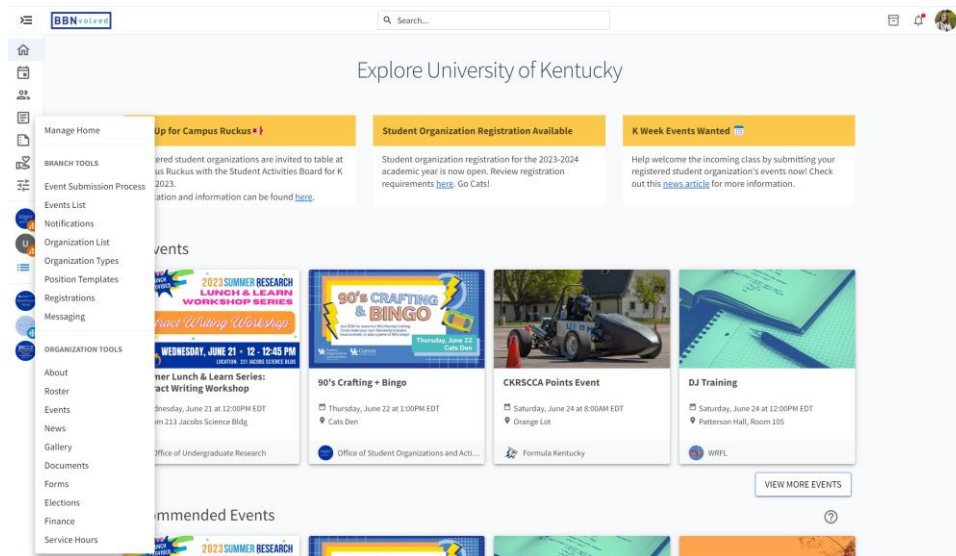


Event Check-In Tutorial: Event Code and Event Check-In App

Accessing the Event Check-In Code

1. Navigate to BBNvolved: <https://uky.campuslabs.com/engage/>.
2. Find your organization/department page on the left side of your screen. Click the gear icon.



3. Click "Events".

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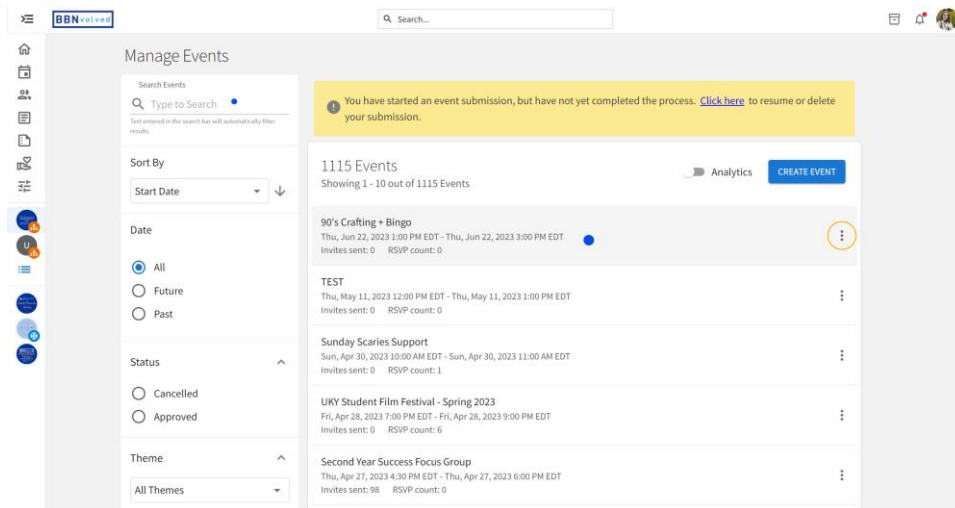
Forms

