EVENT CHECK IN

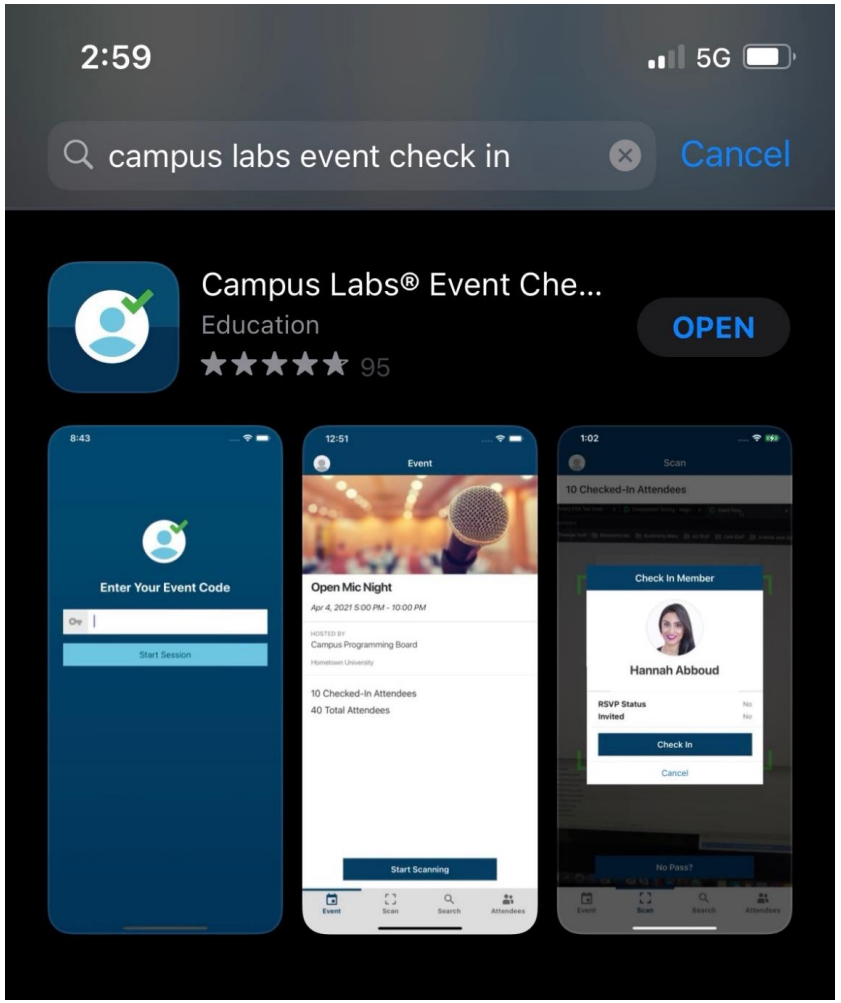
Campuslife.upstate.edu

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:

