

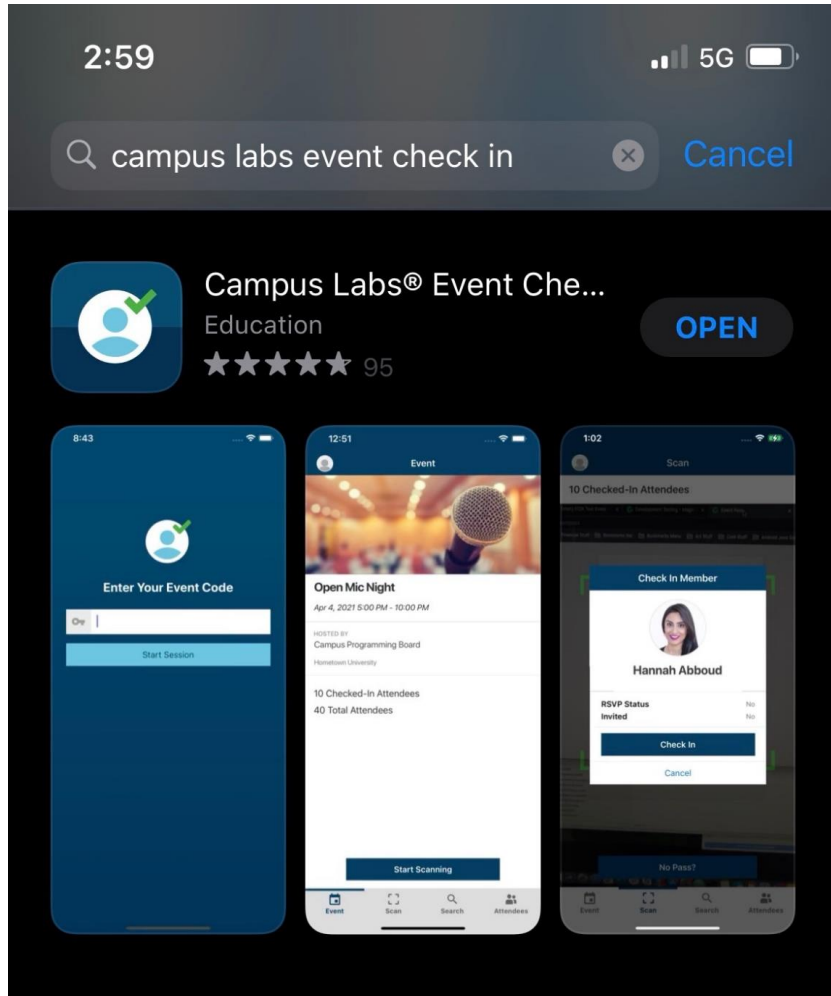


EVENT CHECK IN

Campuslife.upstate.edu

Event Check In

- **ALL** activity hosted by student organizations at Upstate Medical University **MUST** check in attendees
 - Including but not limited to: Events, Fundraisers, Charitable Drives, Meetings, Panels, etc.
 - Any event or meeting located Off-campus still must be approved through this process
- Funding for events is based on event attendance
- Check In Overview
 - Enter Event Code in Check In app and sign into account (Upstate credentials)
 - Choose Start Scanning
 - Scan if QR code available or choose No Pass? And search by email or name
 - Check in
 - Can also check in from computer

