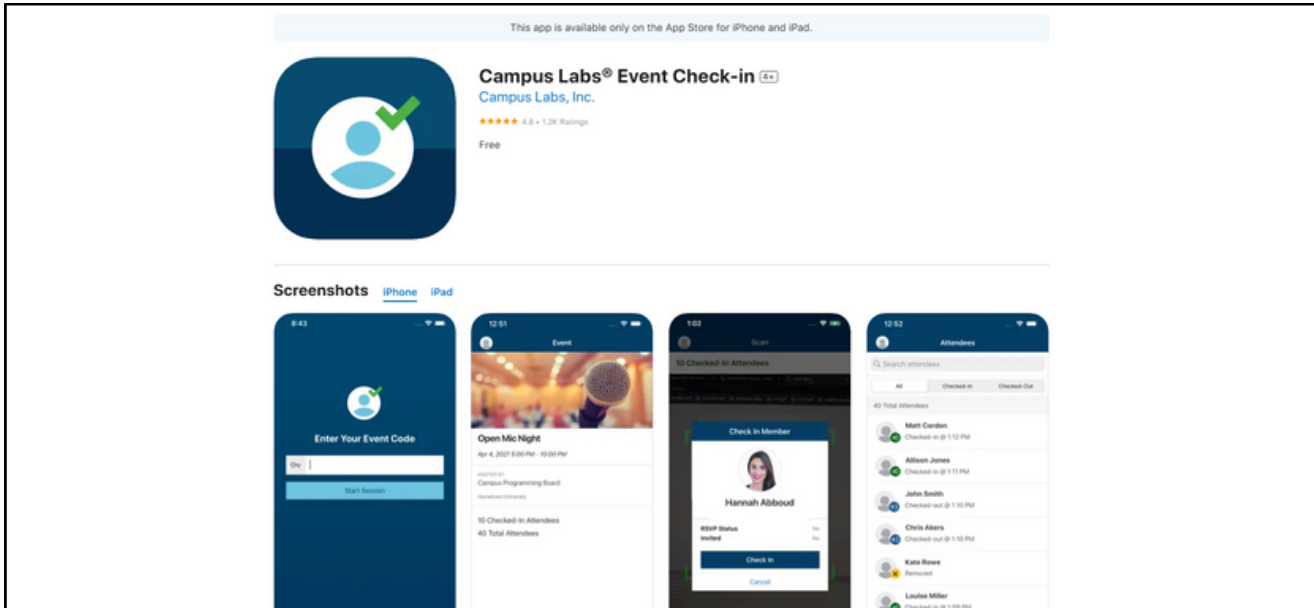


EVENT CHECK-IN

Redbird Life
Involvement Starts Here

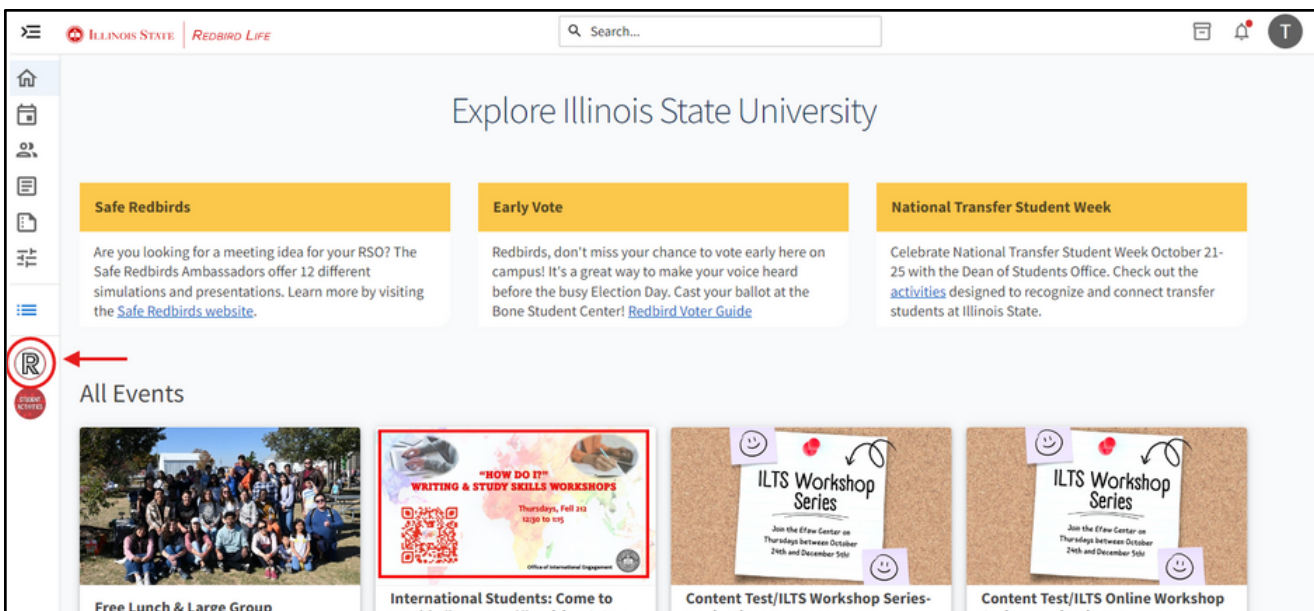
1 Download the Event Check in App

In the Apple App Store or Google Play Store, search for “**Campus Labs Event Check-in**” and download the app.



2 Go to Redbird Life at RedbirdLife.IllinoisState.edu

On the left-hand menu, select the RSO you want to use for the event.