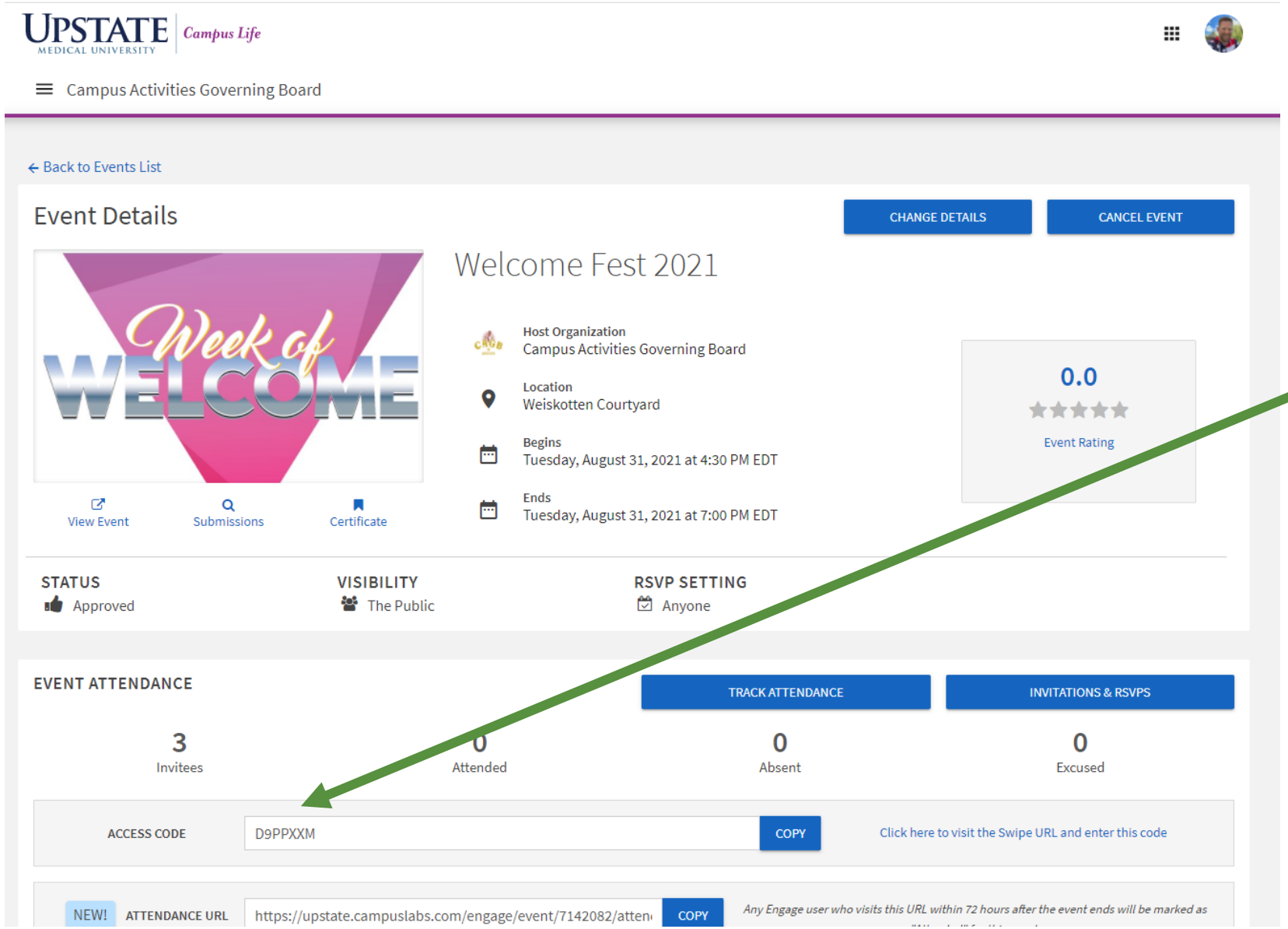
Campus Labs Event Check In

Event Code

Navigate to your organization page

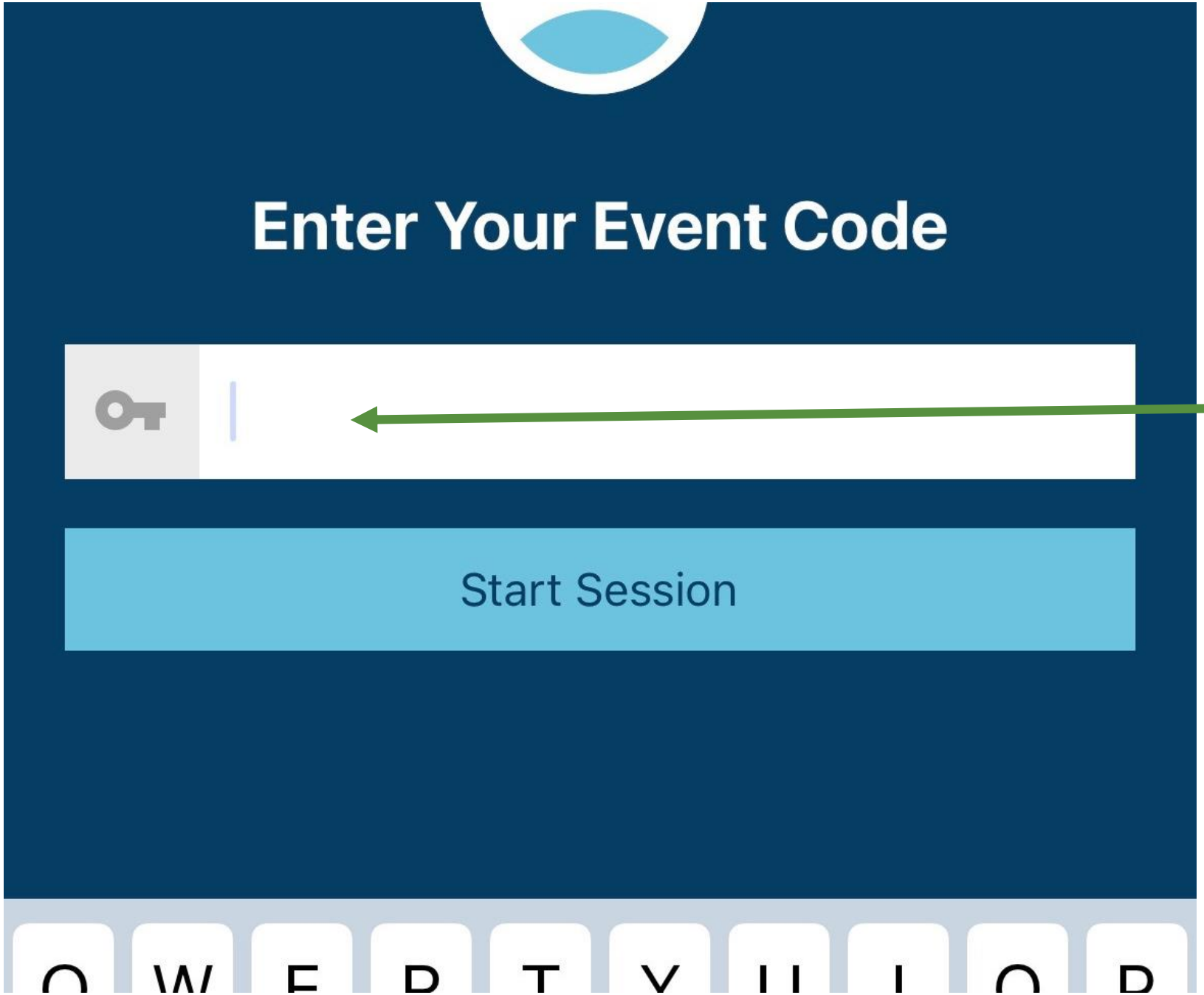
Click the Setting next to the organization name

