

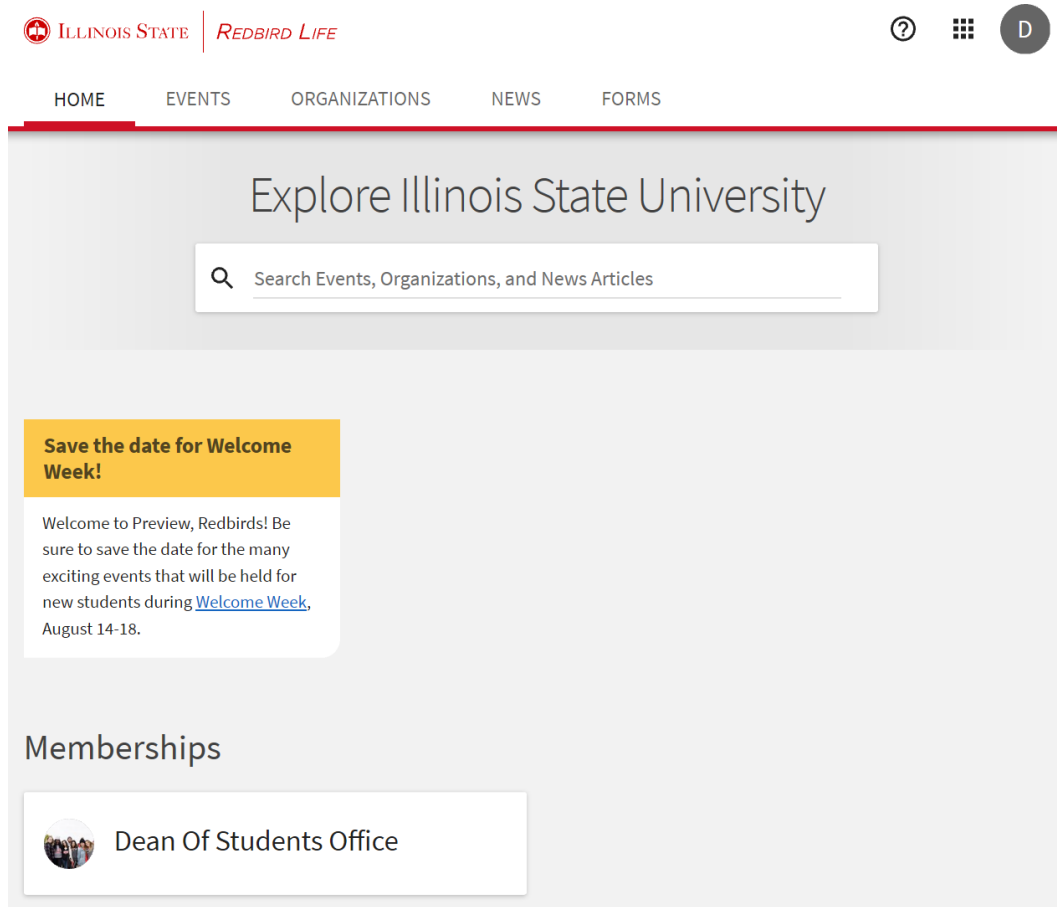
## **Event Check-In App and How to Use it**

These instructions will detail what the Event Check-in App is, and how to use it to track attendance at organization events on the Redbird Life Portal. To accomplish this, the user must first be listed as an officer on the roster of the organization hosting the event the app will be used with.

### **Before You Begin:**

1. Navigate to <https://RedbirdLife.illinoisstate.edu>
2. Click the blue 'Sign in' button in the top right of the page.  
This action will redirect you to a CentralLogin page.
3. After signing in with your CentralLogin, you will be redirected to your home page in Redbird Life (Figure 1).

