## What is the 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:
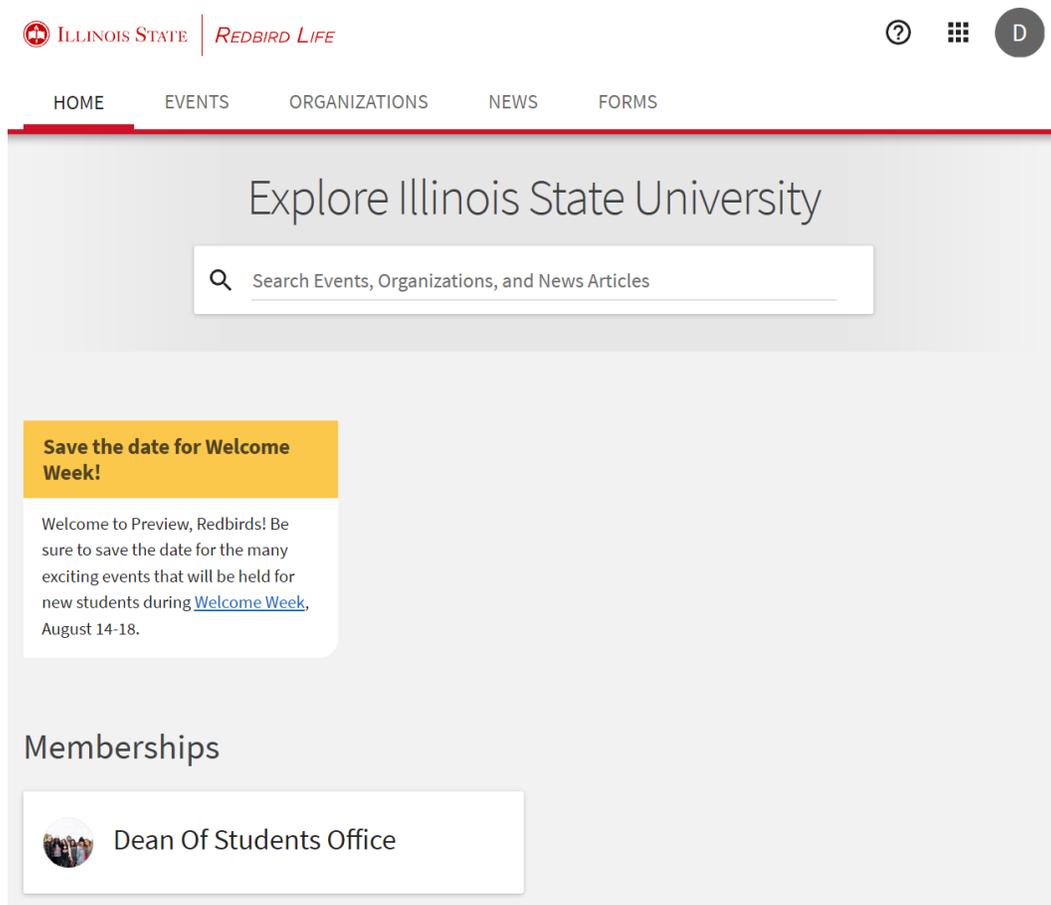
4. Go to the app store for your phone (for the purposes of this article, the iPhone app will be displayed, but the Android version of the app functions identically).