Choose Events



Select the Event

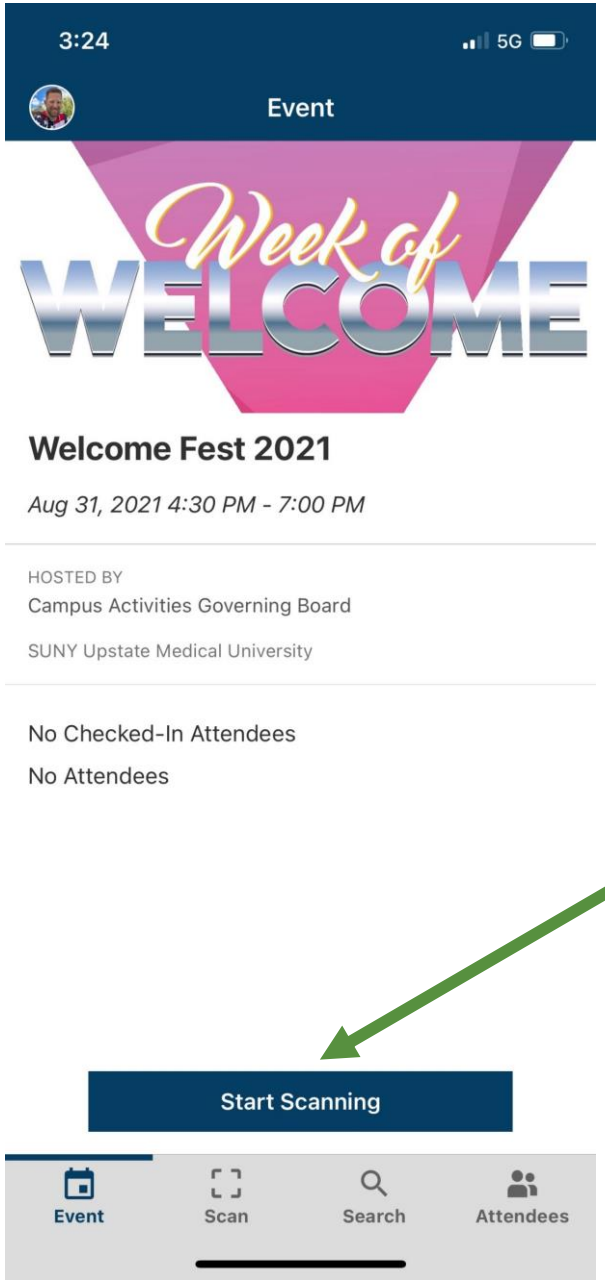
Access Code is what you need to log into the Check In app



Enter the Event (Access) Code

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

Then “Start Session”

