Event Check-in for Hosts

Step 1. - Download the Campus Labs Event Check-In App



Step 2. - Find Event Code on The Hub

If you have created an event on The Hub, go into events and view your event (If not, create an event on your Hub page first!)

Event Details	VISIBILITY	nbers	RSVP SETTIN	
ATTENDANCE O O O Invitees Attended Absent	0 Excused	ACCESS CODE	COPY SV	WPE URL
	This is	s your event coc	le	

Student Involvement, Leadership, and Transitions
☑ silt@emory.edu
﴿ (404) 727-6169
◎ @emorysilt
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The Hub

Step 3. - Enter Event code on Campus Labs Event Check-In App and press start session

	< Sign In C	Details
	EMORY EMORY LOGIN	
	Login to Campus Labs	
Enter Your Event Code	Network ID	Emory University
Or D9XYJ8P Start Session	Password Password Login Forgot Password?	Dooley Training 12-Sep-2019 11:00 AM - 1:00 PM HOSTED BY Student Training, Education, and Engagement Resource Team
QWERTYUIOP ASDFGHJKL ZXCVBNM	Login is Emory's authentication tool for logging into multiple web systems and applications. If you have any questions, problems, or comments about Login, please contact the University Service Desk at (404) 727-7777 or the Emory Healthcare Call Center at (404) 778-HELP. You may also submit an IT support request at http://help.emory.edu/.	Start Scanning
□23 space Send	You are about to access a computer system maintained or made available by Emory University	Details Scan Lookup Attend

This is the same event code you found on your Hub event page.

It'll direct you to the Emory Login where you sign in with your Emory ID and password. This is the event page that will pop up after you have logged in. This where you can check people in and track attendance!

Press "Start Scanning" to scan event passes.



The Hub

Step 4. - Checking attendees in

Option 2:

If the student does not have access to the Corq app during the event, they can be checked in using their name or email ID on the Campus Labs Events Check-In App itself.

Option 1:

Scan student's Corq Event Pass



- OR -



 Cookup
 +

 Doley Training Started @ 11:00 AM
 O attendees

 C
 Search by name or e-mail

Press the "Lookup" Button on your event page in the Campus Labs App. You can enter student's name or email ID to check them in.

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The Hub