5. Search for "Event Check-in Campus Labs" and download the app (Figure 2).
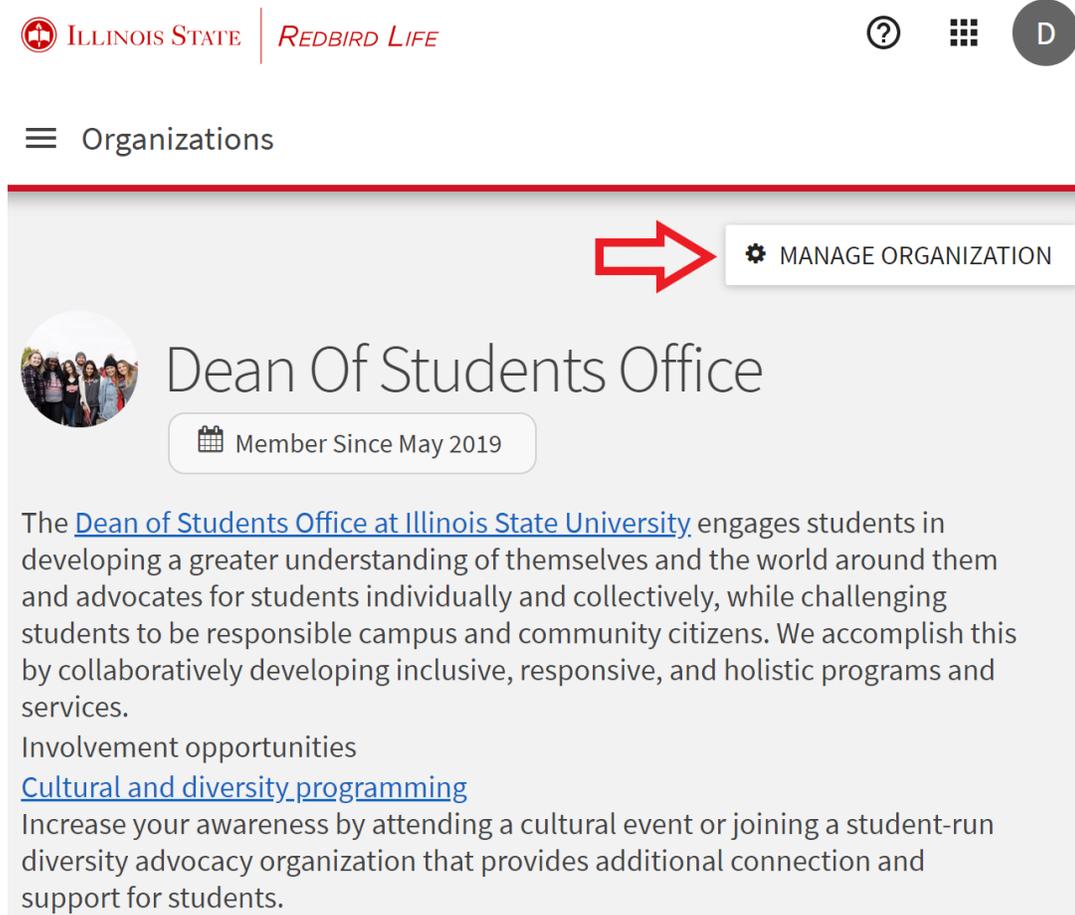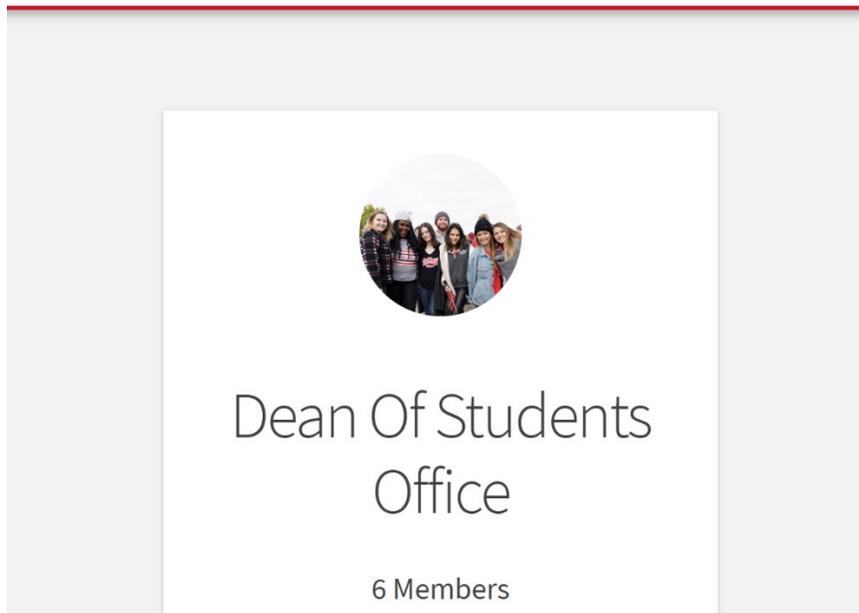
Figure 2:
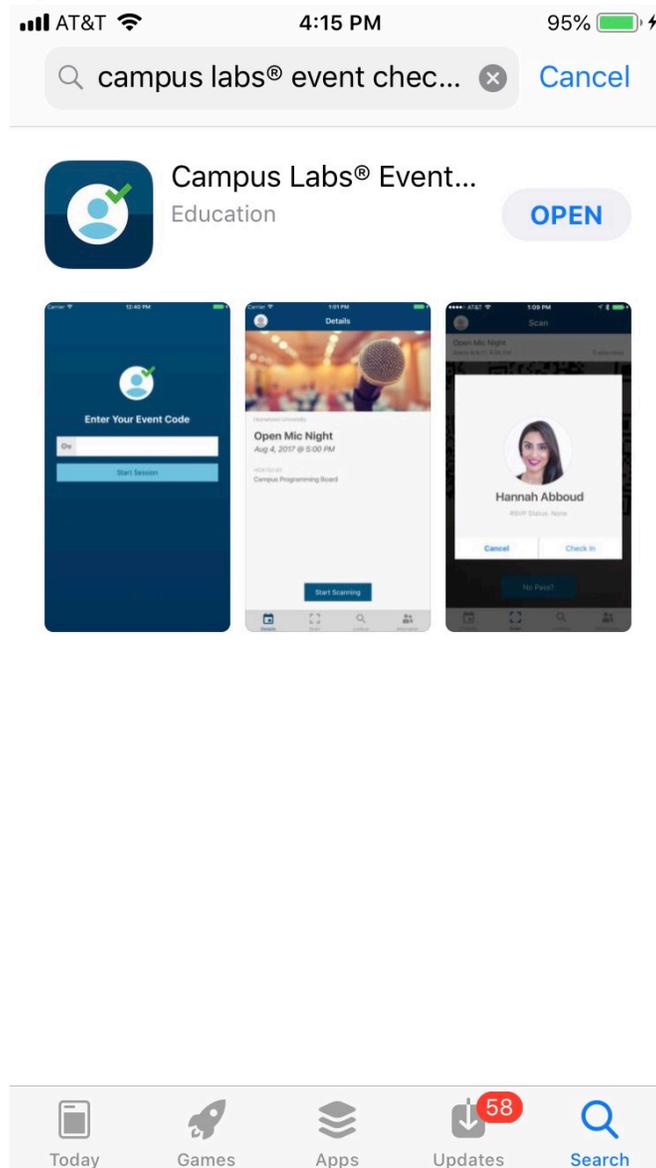
Events