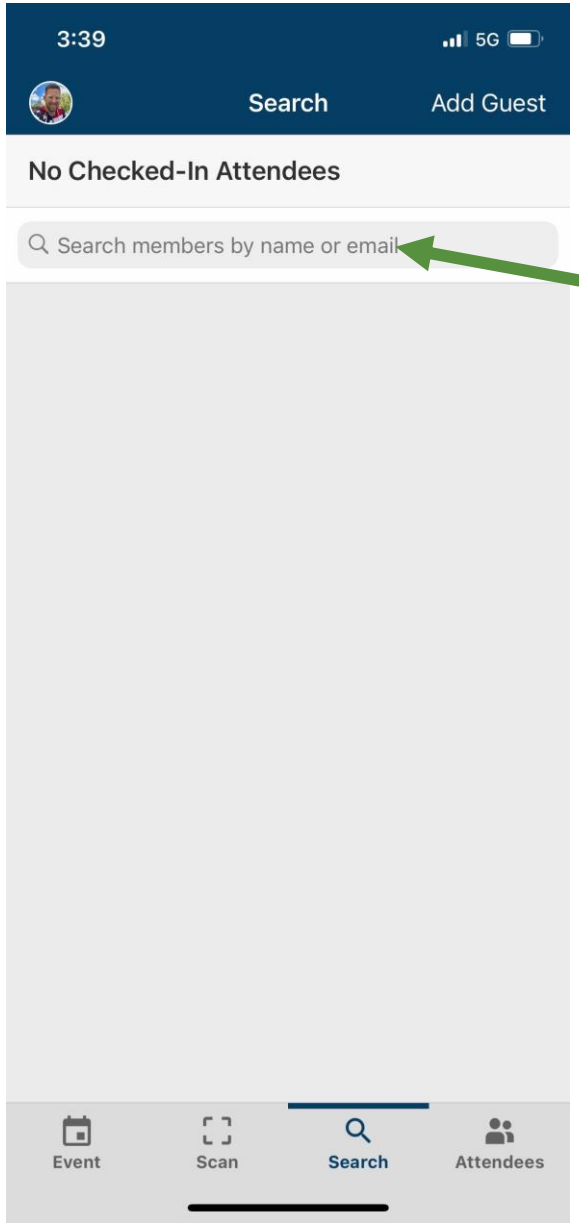


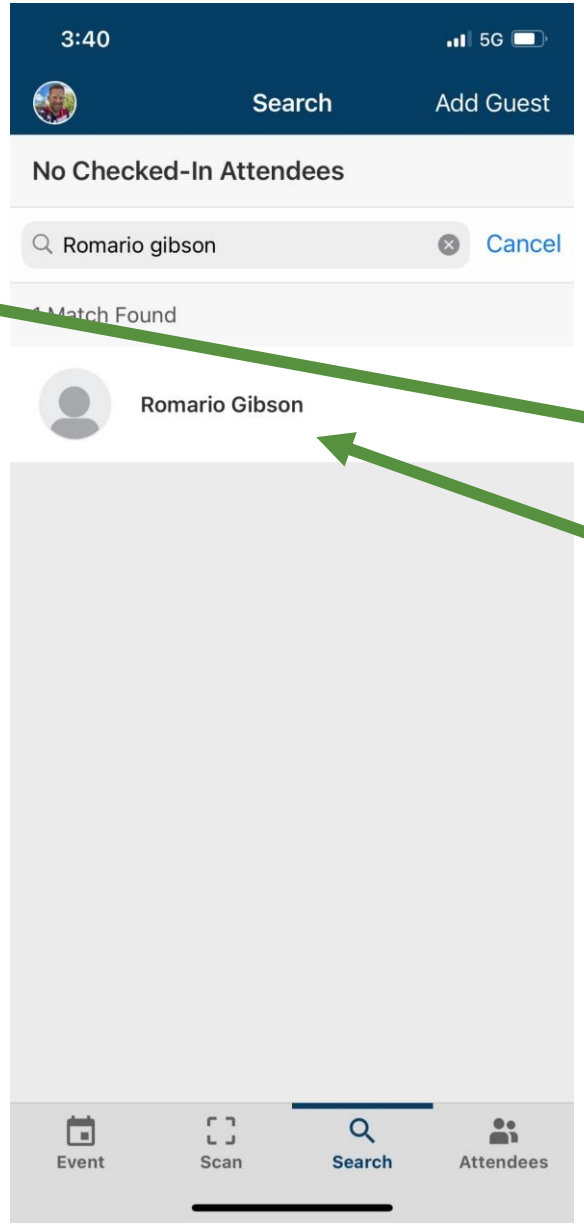
Check People In

Choose Start Scanning

Then scan QR Code

