

HOW TO TRACK EVENT ATTENDANCE

OPTION 1: MOBILE CHECK IN

Requires: Event Check In App

- 1** Download the app:
Campus Labs Event Check In
- 2** Enter Event Access Code
from SB Engaged Event Page
* This code is only available on SBEngaged, not CORC*
- 3** Enter code & tap **"Start
Session"**. Log in with Net ID
- 4** Tap **"Start Scanning"**
- 5** Tap **"Check In"** to confirm user.
Click **"OK"** to continue
scanning

If you come across an attendee without a mobile pass
Tap **"No Pass?"** or select **"Lookup"** from the bottom menu

OPTION 2: SWIPE ID'S

Requires: Computer, USB Swiper &
Attendee ID Card

- 1** Go to event page in SB Engaged
& select **"Manage Event"**
- 2** Select **"Track Attendance"**
- 3** Copy Event Access Code &
click **"Swipe Page URL"**
- 4** Enter code & click **"Submit"**
- 5** Connect swiper & begin
swiping

Swipers are available to borrow from our office in Union
205 or can be purchased for a reasonable price

OPTION 3: IMPORT ATTENDANCE

Requires: Stony Brook Emails/ID Numbers

- 1** Go to event page in SB Engaged
& select **"Manage Event"**
- 2** Select **"Track Attendance"**
- 3** Select **"Add Attendance"**
- 4** Add Email Addresses or ID
numbers in Text Entry or
upload .csv or .txt files
with list of attendees

For virtual events download report from Zoom and add
names through this process!



The "Event Ratings" feature allows you to collect quick feedback from your attendees after an event is over. When this feature is enabled in the event form & attendance is added to event, users will automatically be asked for feedback once event is over!

Email studentengagement@stonybrook.edu with any questions!