

## How to Use

# The Event Check-In App for Event Organizers

Available via ExperienceBU, the Event Check-In App is a safe and innovative way to manage attendance during in-person events at Brock. Below are all the steps needed to get started with the app.



### Download the app

Search for and download the **Campus Labs Event Check-in App** in your app store. The app is free to download. WIFI and allowing the app to access your camera are also required. No WIFI or poor WIFI? Learn how to turn your phone into a WIFI hotspot [here](#).



### Input your access code into the app

Go to the "Manage" end of ExperienceBU, find the event you will be checking guests into with the app, and copy and paste the 7-digit access code into the Event Check-In App.



### Check-in Attendees

Once the access code is inputted, you will be prompted to login with your Brock credentials.

- Click "Start Scanning" to check students in who have an event pass/QR code
- Scan student event passes/QR codes by hovering your phone camera over their pass and selecting "Check In".
- Click "No Pass" and enter Brock student e-mails into the search bar to check in students without an event pass/QR code
- Click the "Search"/magnifying glass option, then "Add Guest" to check-in external, non-Brock guests



### Monitor attendance by clicking "Attendees"

Click the "Attendees" button anytime to monitor who is at your event.



### Remove attendees leaving early

Find the checked-in attendee from your attendees list and select "Remove" if you do not want the attendee to appear on your final attendance list.



### Check out students and guests

Scan a students' event pass/QR code or find the guest from your "Attendees" list and select "Check out". Note: your attendance report will show check-in times for attendees only.



### Export your attendance

Go to your ExperienceBU event from the "Manage" end, then select "Track Attendance". Select "Export" to get an Excel spreadsheet of your attendance data.

Questions? E-mail [experiencebu@brocku.ca](mailto:experiencebu@brocku.ca) or check out our tutorial video:

<https://brocku.ca/experiencebu/main/event-check-in-app/>