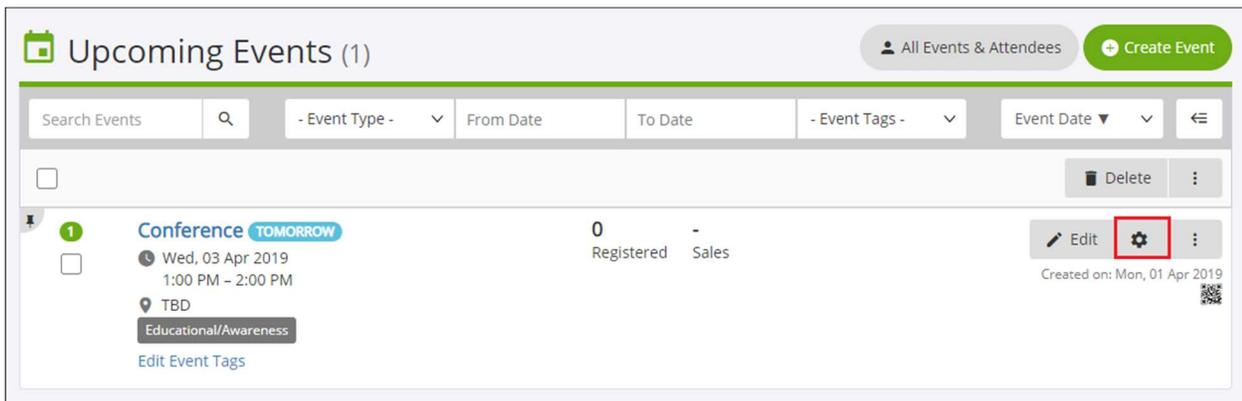


How to Track Attendance for PPIL Events

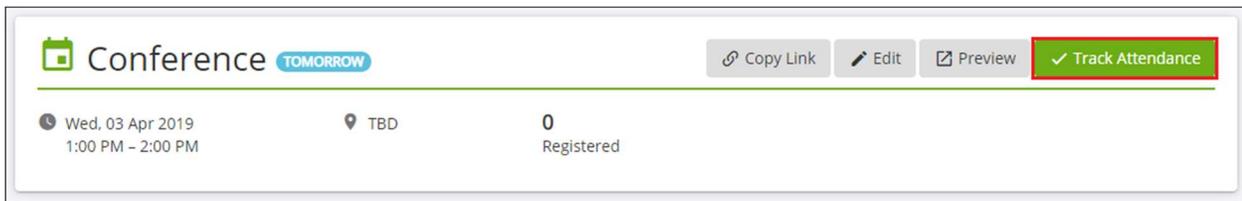
All event organizers for PPIL-approved events are required to use the process below to track attendance for virtual events. Attendance tracking is essential to ensure that students receive PPIL credit.

Note: This attendance tracking process works whether you are collecting event registration in CampusGroups or in another platform (EventBrite, Zoom, Civi, etc.)

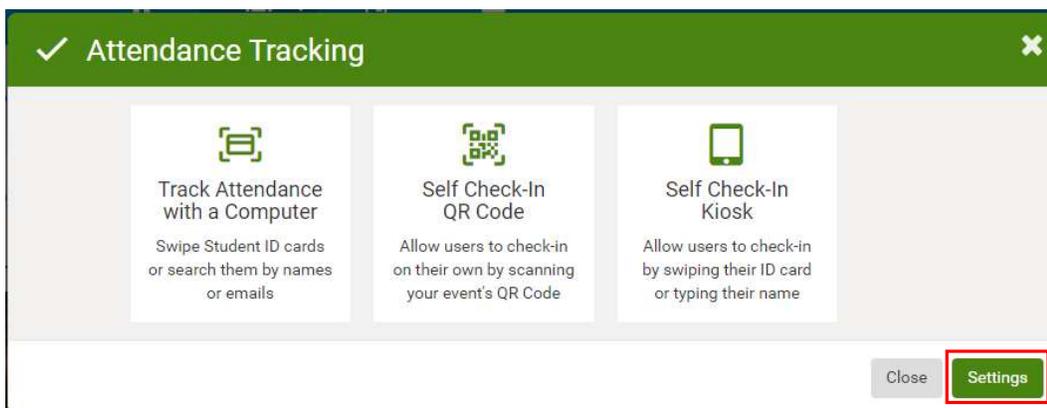
1. Log into CampusGroups
2. Manage your group
3. Click on Events
4. Click on the gear icon to manage your event



5. Click on the Track Attendance button



6. Click Settings



- 7. For Activate RSVP at the door select Yes
 For Check-in method for the Kiosk, select Enter name or email
 For Check-In Notification, select Yes

Attendance Tracking Options

Activate Multiple Check-Ins Yes No
 Each time someone checks-in, it's going to create a new registration and check-in the person automatically. The Multiple Check-Ins can be used when the event has only one Registration Option.

Activate Self Check-Out Yes No
 Allow users to check-out by scanning the event QR code or from the Kiosk.
 PLEASE NOTE: Self Check-Out can only be activated when the above 'Multiple Check-Ins' option is deactivated.

Activate RSVP at the door Yes No
 Allows non-registered guests to be checked-in.

Check-in method for the Kiosk
 Enter name or email
 Swipe/Scan Id Cards
 Enter name or email
 Allow both methods above at the same time

Display Event QR Code on the Kiosk Yes No
 Allow users to check-in from the Kiosk by scanning the event QR code

Prevent rapid multiple check-ins during this period of time
 5 minutes
 Use this option to prevent users from checking-in multiple times within just a few minutes or by mistake.

- 8. Select Self Check-in Kiosk

Attendance Tracking

Track Attendance with a Computer
 Swipe Student ID cards or search them by names or emails

Self Check-In QR Code
 Allow users to check-in on their own by scanning your event's QR Code

Self Check-In Kiosk
 Allow users to check-in by swiping their ID card or typing their name

Close Settings

- 9. Copy Kiosk link and paste in Zoom Chat at the start of your event. Students must check in by entering their own name or email in order to receive credit for PPIL.

Kiosk Link

<http://cglink.me/2ca/k74572116922> Copy Kiosk Link

Kiosk Settings Open Kiosk