OR choose “No Pass?” on next screen

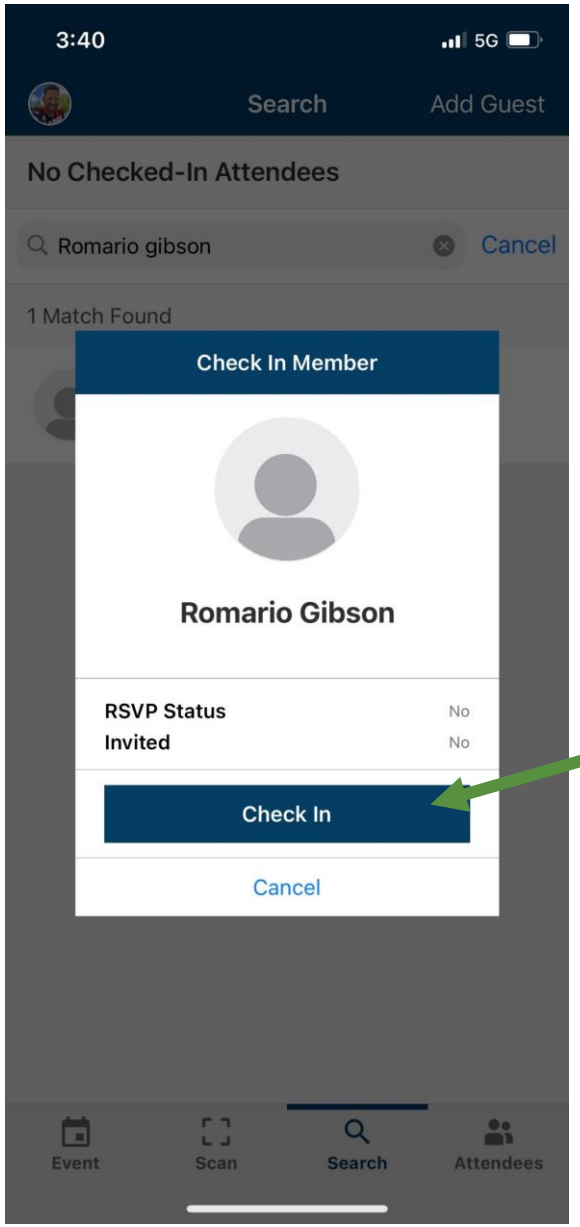


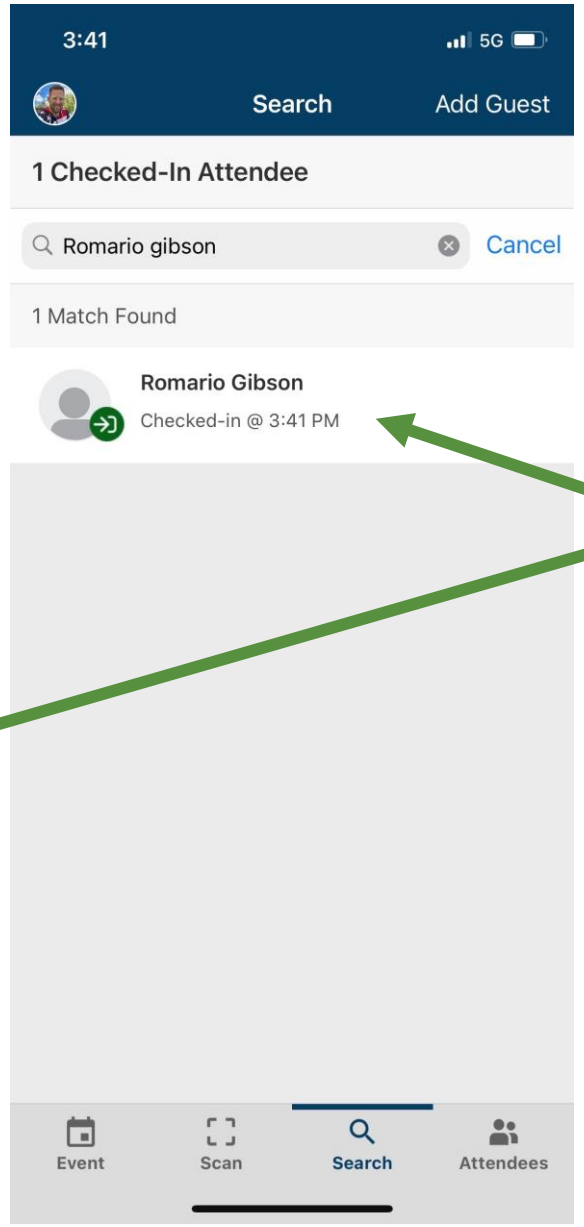


Choose "No Pass?"