Elections

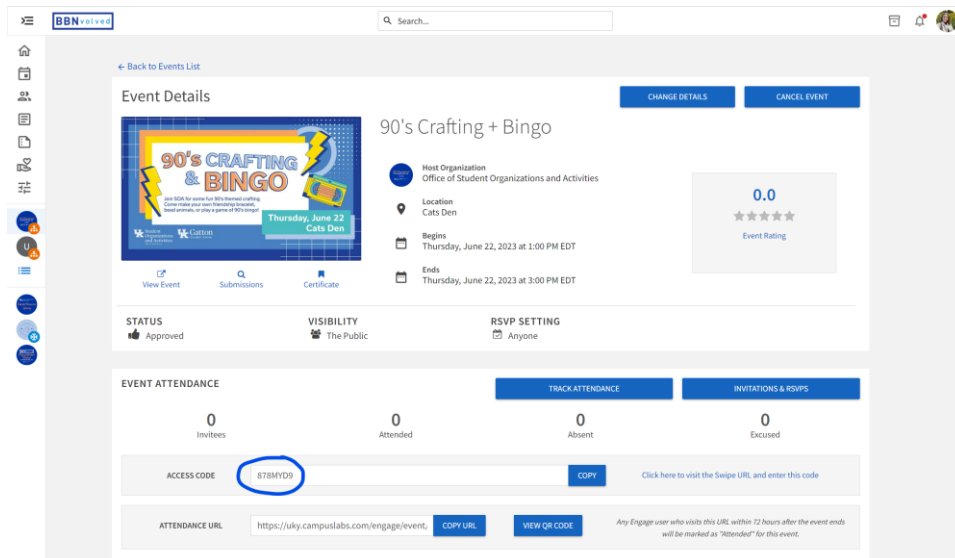
Finance

Service Hours

4. Search for the event. Click on the event.

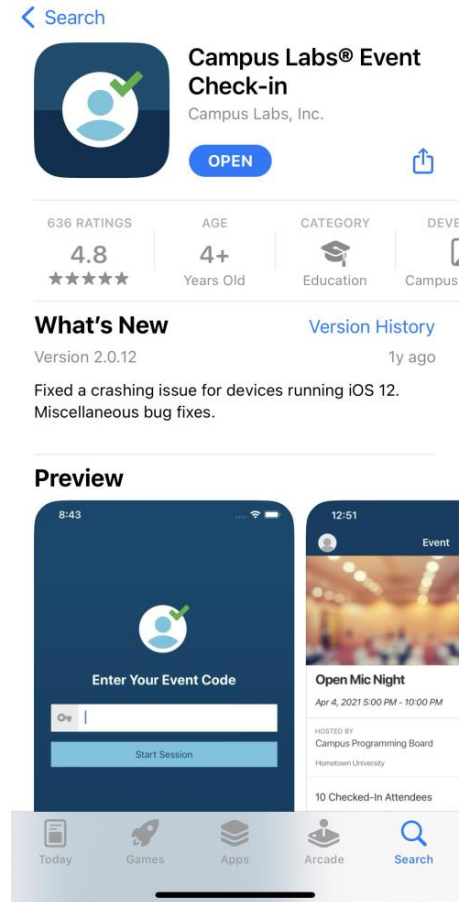


5. These are your event details. Under “Event Attendance” you will see an access code. This is the code you will enter in the Check-In app to scan attendees into the event.