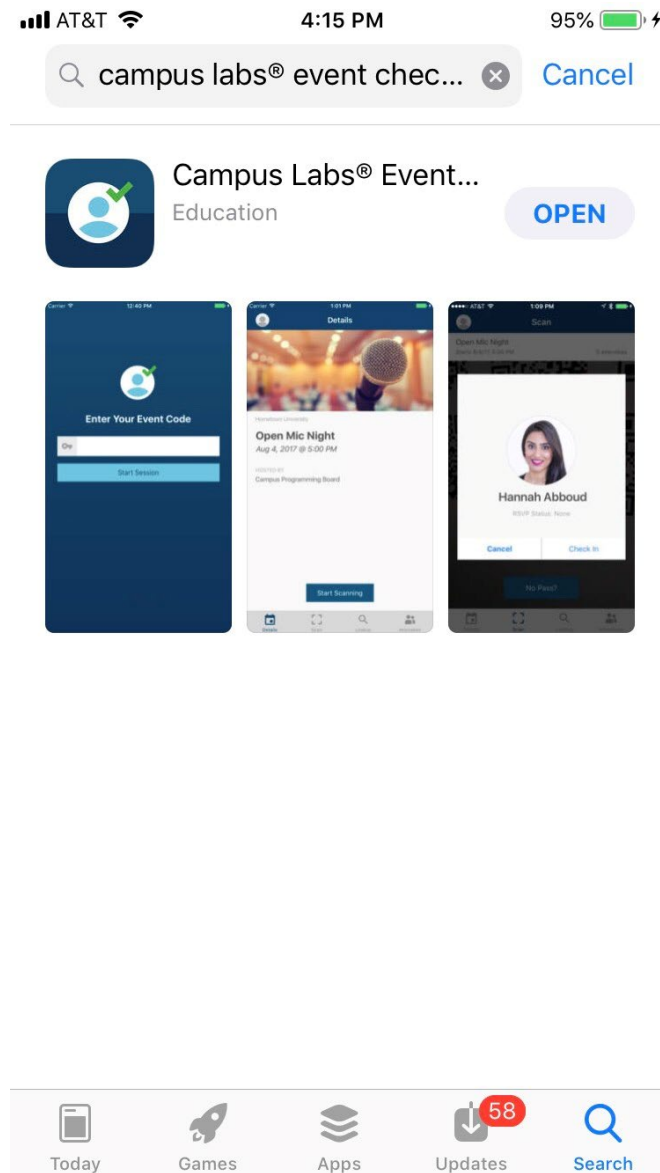
**Figure 1:**



4. Go to the app store for your phone (for the purposes of this article, the iPhone app will be displayed, but the Android version of the app functions identically).

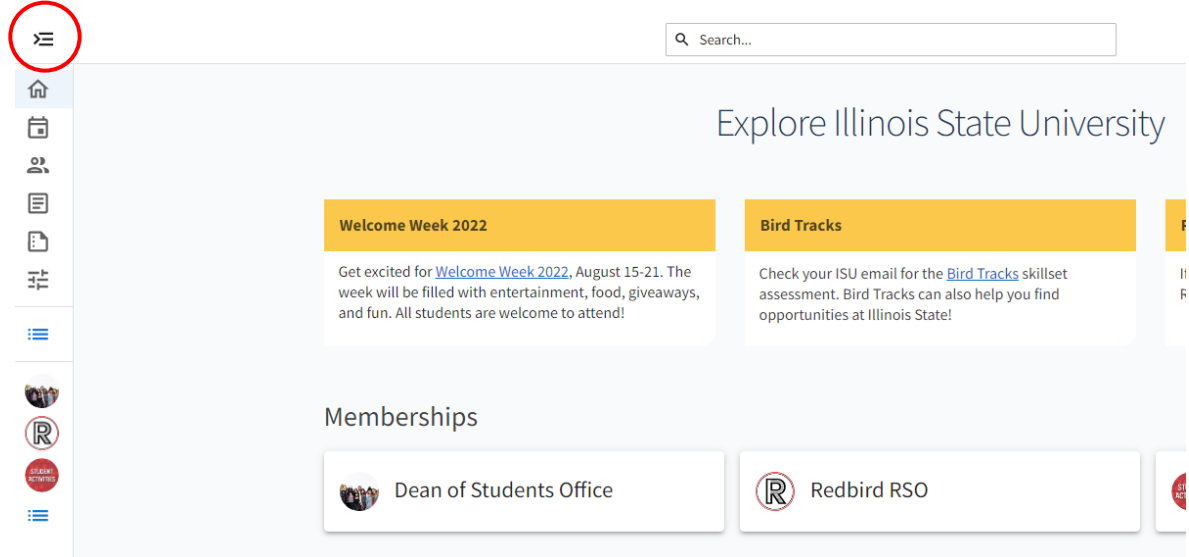
5. Search for “Event Check-in Campus Labs” and download the app (Figure 2).

