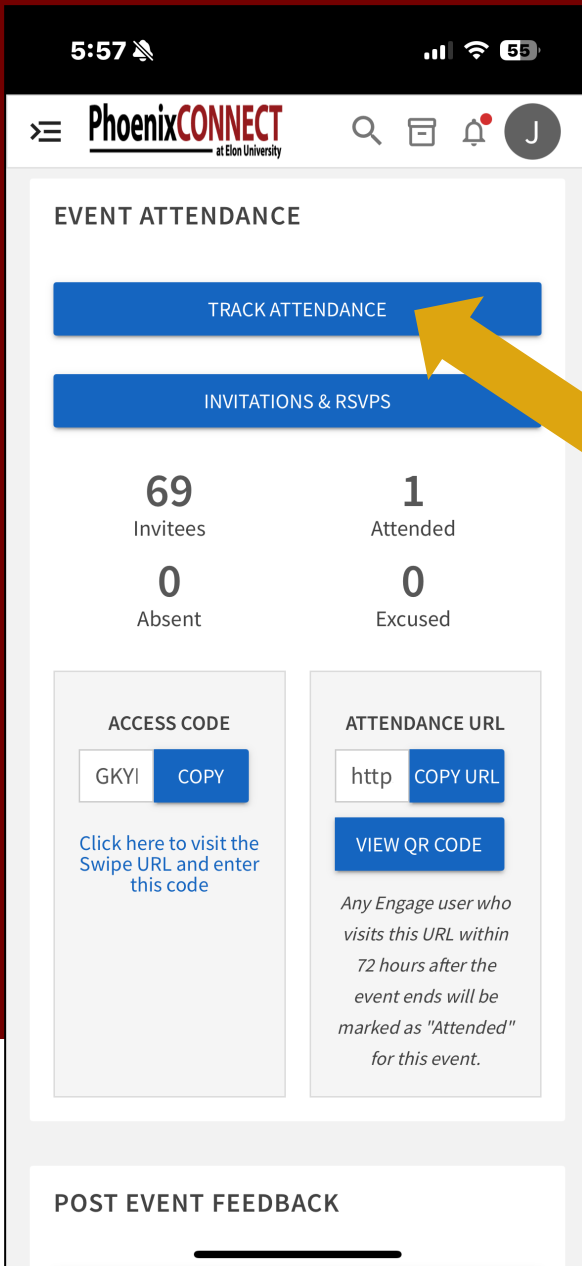


# Viewing Participants



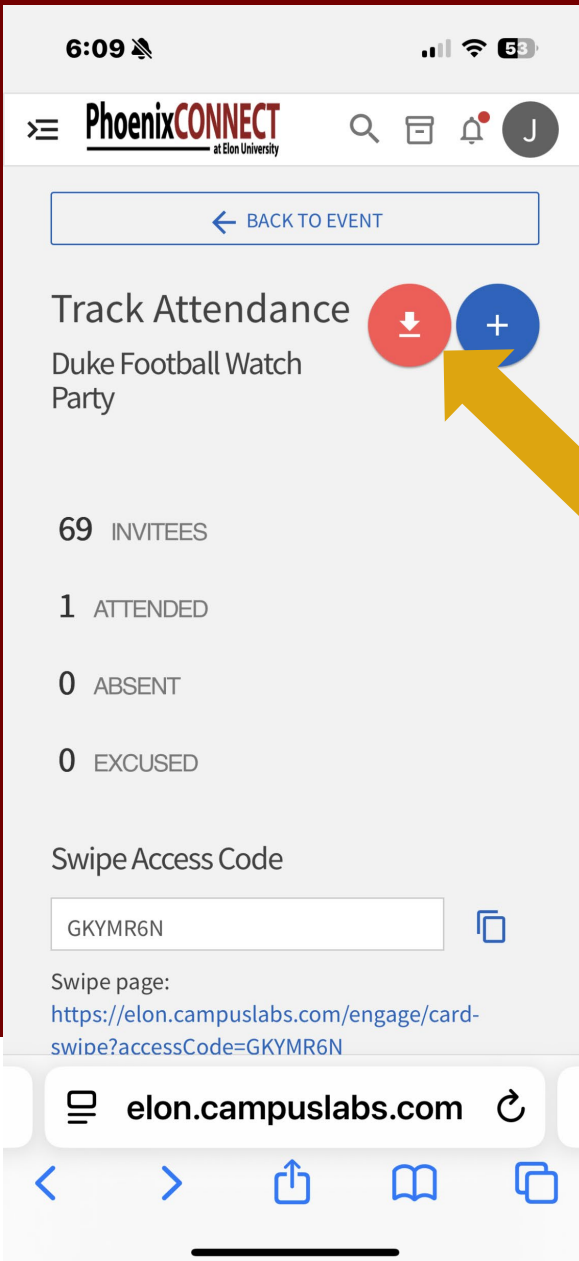
# View Participants

To see the **number** of guests who checked in, go back to the **TRACK ATTENDANCE** section in PhoenixCONNECT.



# View Participants

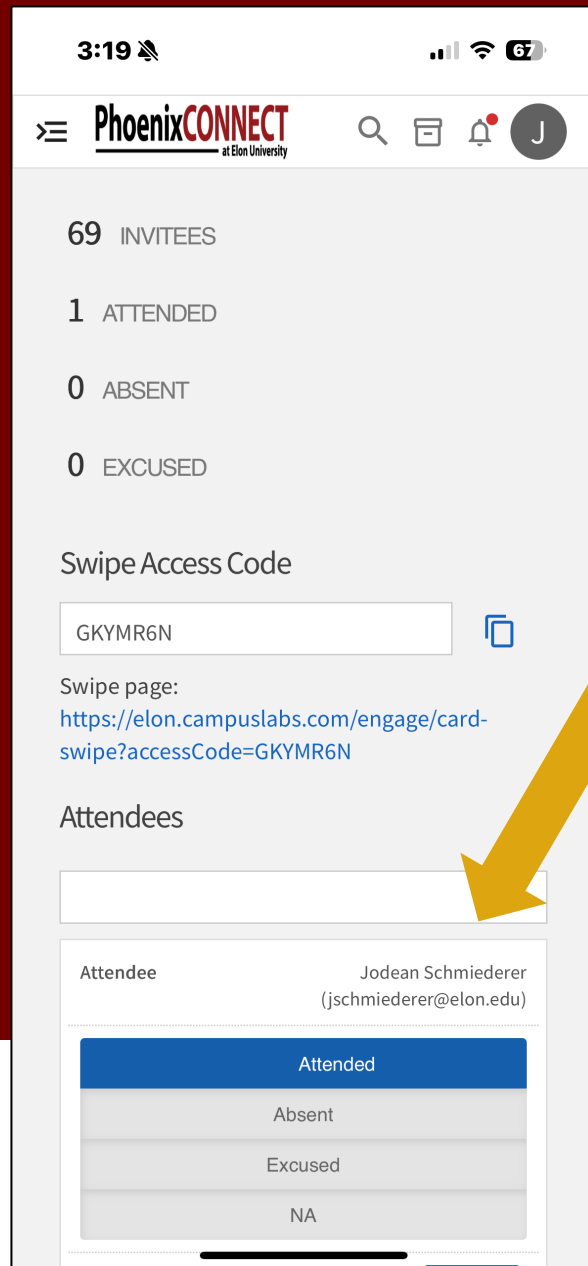
To see a **LIST** of guests, click the blue **TRACK ATTENDANCE** box...



# View Participants

You can download a report (spreadsheet) by clicking on the orange circle.

or...



# View Participants

Scroll down to see a live list.

For questions or to learn more about tracking and using participant data, contact

**Student Involvement**

**Moseley 205**

**336-278-7214**