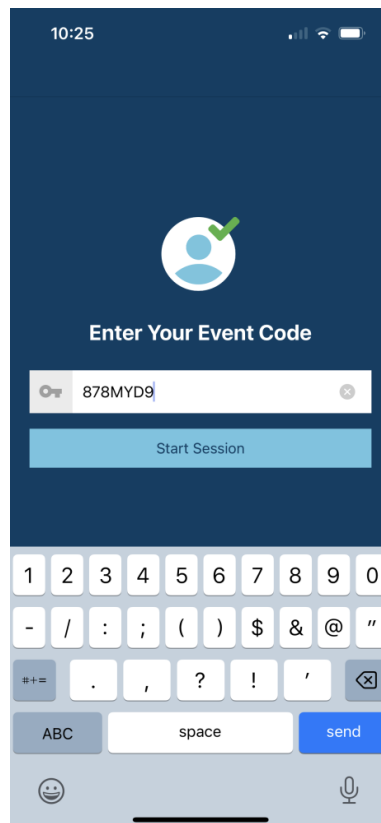


Using the Event Check-In App

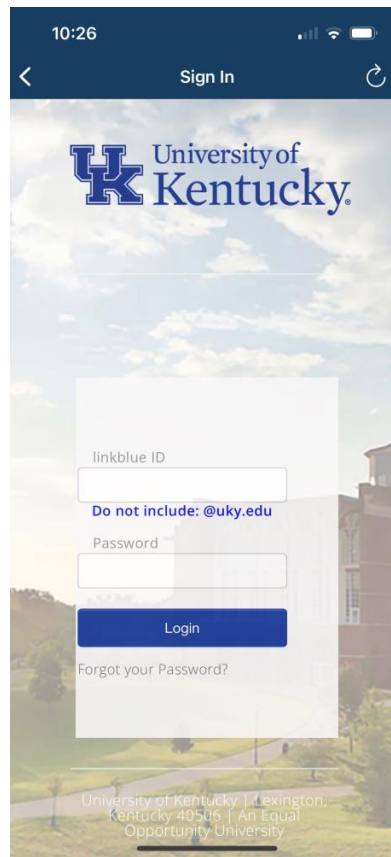
- Download the Campus Labs Event Check-in App to your mobile device.



- Open the event check-in app. Enter the code for your event (from step 5!).



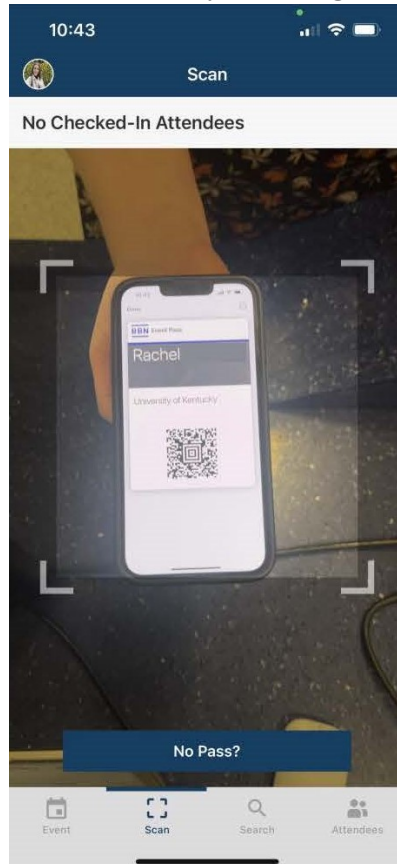
8. The app will prompt you to log-in using your Link Blue credentials. This is the same log in you use for BBNvolved.



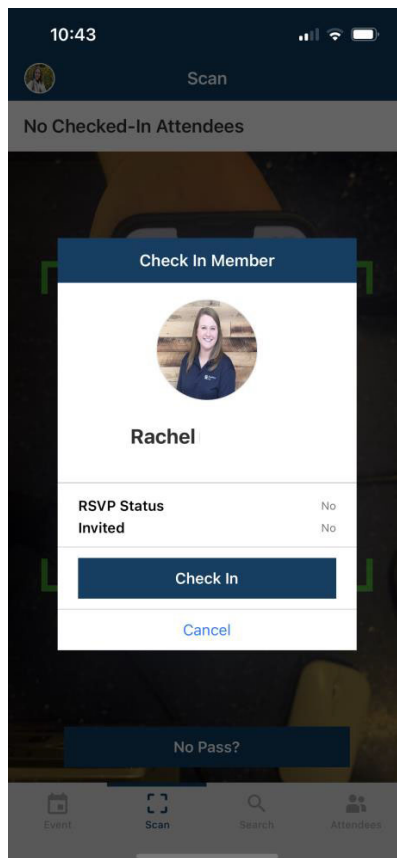
9. Your event will appear on this screen. Here you can see how many attendees have been checked in and the total number of attendees. Click "Start Scanning" to begin scanning event passes.