**Figure 2:**

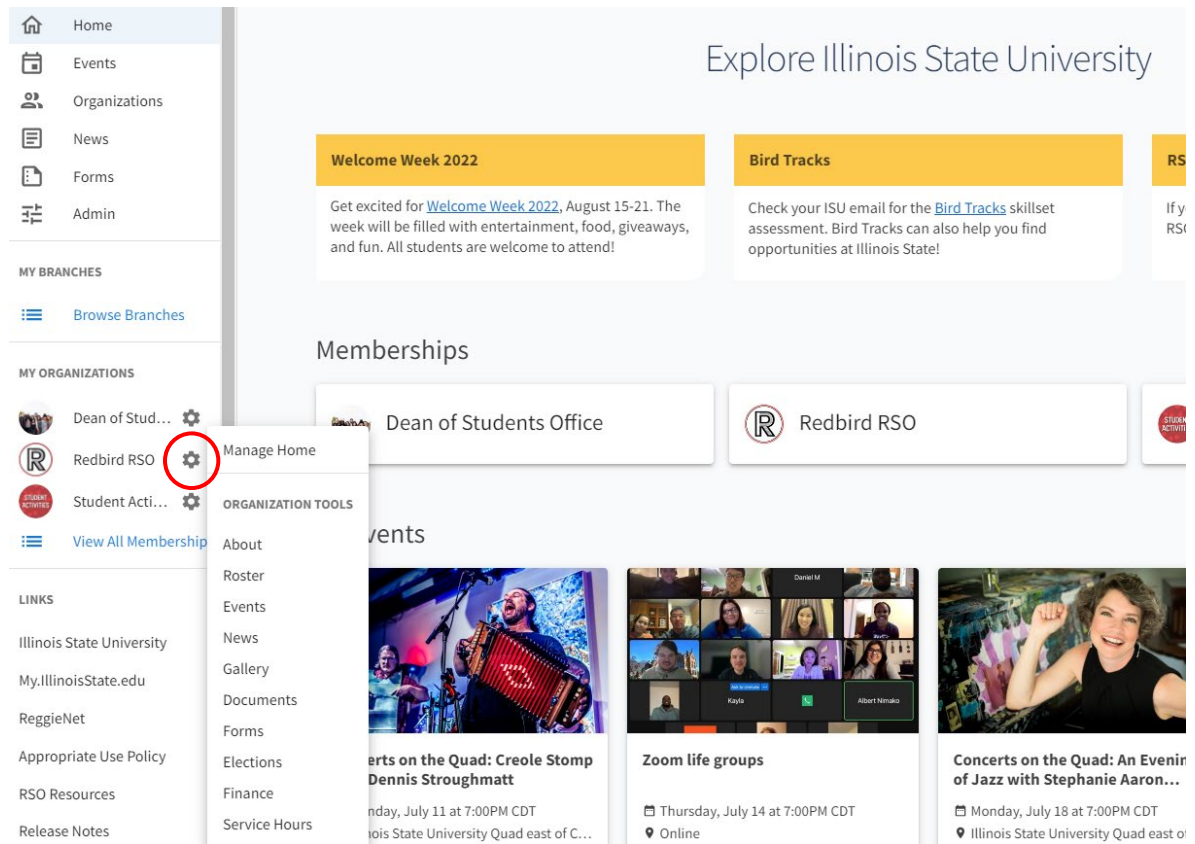


## Navigate to RSO Profile Tools

- Once you've successfully logged in to the system, select the button on the upper left side of the screen. This will expand the sidebar options.