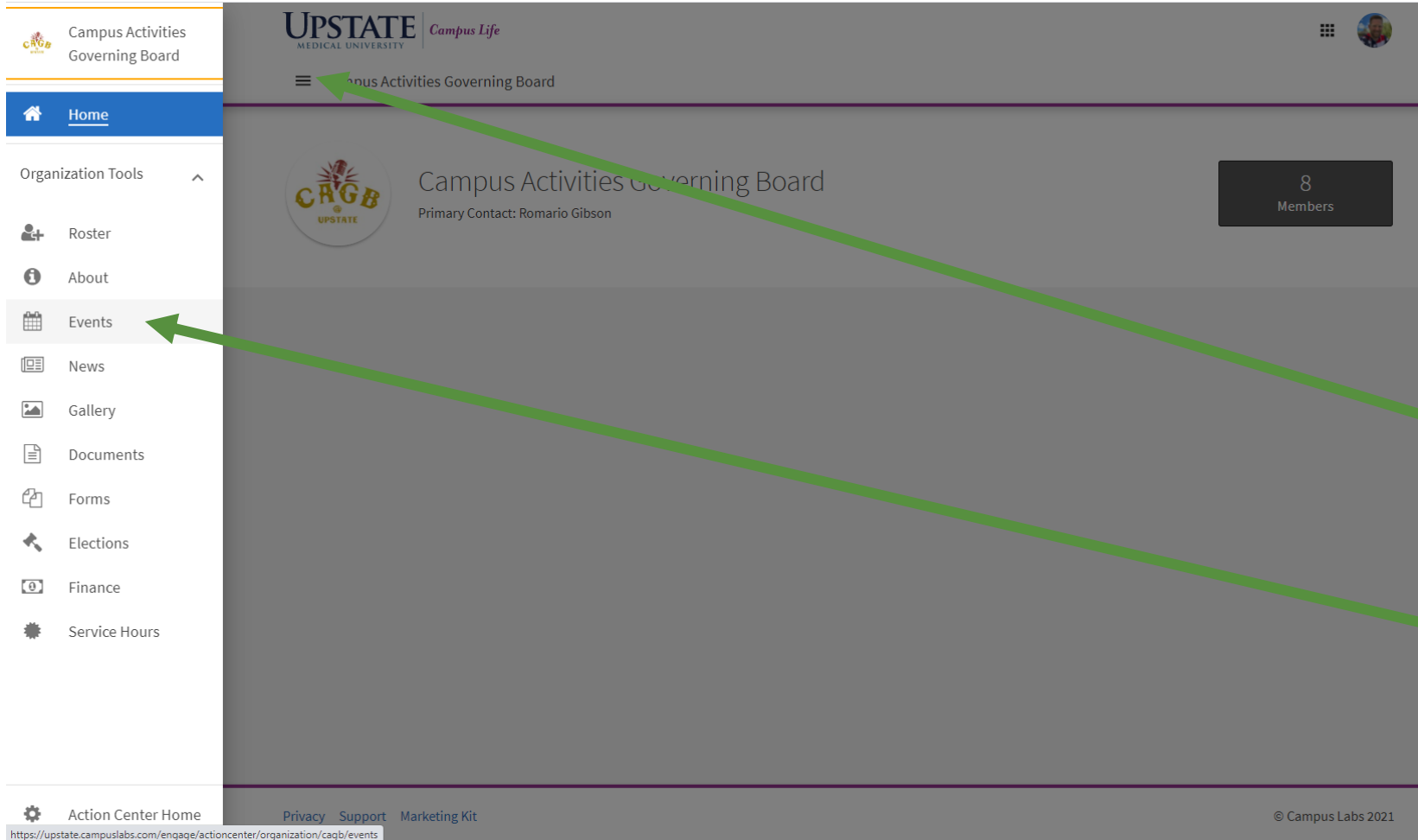


App Check In

Download the App

App Name:

Campus Labs Event Check In



Event Code

Navigate to your organization page

Click the Setting next to the organization name

Choose Events

[← Back to Events List](#)

Event Details

CHANGE DETAILS

CANCEL EVENT



Welcome Fest 2021

Host Organization
Campus Activities Governing Board

Location
Weiskotten Courtyard

Begins
Tuesday, August 31, 2021 at 4:30 PM EDT

Ends
Tuesday, August 31, 2021 at 7:00 PM EDT

0.0



Event Rating

View Event

Submissions

Certificate

STATUS

Approved

VISIBILITY

The Public

RSVP SETTING

Anyone

EVENT ATTENDANCE

TRACK ATTENDANCE

INVITATIONS & RSVPS

3

Invitees

0

Attended

0

Absent

0

Excused

ACCESS CODE

D9PPXXM

COPY

[Click here to visit the Swipe URL and enter this code](#)

NEW!