Search Attendees Name

Choose Attendee

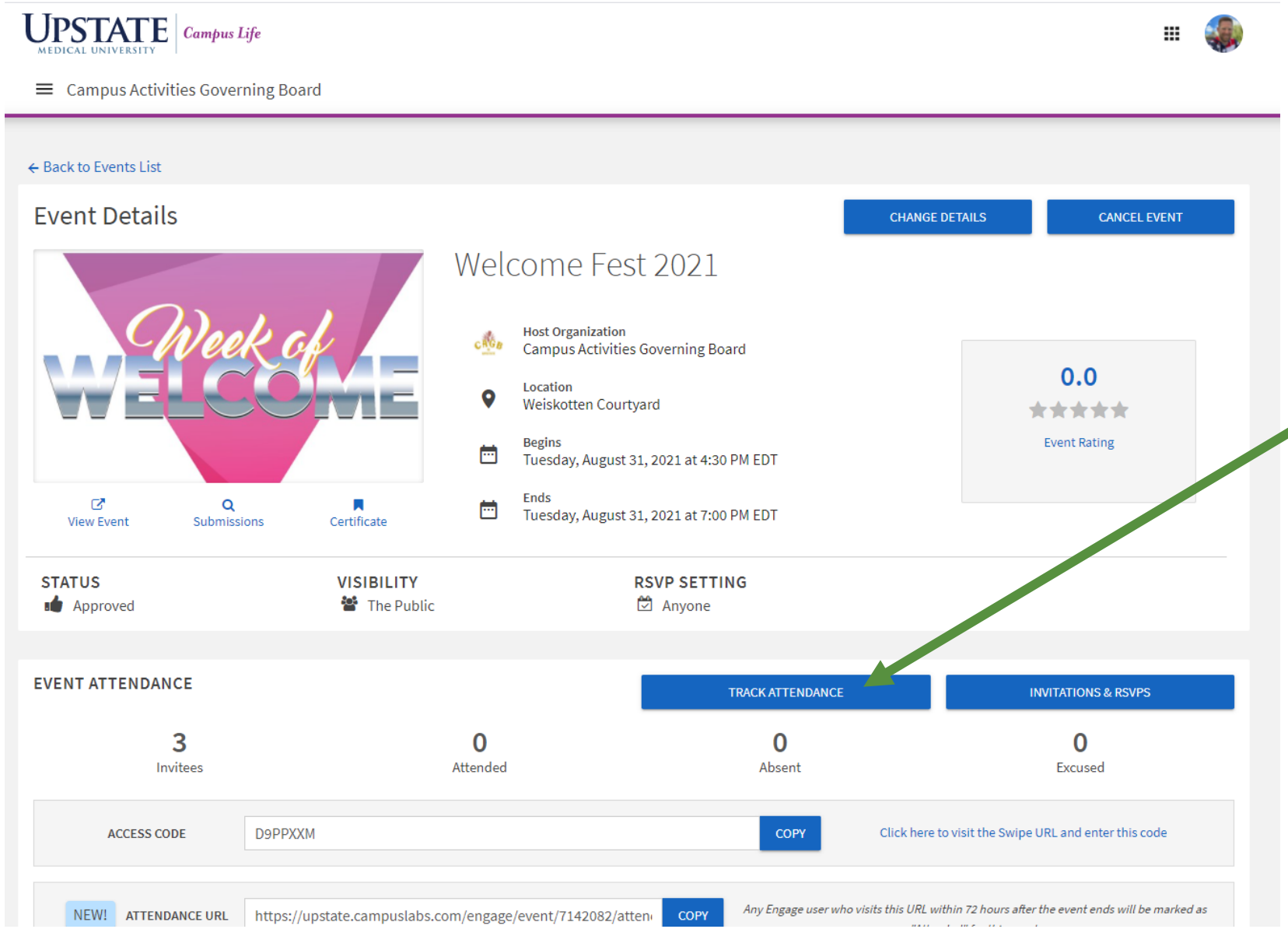




Final Check In

Choose Check In

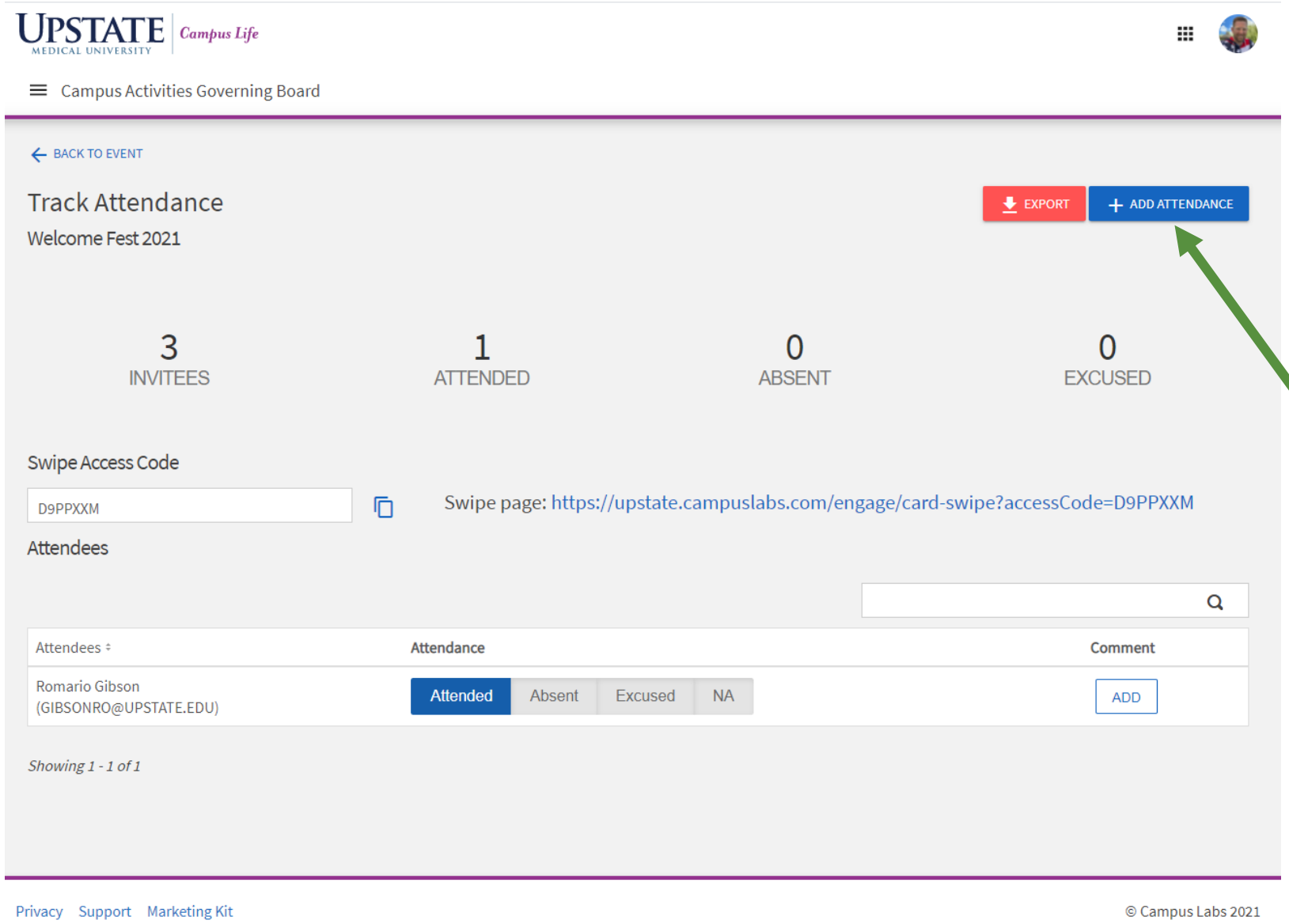
Attendee is shown as checked in



Computer Check In

Navigate to Event