- Click the "Gear Icon" next to the RSO profile you want to manage in order to display 'Organization Tools'.



## Managing Event Attendance

1. Select the 'Events' option from the ribbon on the left side of the page.
2. Click on the event you'd like to manage, this will bring you to the manage event page (Figure 5).

Figure 5:

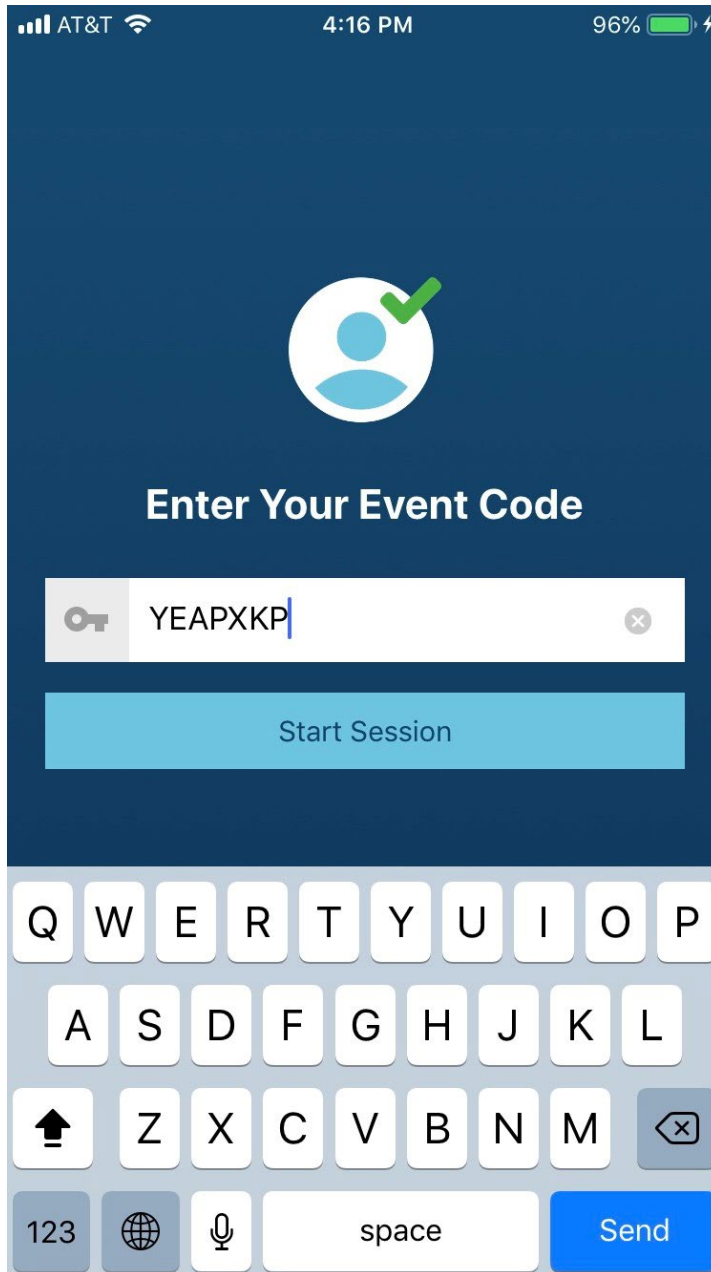
The screenshot shows the 'Redbird Life Action Center' interface. At the top, there is a navigation bar with the Illinois State logo, 'REDBIRD LIFE Action Center', and user profile icons. Below this is a breadcrumb trail: 'Dean Of Students Office'. The main content area is titled 'Demo Event' and includes a 'Back to Events List' link. Key event details are listed: Host Organization (Dean Of Students Office), Location (Bone), Begins (Friday, July 26, 2019 at 5:00 PM CDT), and Ends (Friday, July 26, 2019 at 6:00 PM CDT). A large image of a notebook and pen is shown with an 'EXPLORE VIEW' button. The 'Event Details' section contains three cards: 'STATUS' (Approved), 'VISIBILITY' (Students & staff at Redbird Life), and 'RSVP SETTING' (Anyone). Below these is an 'ATTENDANCE' summary showing 1 Invitee, 1 Attended, 0 Absent, and 0 Excused. A red box highlights the 'ACCESS CODE' section, which displays the code 'YEAPXKP' and a 'COPY' button. At the bottom, the 'Event Actions' section features buttons for 'View Submissions', 'Track Attendance', 'Change Details', 'Invitations & RSVPs', 'View Certificate', and 'Cancel Event'.