ATTENDANCE URL

<https://upstate.campuslabs.com/engage/event/7142082/atten>

COPY

Any Engage user who visits this URL within 72 hours after the event ends will be marked as

Select the Event

Access Code is what you need to log into the Check In app



Enter Your Event Code



Start Session

Q

W

E

D

T

V

U

I

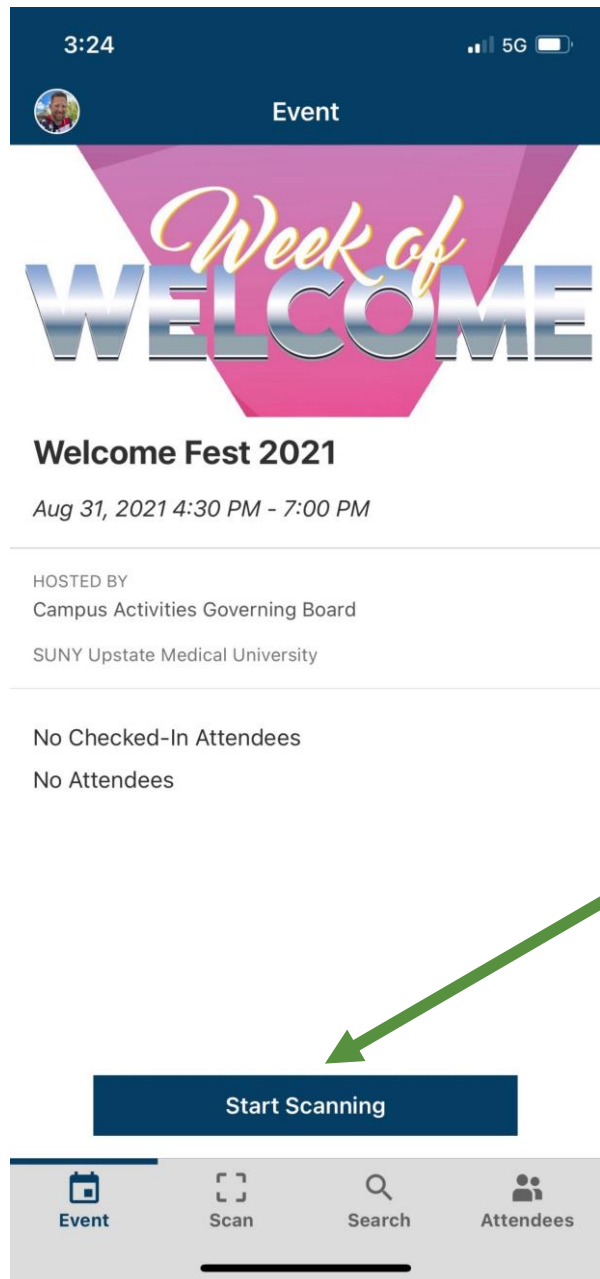
Q

D

Enter the Event (Access) Code

From your Event page, the Access Code goes into the box

Then "Start Session"

