

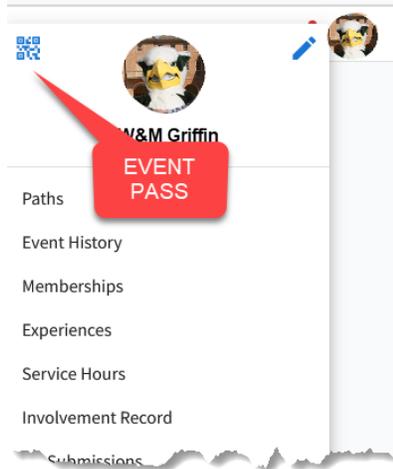
How to Track Attendance Using the TribeLink Event Check-In App

Before Your Event

- Download the Campus Labs Event Check-In App on your iPhone, iPad, or smartphone.
- If you plan on having multiple people track attendance, every person can download this app on their device. There is no limit to how many people you can have tracking attendance.
- Have your 7-digit Access Code ready to share with folks who will be helping you scan

At Your Event - when you are ready to scan attendance

- Open the Event Check-In App on your chosen device
- Enter the 7-digit code for your event - this can be found in the Event Details by an organization TribeLink Admin
- Click “start session” button
- You will be asked to log in using your WM credentials (through CAS)
- Confirm that the event is correct
- Click “start scanning” button
- If the student has their TribeLink Event Pass
 - Scan the pass and click “check-in” then “done”
- Where a Student Can find their Event Pass
 - They may have saved it in their Apple Wallet/Google Pay or in their photos
 - If they are logged into TribeLink, it’s with their account settings



- If the student does not have their TribeLink Event Pass
 - Click “no pass”
 - Search the student by their name or WM email (sometimes searching by last name is more efficient)
 - Click on the student from the search results
 - Click “check-in” then “done”
 - If they are not in the system, you can click “Add guest” (top right corner of the search screen) and add an email address
- When you are done scanning for the event, click on the profile picture in the top left corner of the screen and select “end session”