

# 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](%E2%97%8B%09https%3A/help.campusgroups.com/en/articles/1105616-how-to-track-event-attendance)
* [Self Check-In (iPhone App)](%E2%97%8B%09https%3A/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)](%E2%97%8B%09https%3A/help.campusgroups.com/en/articles/1105849-how-to-self-check-in-from-the-event-qr-code-with-the-android-app)
* [Kiosk](%E2%97%8B%09https%3A/help.campusgroups.com/en/articles/2855924-how-to-use-the-kiosk-to-track-attendance)
* [Manual Check-In (iPhone App)](%E2%97%8B%09https%3A/help.campusgroups.com/en/articles/1105949-how-to-check-in-people-during-an-event-with-the-iphone-app)
* [Manual Check-In (Android App)](%E2%97%8B%09https%3A/help.campusgroups.com/en/articles/1105938-how-to-check-in-people-during-an-event-with-the-android-app)
* [QR Code Self Check-In](%E2%97%8B%09http%3A/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](%E2%97%8Bhttps%3A/www.youtube.com/watch?v=rSCigkX192I&feature=youtu.be)
* [Track Attendance With A Computer](%E2%97%8Bhttps%3A/www.youtube.com/watch?v=OVw9GvGK-ns&feature=youtu.be)
* [Self Check-In Methods](%E2%97%8Bhttps%3A/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).