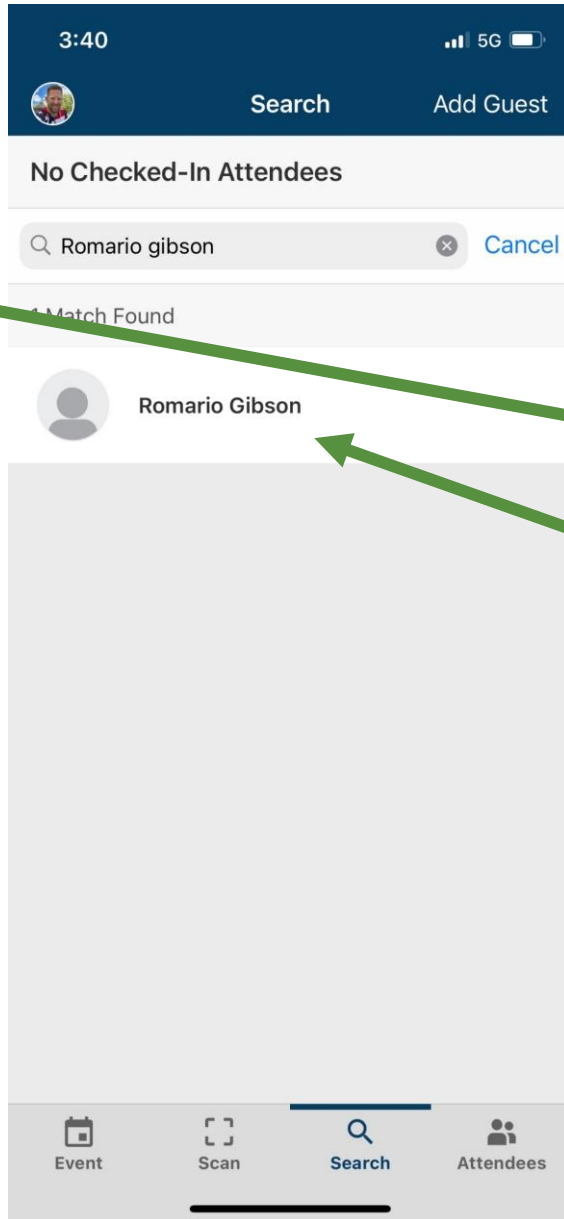
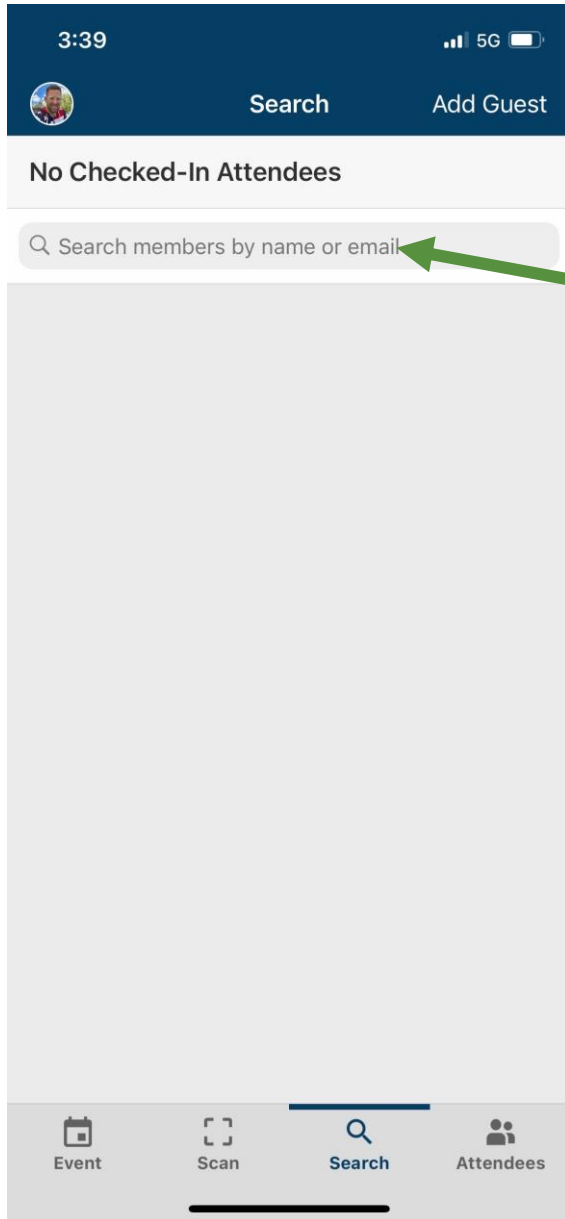