1. Select the desired organization from those under the 'Memberships' heading on your homepage, remember you will need to be listed as an officer on the roster of the selected organization in order to manage the event.
2. Once on the organization's page, select the 'Manage Organization' button in the top right of the page (Figure 3). This will open your 'Action Center' as a new page or tab.

Figure 3:

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≡ Organizations

MANAGE ORGANIZATION

Dean Of Students Office

📅 Member Since May 2019

The Dean of Students Office at Illinois State University engages students in developing a greater understanding of themselves and the world around them and advocates for students individually and collectively, while challenging students to be responsible campus and community citizens. We accomplish this by collaboratively developing inclusive, responsive, and holistic programs and services.
Involvement opportunities
Cultural and diversity programming
Increase your awareness by attending a cultural event or joining a student-run diversity advocacy organization that provides additional connection and support for students.

3. In the action center, click the three lined 'options' button in the upper left side of the page (Figure 4).

Figure 4:

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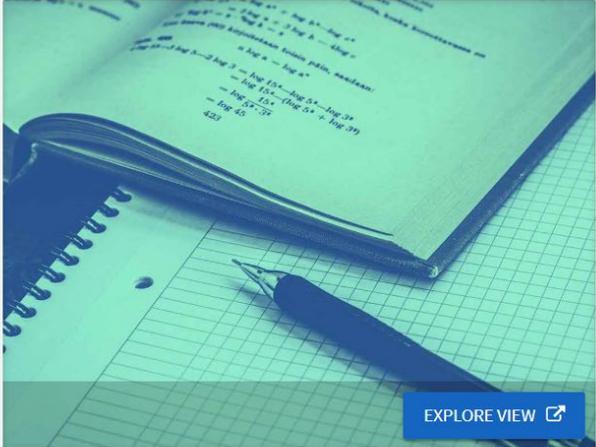
Figure 5:

