



ATTENDEE INSTRUCTIONS

- Sign in to **beINvolved**.
- Click on your **profile picture** in the upper right-hand corner of the screen.
- **Event Pass** is the first option. Click it.
- Save your **Event Pass QR Code** to your Apple Wallet, Google Pay, or do a screen capture and save it to your phone. Your Event Pass QR Code is unique to you and can be used at any campus event using **beINvolved Event Pass Check-in**.

HOST/PRESENTER INSTRUCTIONS

- Download the “**Campus Labs Event Check-In**” app from the Apple Store or Google Play and install it on your phone.
- Next, **log-in to beINvolved** and go to the event for which you want to track attendance.
- On your phone, open the app and enter the 7-character **beINvolved event access code** and tap “**Start Session**.”
 - If your phone asks for **permission to use your camera**, choose “yes” because it will need the camera in order to scan Event Passes.
- You are now ready to start scanning your attendee’s **Event Pass QR Code**.
 - Position the edges of the box over the edges of an attendee’s Event Pass. As soon as it recognizes the user, it will display a box with their basic details, including their RSVP status.
 - Tap “**Check In**” to confirm the user and click “**OK**” to continue scanning.
 - When you are finished scanning in the attendees, **close your session**. You can either close your app or tap on your profile picture in the top left side of the screen, then select “End Session.”

TROUBLESHOOTING

Attendee without a mobile pass?

If you come across an attendee without a mobile pass, tap **No Pass?** below the scanning area or select **Lookup** from the bottom menu. **Search for the attendee** by name or email, and when you find the right person, tap their name to confirm their check-in. If searching by email, you will need to enter the complete email address of the user to locate them. If the attendee is not in the system, you can add them by email if you click on the plus sign located in the top right of the screen, type in their email address, and submit.

Switching between scanning passes and viewing attendee list

At any point, you can toggle between scanning passes and the attendee list. Tap **Attendees** in the bottom right of the screen to view the full list of attendees. If you need to **remove someone** from the list, tap on their name, swipe left, and then select Remove.

TRACKING ATTENDANCE AT A LARGE SCALE EVENT

- In the center of the page under Event Attendance, click on “**View QR Code**.” Download the QR Code and:
 - **Attach to a PowerPoint slide** and ask attendees to scan the QR code at the beginning of the event, or
 - **Print out** the QR Code to fit on an 8.5x11 piece of paper and post at the entrance of the event.
- The **attendee will scan in** and be prompted to sign-in to **beINvolved**.