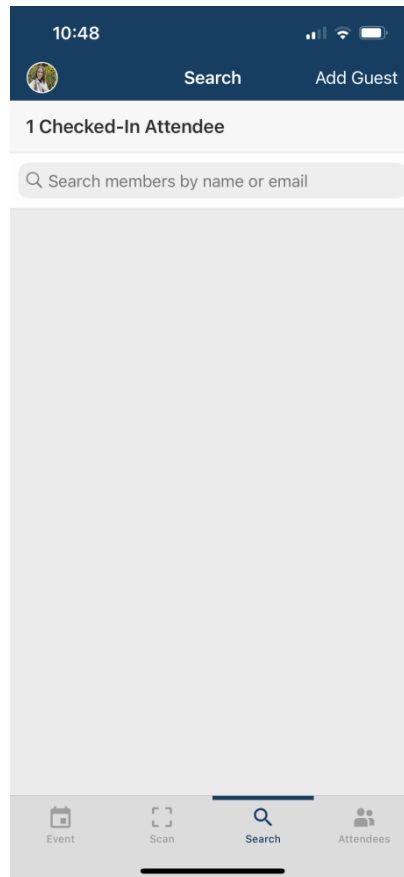
10. Ask the student/attendee for their BBNvolved Event Pass. This event pass can be found if they log into BBNvolved, click their profile image, then click the QR code in the top left corner. Each BBNvolved user has a unique QR code event pass. Hover your phone over the attendee event pass. Your device camera will “scan” the QR code event pass. The gray corners will turn green after successfully scanning the event pass.



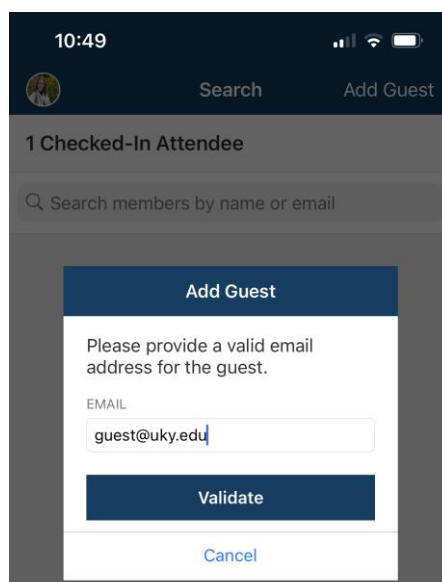
11. Once you have successfully scanned the event pass, the attendee's profile will appear on your screen. This should take a few seconds at most. Click “check in” to document their attendance.



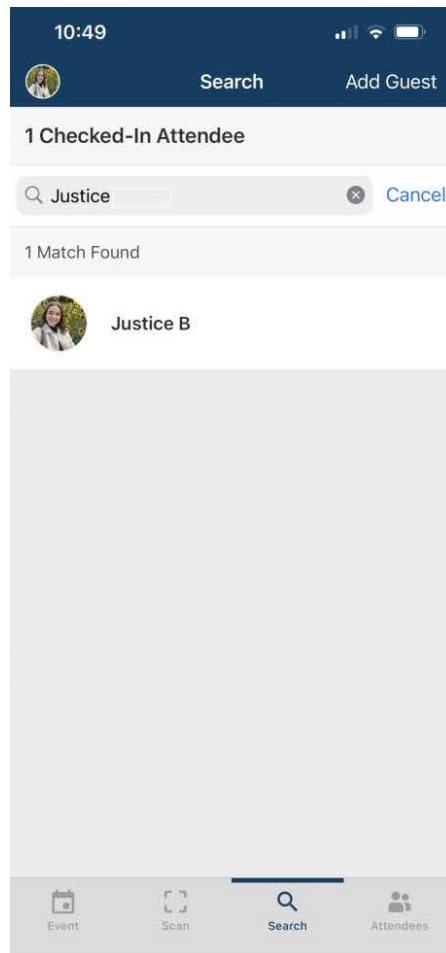
12. *Back Up check in options:* If a student/attendee does not have their event pass, there are two additional ways to check them into the event. Click “Scan” then click “No Pass?”.



13. *Back-up option 1:* Click “Add Guest” to manually enter an email address. Important note! If using this method to check in a UK student, faculty, or staff member, use their link blue (abcd123@uky.edu). If you are checking in a non-UK attendee, you can use an email address they provide or type a placeholder email to get a physical count of attendance. After you have typed the email, click “validate”. If it is a link blue user, their profile will appear. Click “check-in” to document their attendance. If it is an external email address, a “Check-In Guest” message will appear. Click “Check In” to document their attendance.



14. *Back-up option 2*: An additional alternative is searching for the student/attendee by name. Click the search bar and type their name. Note! This method should only be used as a *final* alternative. If you only have the student's first name, it will populate all users with that first name. Once you search for the attendee, click on the match, then click "Check-In".



15. To end your check in session, click your profile icon in the top left corner of the app. Then click "End Session" to sign out.