6. 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:
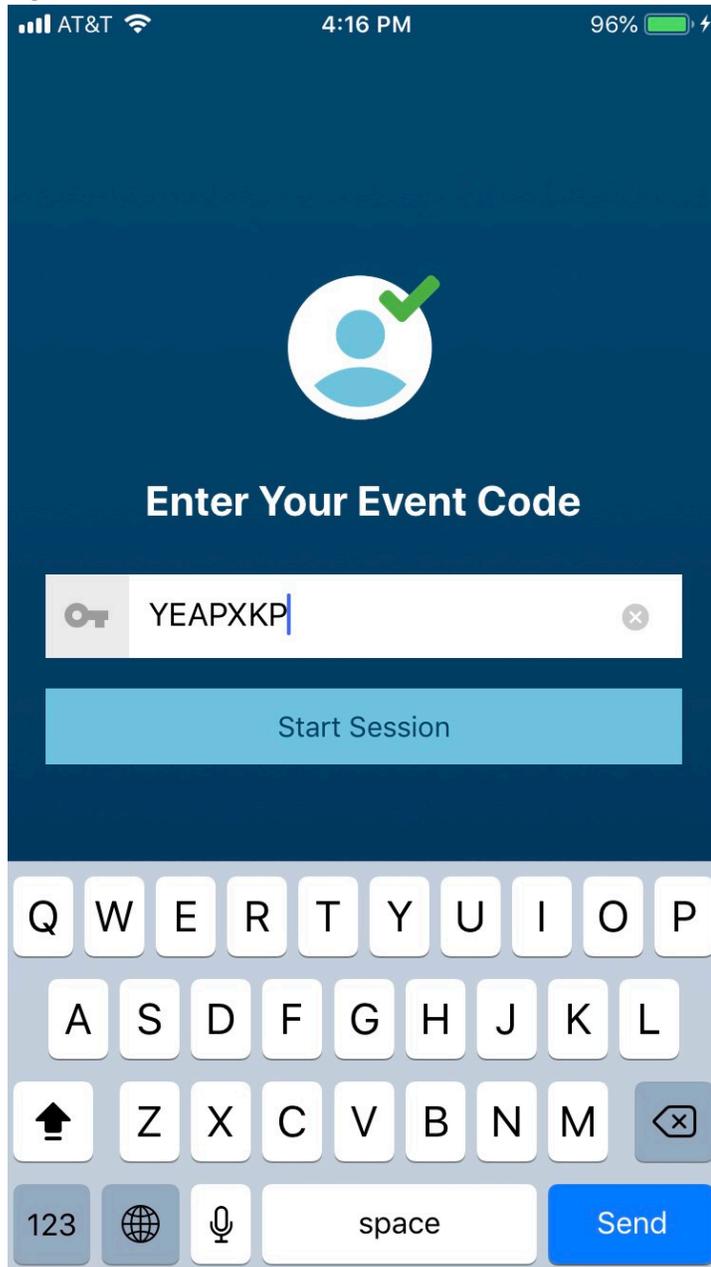
3. Enter your CentralLogin.
   - This will bring you to a brief info page for the event.
   - Once your event starts, you will now be able to take attendance with the Event Check-in app. Any attendees checked-in with their event pass (available from the Redbird Life Portal), or university email registered 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:
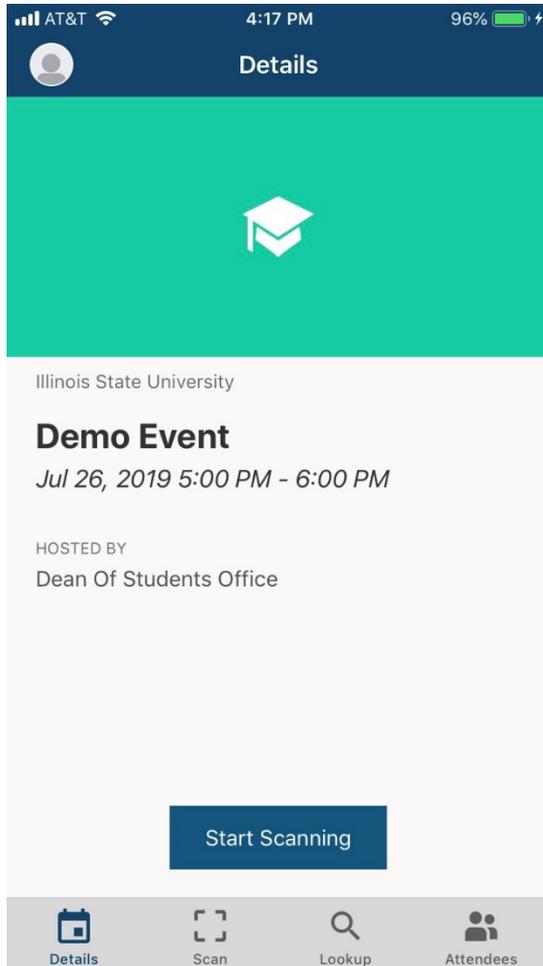
5. Scan any attendees' event passes as they enter your event.
6. If attendees don't have their event pass, you can check them in via email address by selecting the 'Lookup' tab from the bottom menu.
7. Enter the attendees' University email address or ULID into the search bar and press search (Figure 8).