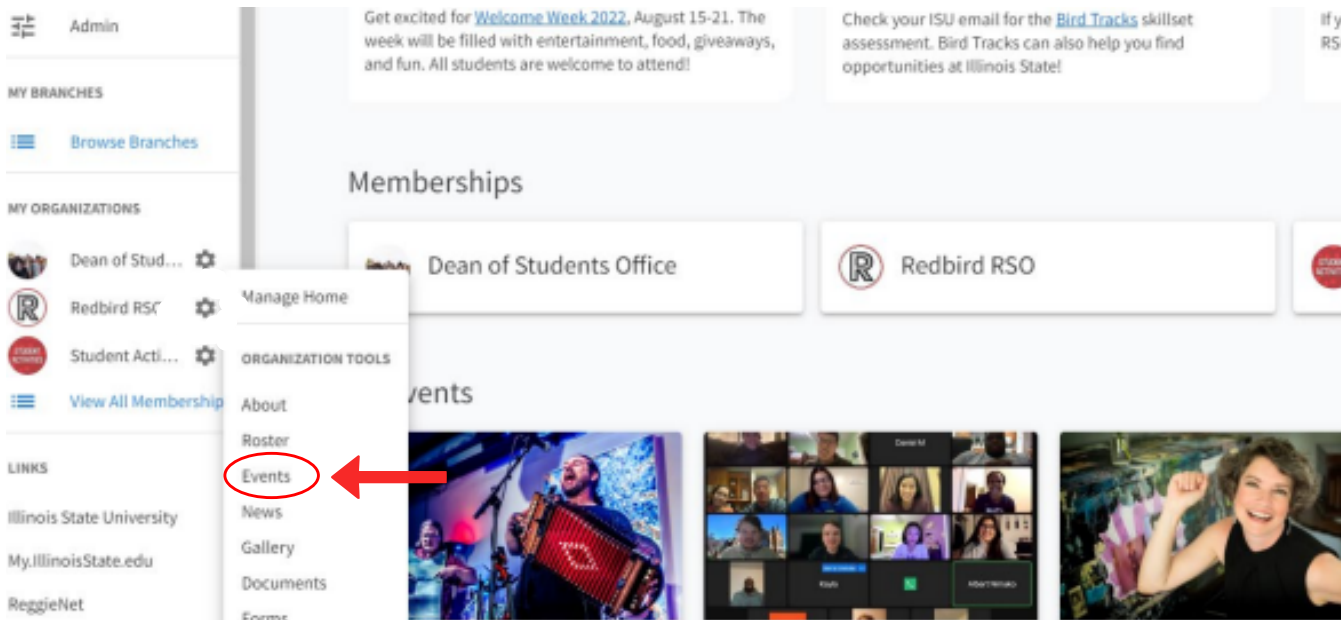


EVENT CHECK-IN

Redbird Life
Involvement Starts Here

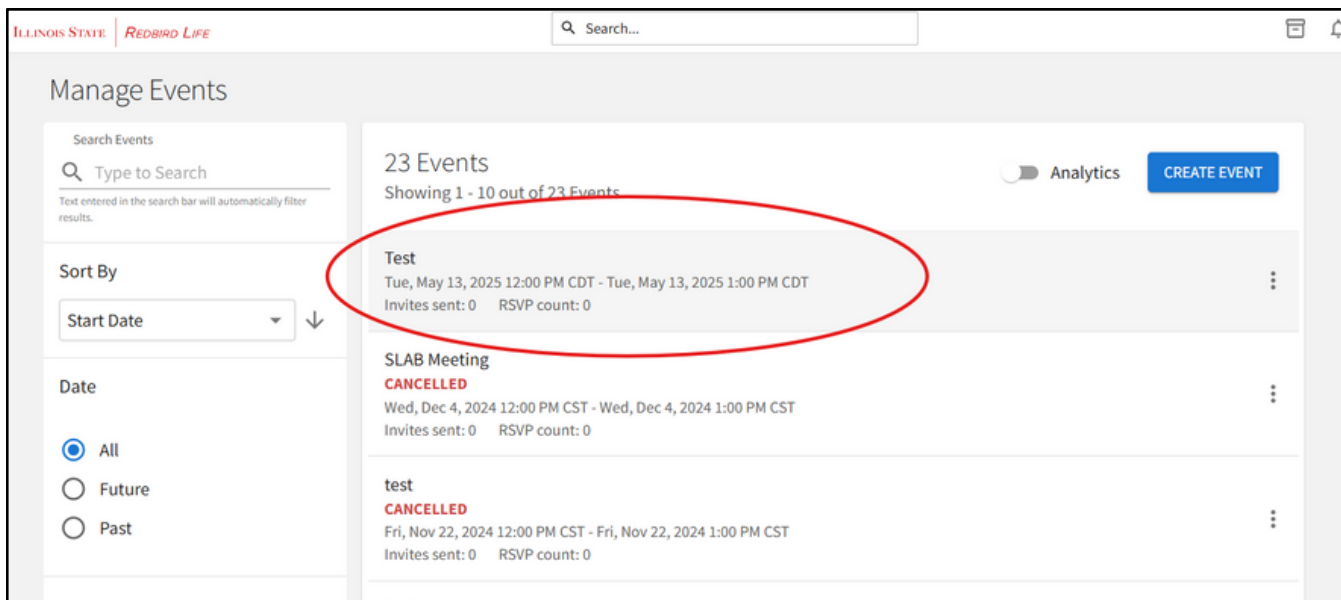
3 Select Events

On your RSO's Redbird Life page, select **Events** from the menu on the left side of the page.



4 Choose the Event

Under **Events**, select the event you want to use to generate an access code.



EVENT CHECK-IN

Redbird Life
Involvement Starts Here

5 Event Access Code

Under the **Event Attendance** section, copy the **Access Code** provided.