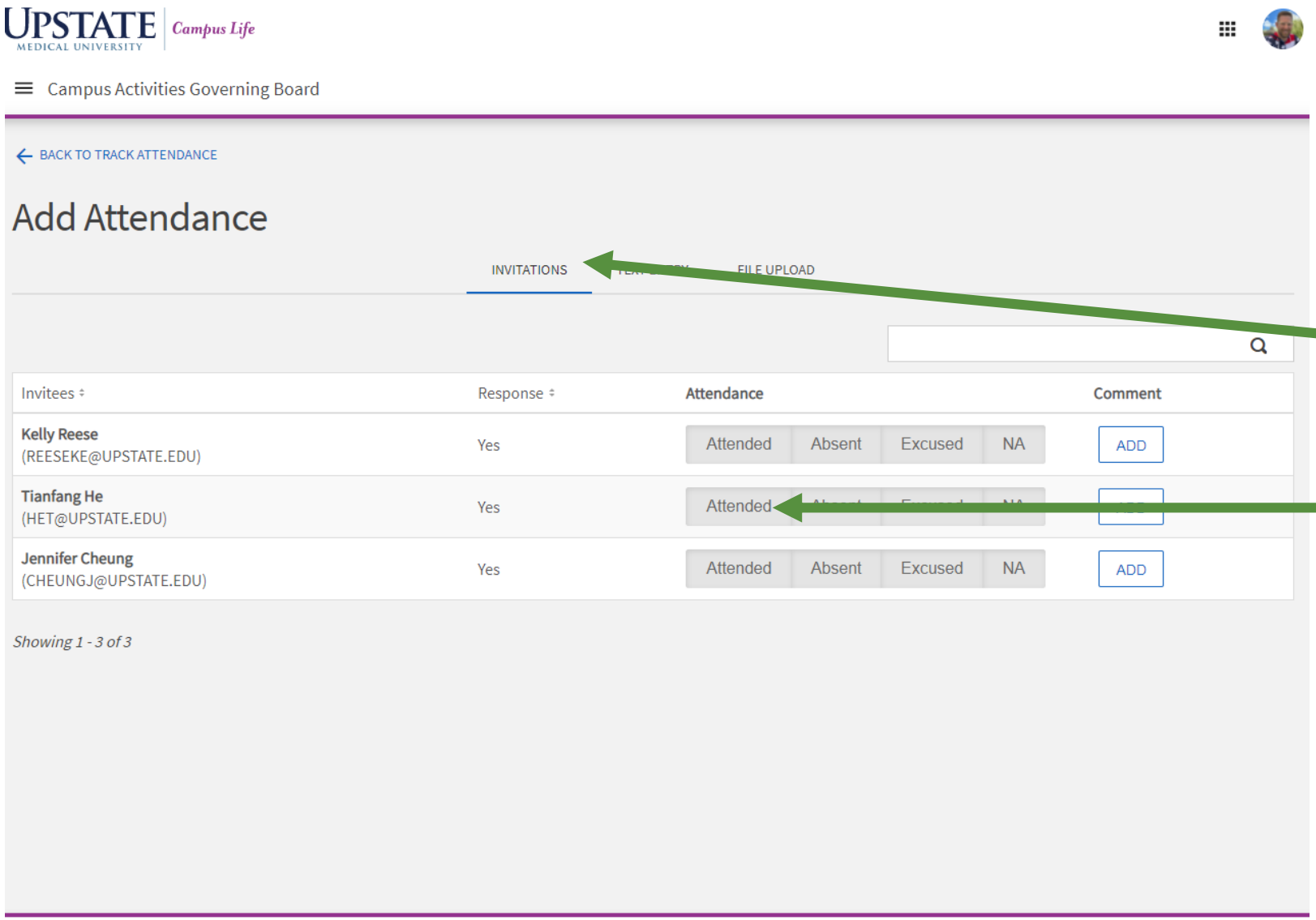
Choose Track Attendance



Track Attendance

Shows all students checked into event

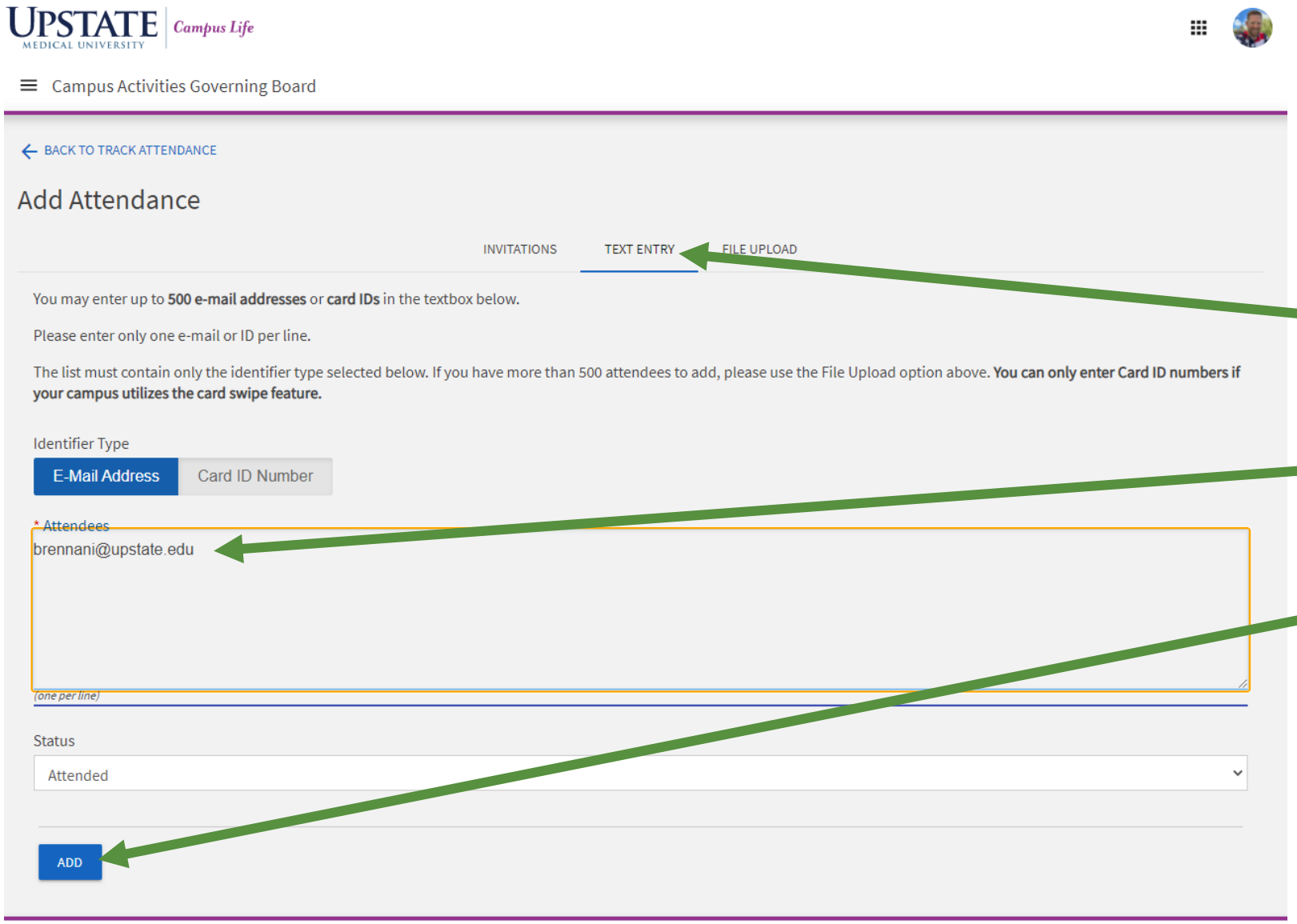
Choose Add Attendance



RSVP & Invitations