3. Write down the 'Access Code' somewhere accessible, or if you're logged on with your phone, you can copy the event code to your clipboard.

## Event Check-in App

1. Open the Event Check-in app on your mobile device.
2. Type in the Access Code in the space on the app's home page (Figure 6).
  - This action will then bring you to a CentralLogin page.

Figure 6:

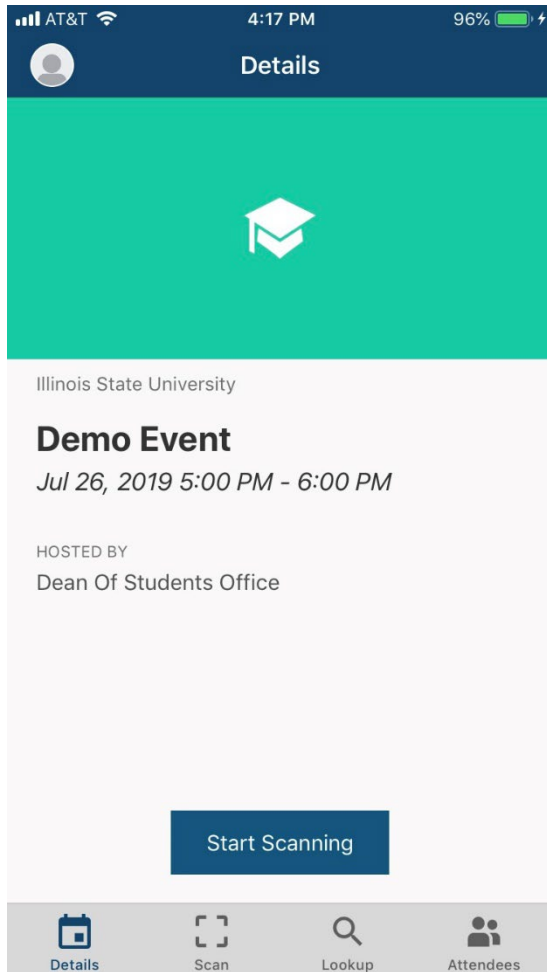


3. Enter your CentralLogin.
  - This will bring you to a brief info page for the event.
  - Once your event starts, you will now be able to take attendance with the Event Check-in app. Any attendees checked-in with their event pass (available from the Redbird Life

Portal), or university email registered on the Redbird Life Portal will be reflected on the event page on Redbird Life.

