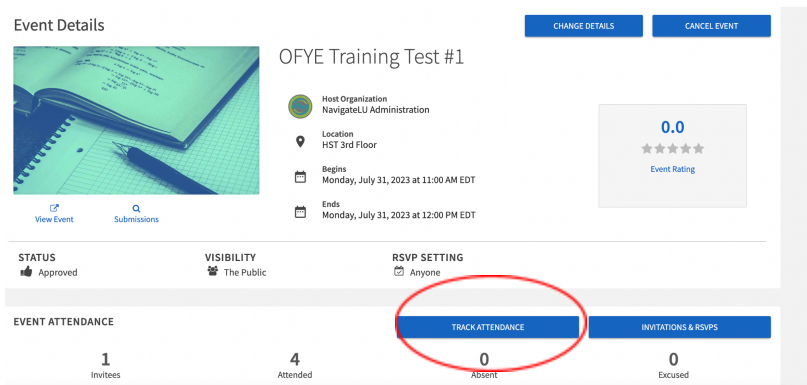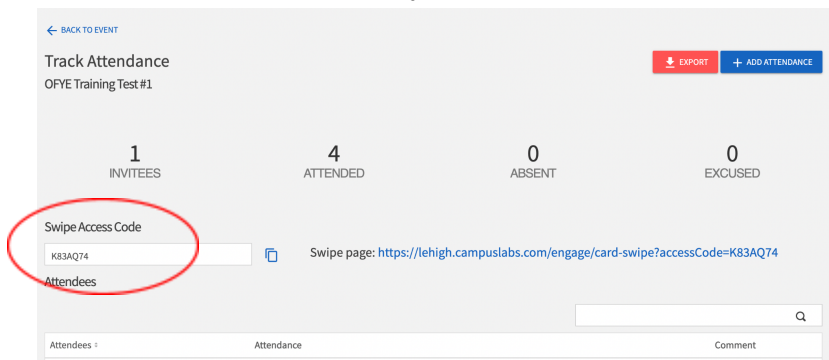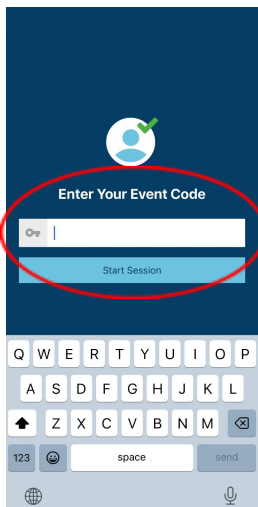# How to track attendance at your event using LINC

1. When you are hosting an event, there is now an easy way to input the attendance right into LINC. When you have created your event and you're ready to track attendance, click on your event under your "events" page on LINC.
2. You will see all the event details. Click the blue button that says "Track Attendance".
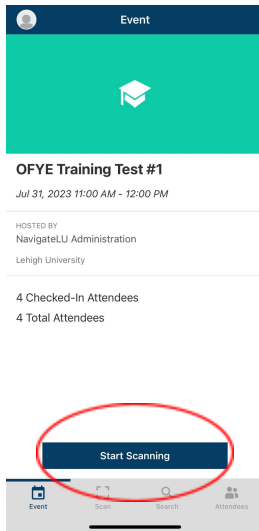

3. You will see "Swipe Access Code" and below it will be a textbox with a code. You can use this code and an app on your phone to enter attendance.
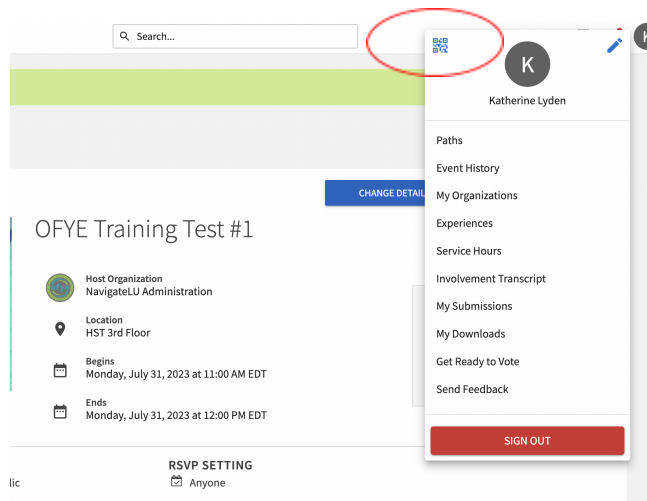

4. The app is called "Check In" and it's made by Campus Labs. Once you download the app, the first thing that will come up when you open it is a space to enter your event code. Enter the code that is generated on the LINC page for your event.
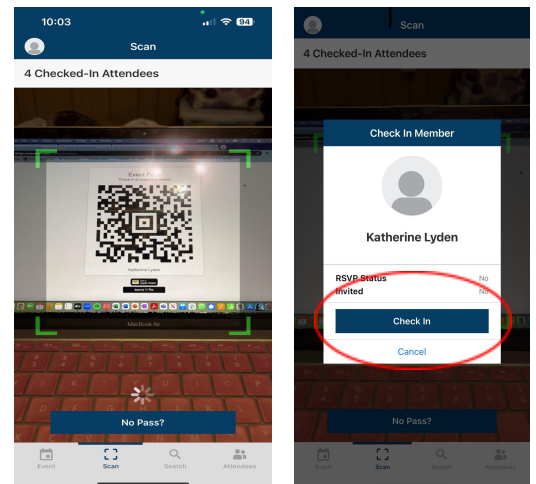
5. You may be prompted to log in with your Lehigh credentials. If so, enter them when asked.
6. Your event will pop up. Click the blue button at the bottom that says "Start Scanning". This will open your phone's camera within the app, where you can scan an attendee's Mobile Event Pass.

   a. Each student has a unique mobile event pass (a QR code) that they can find by clicking on their profile on their LINC accounts.

7. When you scan the code, the attendee's name will appear. Click "Check In". If an attendee cannot find their pass or the scanning doesn't work, click "No pass?" and then manually enter the attendee's information.

8. Additionally, there are two other ways to enter attendance. On the same "Track Attendance" page, click the blue "Add Attendance" button. There are then options to upload a file such as a spreadsheet or a textbox where you can type in email addresses.

← BACK TO EVENT

Track Attendance
OFYE Training Test #1

⬇ EXPORT   + ADD ATTENDANCE

1	4	0	0
INVITEES	ATTENDED	ABSENT	EXCUSED

Swipe Access Code

K83AQ74   ⧉   Swipe page: https://lehigh.campuslabs.com/engage/card-swipe?accessCode=K83AQ74

Attendees

🔍

Attendees ⇕	Attendance	Comment