

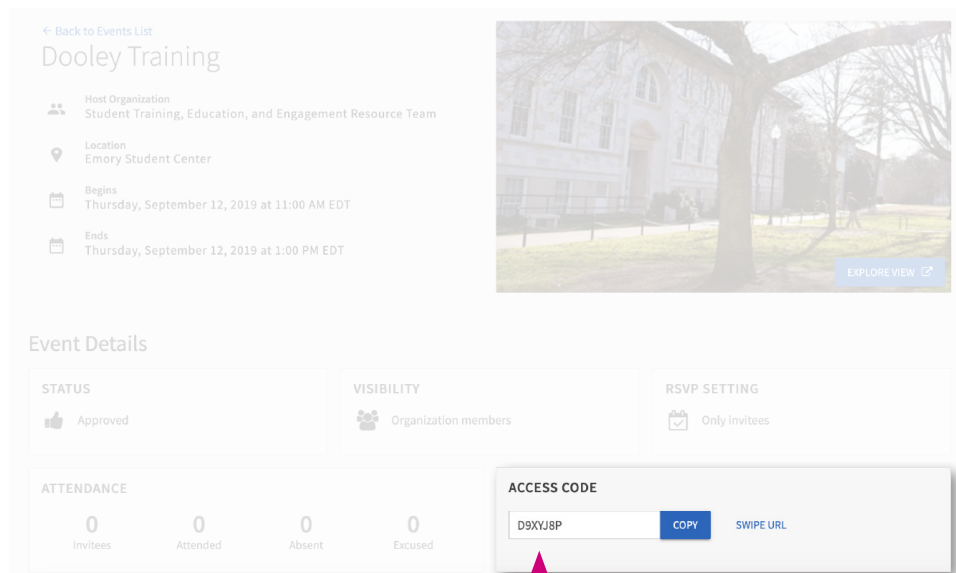
Event Check-in for Hosts

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!)



← Back to Events List

Dooley Training

Host Organization
Student Training, Education, and Engagement Resource Team

Location
Emory Student Center

Begins
Thursday, September 12, 2019 at 11:00 AM EDT

Ends
Thursday, September 12, 2019 at 1:00 PM EDT

EXPLORE VIEW

Event Details

STATUS Approved	VISIBILITY Organization members	RSVP SETTING Only invitees
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ATTENDANCE

0 Invitees	0 Attended	0 Absent	0 Excused
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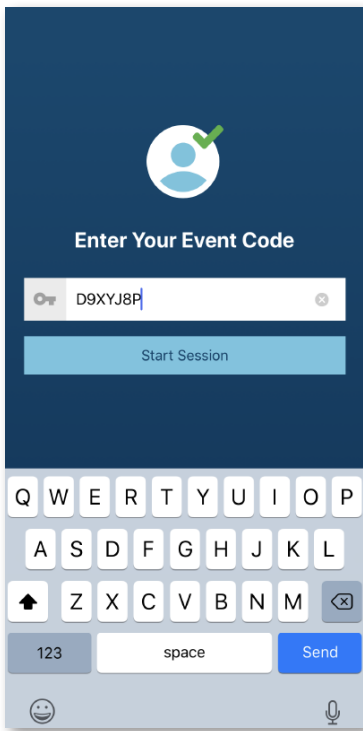
ACCESS CODE

D9XYJ8P COPY SWIPE URL

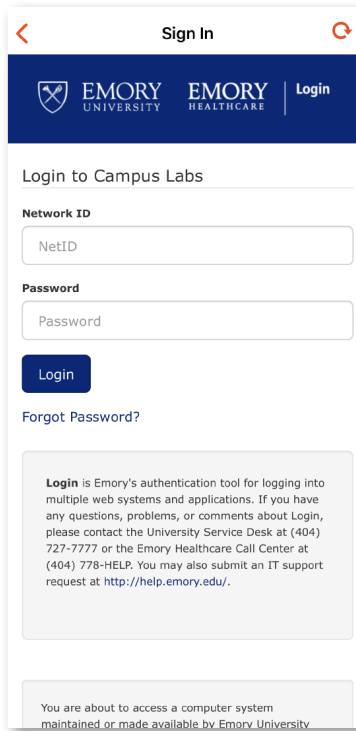
This is your event code



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



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.

Student Involvement, Leadership, and Transitions

✉ silt@emory.edu

☎ (404) 727-6169

📷 @emorysilt

📘 Student Involvement, Leadership, and Transitions



EMORY
UNIVERSITY

The Hub

Step 4. - Checking attendees in

Option 1:

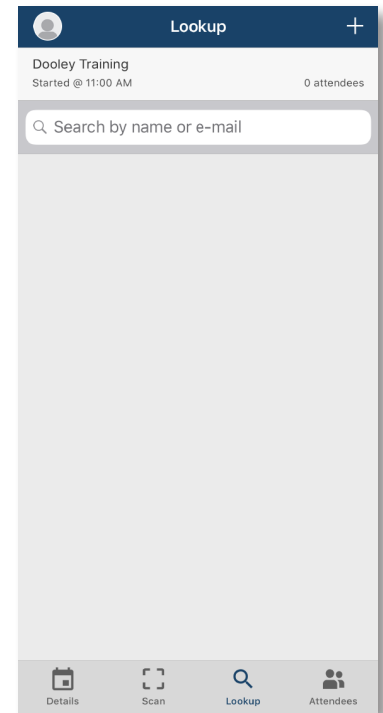
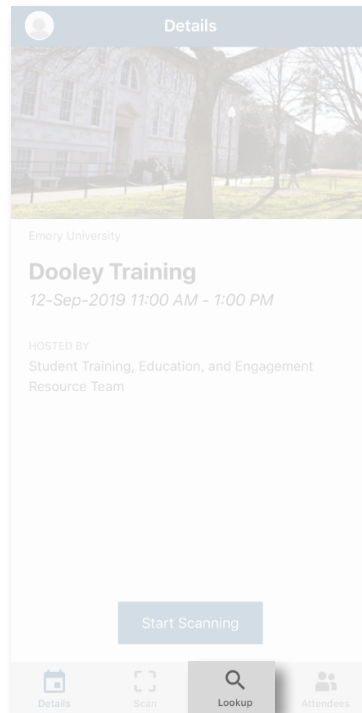
Scan student's Corq Event Pass



- OR -

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.



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.