

Track Attendance Easily & Securely at Your Events!

Make your event count! Choose the best tracking option for your organization!

Ensure accurate reporting and maximize your event's impact!

Download the Campus Labs Check-In App.



1

Scanning Event Pass with Campus Labs Check-In App

The *most secure* option for accurate attendance tracking. Scan students' MavEngage Mobile Event Pass QR codes using the Check-In App. Requires MavEngage Event **Access Code**.

Ideal for large or high-security events.



Swipe →



2

Swiping or Tracking Student ID Numbers

A reliable option for tracking, but requires manual entry or a card reader. Copy the **Swipe Access Code** from the **Manage Event** page. Swipe link & code can be shared with anyone to assist checking people into event.

Great for small to mid-sized events.

SLOW



3

Scanning a Unique Event QR Code

Quick but *less secure*. The **Event Attendance URL** includes a QR code option. This code can be added to presentations and other media and, when scanned, will mark the scanner as attended to the Event.

Best for casual, informal, high-capacity events.



EVENT ATTENDANCE

Managing Your Event in MavEngage

TRACK ATTENDANCE

INVITATIONS & RSVPS

0

Attended

0

Attended

0

Absent

0

Excused

ACCESS CODE

1

6 Digit Event Pass Code HERE

COPY

2

Click here to visit the Swipe URL and enter this code

ATTENDANCE URL

Shareable Attendance URL HERE

COPY URL

3

VIEW QR CODE

Any Engage user who visits this URL within 72 hours after the event ends will be marked as "Attended" for this event.



mavengage@uta.edu



Student Organizations
DIVISION OF STUDENT AFFAIRS

817-272-2293



mavengage.uta.edu