Students Invited or those who RSVP show here

Can Click "Attended"

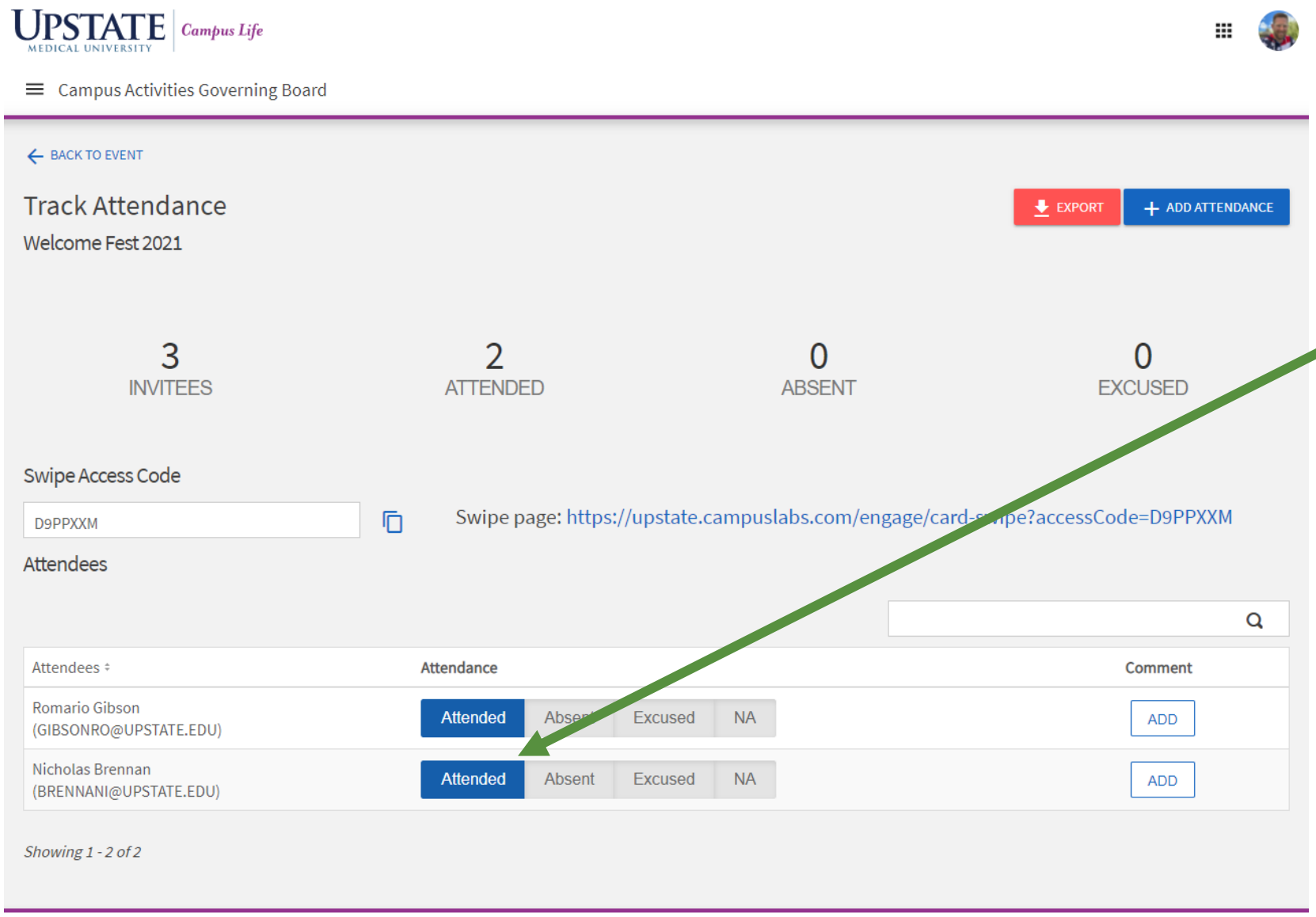


Enter Email

Choose Text Entry

Enter Email of Students

Choose Add



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