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!)

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.
Step 4. - Checking attendees in

Option 1:
Scan student’s Corq Event Pass

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.