Check People In

Choose Start Scanning

Then scan QR Code

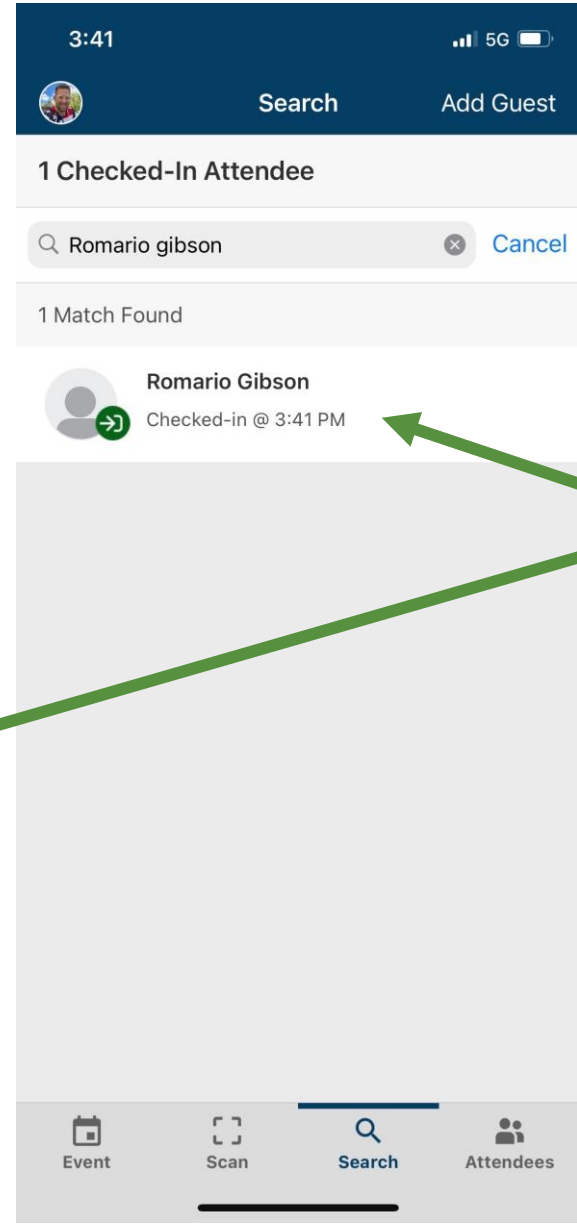
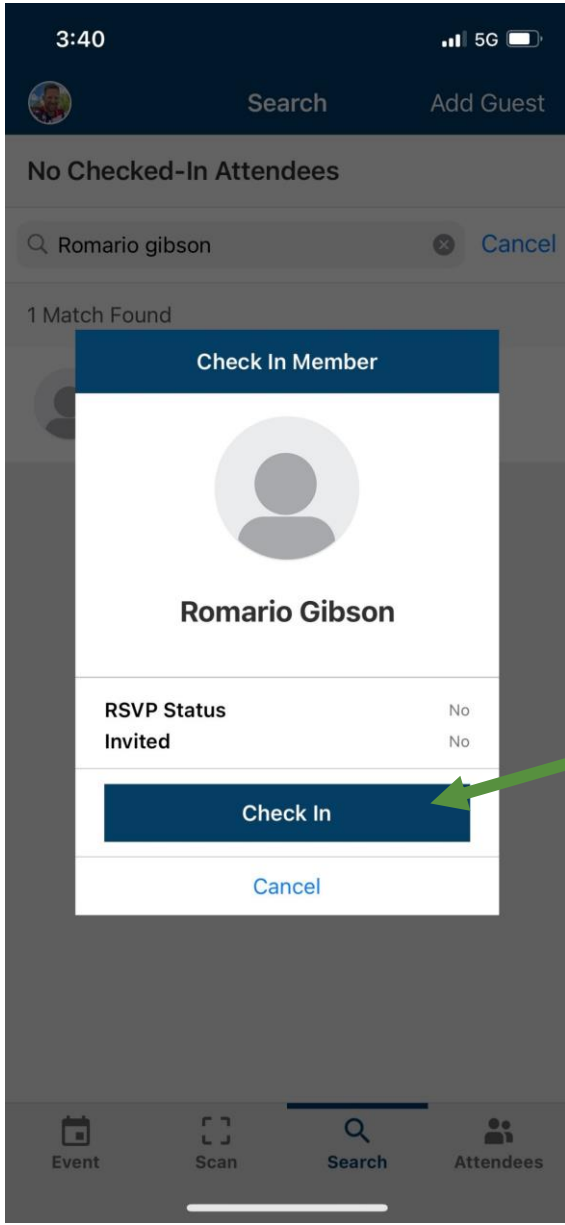
OR choose "No Pass?" on next screen



Choose
"No Pass?"

Search Attendees Name

Choose Attendee



Final Check In

Choose Check In

Attendee is shown as checked in

[← Back to Events List](#)

Event Details

CHANGE DETAILS

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Computer Check In

Navigate to Event

Choose Track Attendance



← BACK TO EVENT

Track Attendance

Welcome Fest 2021

EXPORT + ADD ATTENDANCE

3
INVITEES

1
ATTENDED

0
ABSENT

0
EXCUSED

Swipe Access Code

D9PPXXM



Swipe page: <https://upstate.campuslabs.com/engage/card-swipe?accessCode=D9PPXXM>

Attendees

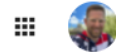
Attendees ▾	Attendance	Comment
Romario Gibson (GIBSONRO@UPSTATE.EDU)	Attended Absent Excused NA	<input type="button" value="ADD"/>

Showing 1 - 1 of 1

Track Attendance

Shows all students checked into event

Choose Add Attendance



[← BACK TO TRACK ATTENDANCE](#)