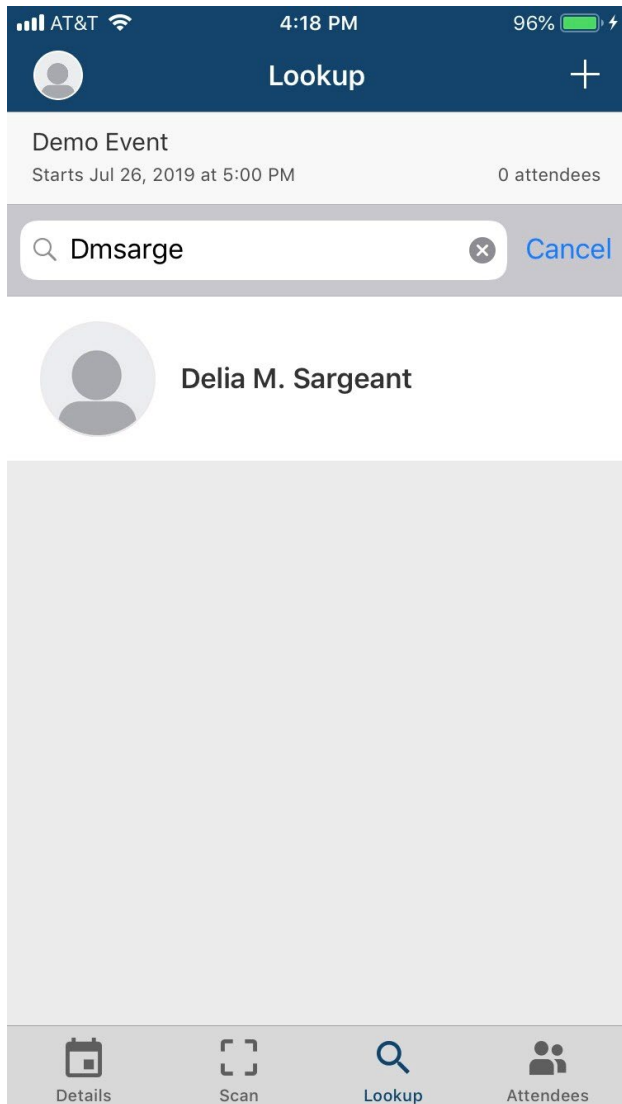
4. Select 'Start Scanning' on the bottom of the screen (Figure 7).
  - Be sure to allow the app to access your camera.
  - This same feature can be accessed by selecting the 'Scan' tab from the bottom menu bar.

**Figure 7:**



5. Scan any attendees' event passes as they enter your event.
6. If attendees don't have their event pass, you can check them in via email address by selecting the 'Lookup' tab from the bottom menu.
7. Enter the attendees' University email address or ULID into the search bar and press search (Figure 8).

**Figure 8:**



8. Once you've found the attendee, select the profile, this will show you whether they have RSVPed or not to your event, press the 'Check-in' button (Figure 9).

**Figure 9:**



# Lookup



## Demo Event

Starts Jul 26, 2019 at 5:00 PM

0 attendees

Dmsarge



Cancel



## Delia M. Sargeant

RSVP Status: Yes

Cancel

Check In



Details



Scan



Lookup

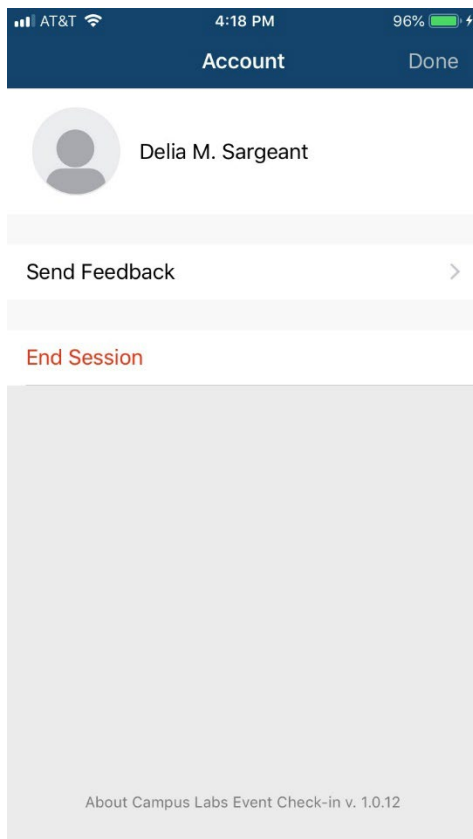


Attendees



9. To view attendees that you've checked in to your event, select the 'Attendees' tab from the bottom menu.
10. Once you are done taking attendance with the Event Check-in app, select the profile in the top left corner of the screen.
  - If you have set a profile picture for your Redbird Life profile, this will appear in that top left corner, otherwise the icon will be a simple grey silhouette.
11. Select the red, 'End Session' button to cease taking attendance for the event (Figure 10).
  - Sessions will need to be ended before you can start recording for another event.

**Figure 10:**



### **How to Get Help:**

For technical assistance, please contact the Technology Support Center by phone (309) 438-4357, or by email at [SupportCenter@ilstu.edu](mailto:SupportCenter@ilstu.edu).