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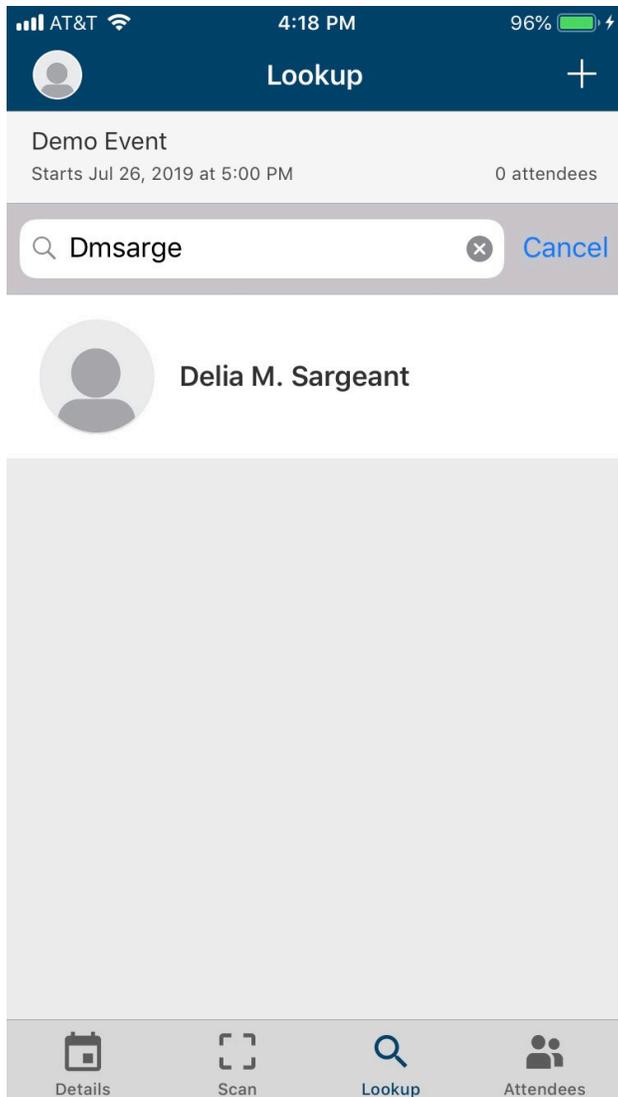
8. Once you've found the attendee, select the profile, this will show you whether they have RSVPed or not to your event, press the 'Check-in' button (Figure 9).

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:
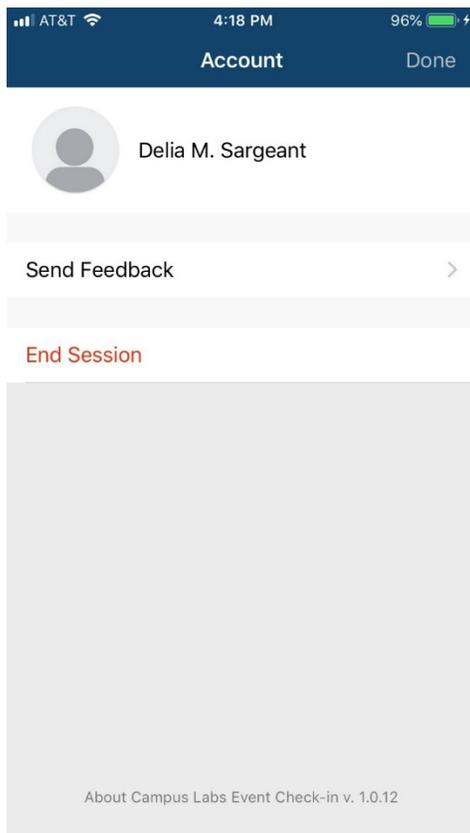
How to Get Help:

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