Add Attendance

INVITATIONS | FILE UPLOAD

Invitees ▾	Response ▾	Attendance	Comment
Kelly Reese (REESEKE@UPSTATE.EDU)	Yes	Attended Absent Excused NA	<input type="button" value="ADD"/>
Tianfang He (HET@UPSTATE.EDU)	Yes	Attended Absent Excused NA	<input type="button" value="ADD"/>
Jennifer Cheung (CHEUNGJ@UPSTATE.EDU)	Yes	Attended Absent Excused NA	<input type="button" value="ADD"/>

Showing 1 - 3 of 3

RSVP & Invitations

Students Invited or those who RSVP show here

Can Click "Attended"

← BACK TO TRACK ATTENDANCE

Add Attendance

INVITATIONS **TEXT ENTRY** FILE UPLOAD

You may enter up to **500 e-mail addresses** or **card IDs** in the textbox below.

Please enter only one e-mail or ID per line.

The list must contain only the identifier type selected below. If you have more than 500 attendees to add, please use the File Upload option above. **You can only enter Card ID numbers if your campus utilizes the card swipe feature.**

Identifier Type

E-Mail Address Card ID Number

* Attendees

brennani@upstate.edu

(one per line)

Status

Attended

ADD

Enter Email

Choose Text Entry

Enter Email of Students

Choose Add



← BACK TO EVENT

Track Attendance

Welcome Fest 2021

EXPORT + ADD ATTENDANCE

3 INVITEES

2 ATTENDED

0 ABSENT

0 EXCUSED

Swipe Access Code

D9PPXXM



Swipe page: <https://upstate.campuslabs.com/engage/card-swipe?accessCode=D9PPXXM>

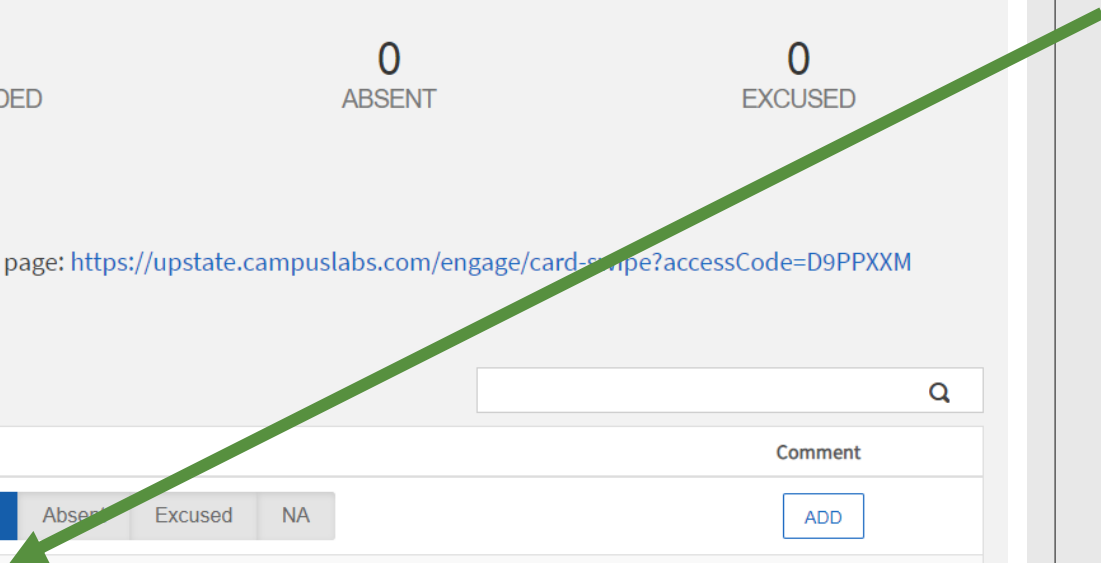
Attendees

Attendees ▾	Attendance	Comment
Romario Gibson (GIBSONRO@UPSTATE.EDU)	Attended Absent Excused NA	<input type="button" value="ADD"/>
Nicholas Brennan (BRENNANI@UPSTATE.EDU)	Attended Absent Excused NA	<input type="button" value="ADD"/>

Showing 1 - 2 of 2

Will show as attended

Students Added by Text shown as attended



Event Check In

- Great Job! You have checked everyone into your event
- These numbers will be utilized to determine funding for next year!
- While guests and Upstate staff may be checked in, only students who are checked into events will count toward funding.

Questions

- Contact the Office of Campus Activities
- CAB room 202, campact@upstate.edu, or 315.464.5618