The screenshot shows the Redbird Life event page for 'Host Organization Redbird RSO'. The event is located at 'Bone Student Center - Room 227' and begins on Tuesday, May 13, 2025, at 12:00 PM CDT. The event rating is 0.0. The 'EVENT ATTENDANCE' section shows 0 Invitees, 0 Attended, 0 Absent, and 0 Excused. The 'ACCESS CODE' is 3N9NYG4, which is highlighted with a red oval and a red arrow pointing to it. A 'COPY' button is next to the code. Below the code, there is an 'ATTENDANCE URL' and a 'VIEW QR CODE' button.

6 Log into the Campus Labs Event Check-In app

Open the app, enter the **event code**, and sign in using your **University ID**.

The screenshot shows the 'Enter Your Event Code' screen in the Campus Labs Event Check-In app. It features a blue background with a white circle containing a green checkmark and a person icon. Below this, the text 'Enter Your Event Code' is displayed. A text input field contains the code '3N9NYG4' with a key icon on the left and a close icon on the right. Below the input field is a blue button labeled 'Start Session'.

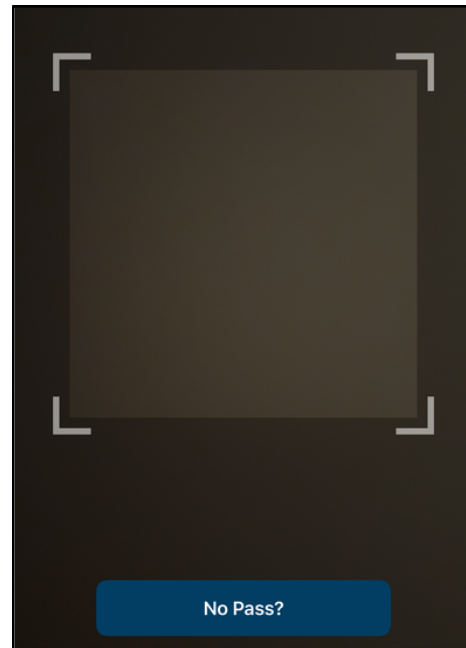
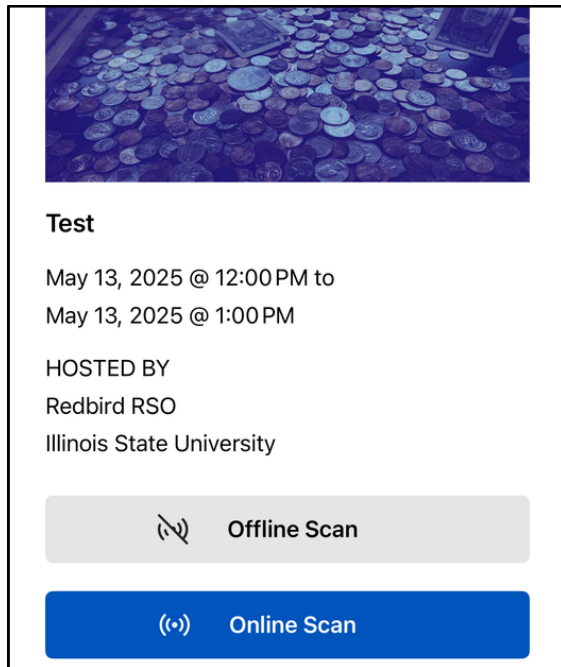
The screenshot shows the 'Illinois State University Central Login' page. It features a red padlock icon and the text 'Illinois State University Central Login'. Below this is the 'Sign in' section with a text input field containing 'ULID@ilstu.edu'. A red button labeled 'Next' is to the right of the input field. Below the input field is a link that says 'Forgot your Illinois State email?'. At the bottom, there is a section titled 'Sign-in options' with a magnifying glass icon.

EVENT CHECK-IN

Redbird Life
Involvement Starts Here

7 Scan Event Attendees

Check attendees by scanning their **Redbird Life Event Pass** or typing in their **University email address**.



8 Check In & End Session

After scanning a pass or entering an email, click **Check In**. When you've finished checking in attendees, select **End Session**.

