A close up of a logo

Description automatically generated

# ATTENDANCE

TRACKING GUIDE

Guide Created by Binghamton University

#### CHECKING IN PRE-REGISTERED ATTENDEES

* **Where To Find (Web Browser)?** 
  + Your Group > Events.
  + Click Specific Event & Scroll Down.
  + Click ‘Check In’ Button Next To Students’ Names Who Have Registered.
* **Needed Devices?** Laptop, Tablet or CampusGroups App

#### ADDING NON-REGISTERED ATTENDEES

* **Where To Find (Web Browser)?** 
  + Your Group > Events.
  + Click Specific Event & Scroll Down.
  + Click Green ‘Add or Invite Attendees’ Button.
  + Type Students/Staff Names.
  + Click ‘Also Marked Them As Checked In’ Button (If Applicable).
  + Click ‘Add’ Button.
* **Needed Devices?** Laptop, Tablet or Phone (CampusGroups App)

#### TRACKING ATTENDANCE WITH A COMPUTER

* **Where To Find (Web Browser)?** 
  + Your Group > Events.
  + Click Specific Event.
  + Click Green ‘Track Attendance’ Button (Top Right).
  + Click Settings.
  + Check YES To ‘RSVP At The Door.’
  + Choose Either ‘Scan/Swipe ID Cards,’ ‘Enter Name/Email, Or ‘Both.’
  + Click Save.
  + Click Green ‘Track Attendance’ Button (Again).
  + ‘Track Attendance With A Computer’ Button.
  + Have Students/Staff Type Their Names/Type Their Names For Them.
* **Needed Devices?** Laptop, Tablet or Phone (CampusGroups App)

#### TRACKING ATTENDANCE WITH A KIOSK

* **Where To Find (Web Browser)?** 
  + Your Group > Events.
  + Click Specific Event.
  + Click Green ‘Track Attendance’ Button.
  + Click Settings.
  + Check YES To ‘RSVP At The Door.’
  + Choose Either ‘Scan/Swipe ID Cards,’ ‘Enter Name/Email, Or ‘Both.’
  + Click Save.
  + Click Green ‘Track Attendance’ Button (Again).
  + ‘Self Check-In Kiosk’ Button.
  + Copy/Paste Kiosk Link Into Separate Tab.
  + Have Students/Staff Type Their Names/Type Their Names For Them.
* **Needed Devices?** Laptop, Tablet or Phone (CampusGroups App)

#### EVENT HOST SCANNING STUDENT QR CODES

* **Where To Find (Web Browser)?** 
  + Your Group > Events.
  + Click Specific Event & Scroll Down.
  + Click Green ‘Add or Invite Attendees’ Button.
  + Type Students/Staff Names.
  + Click ‘Also Marked Them As Checked In’ Button (If Applicable).
  + Click ‘Add’ Button.
* **Needed Devices?** Laptop, Tablet or Phone (CampusGroups App)

#### STUDENTS/STAFF SCANNING EVENT QR CODE

* **Where To Find (CampusGroups App)?** 
  + Display Your Event QR Code (Laptop, Tablet, Phone Or Paper).
  + Direct Your Students To 3 Lines (Bottom Left Corner).
  + Click Individual QR Code (Top Right).
  + Click ‘Scan QR Code’ Button.
  + Have Students/Staff Scan QR Code.
* **Needed Devices?** Tablet or Phone (CampusGroups App)

#### EVENT HOST SCANNING ID CARD BARCODES

* **Where To Find (CampusGroups App)?** 
  + Open CampusGroups App
  + Campus Events > Click Specific Event.
  + Click 3 Dots (Top Right Corner).
  + Click ‘Check In Attendees’ Option (First Option).
  + Choose QR Code Image (Third Option).
  + Scan Student The Barcode On The Back Of Student/Staff ID Cards (With Device Camera).
* **Needed Devices?** Tablet or Phone (CampusGroups App)

#### EVENT HOST SWIPING ID CARDS

* **Where To Find (CampusGroups App)?** 
  + Insert Card Reader Into Tablet/Phone.
  + Open CampusGroups App.
  + Campus Events > Click Specific Event.
  + Click 3 Dots (Top Right Corner)
  + Click ‘Check In Attendees’ Option (First Option).
  + Choose Card Reader Image (Second Option).
  + Swipe Student/Staff ID Cards.
* **Where To Find (Web Browser)?** 
  + Insert Card Reader Into Laptop.
  + Follow Instructions Above For Either ‘Tracking Attendance With Computer’ Or ‘Tracking Attendance With Kiosk.’
  + Swipe Student/Staff ID Cards.
* **Needed Devices? Tablet or Phone** (CampusGroups App)

#### CAMPUSGROUPS ARTICLES

* [General Attendance Tracking](○%09https:/help.campusgroups.com/en/articles/1105616-how-to-track-event-attendance)
* [Self Check-In (iPhone App)](○%09https:/help.campusgroups.com/en/articles/1105862-how-to-self-check-in-with-the-event-qr-code-on-the-iphone-app)
* [Self Check-In (Android App)](○%09https:/help.campusgroups.com/en/articles/1105849-how-to-self-check-in-from-the-event-qr-code-with-the-android-app)
* [Kiosk](○%09https:/help.campusgroups.com/en/articles/2855924-how-to-use-the-kiosk-to-track-attendance)
* [Manual Check-In (iPhone App)](○%09https:/help.campusgroups.com/en/articles/1105949-how-to-check-in-people-during-an-event-with-the-iphone-app)
* [Manual Check-In (Android App)](○%09https:/help.campusgroups.com/en/articles/1105938-how-to-check-in-people-during-an-event-with-the-android-app)
* [QR Code Self Check-In](○%09http:/help.campusgroups.com/en/articles/1105584-how-to-activate-the-qr-code-self-check-in-feature-to-your-event)

#### CAMPUSGROUPS VIDEOS

* [Track Attendance With A Mobile Device](○https:/www.youtube.com/watch?v=rSCigkX192I&feature=youtu.be)
* [Track Attendance With A Computer](○https:/www.youtube.com/watch?v=OVw9GvGK-ns&feature=youtu.be)
* [Self Check-In Methods](○https:/www.youtube.com/watch?v=CUobzOM8h_k&feature=youtu.be)

#### NEED MORE HELP?

1. Explore CampusGroups Resource Articles [http://help.campusgroups.com.](http://help.campusgroups.com/)
2. Click “?” on bottom right to access CampusGroups Support.
3. Email campus contacts (insert campus contact emails).