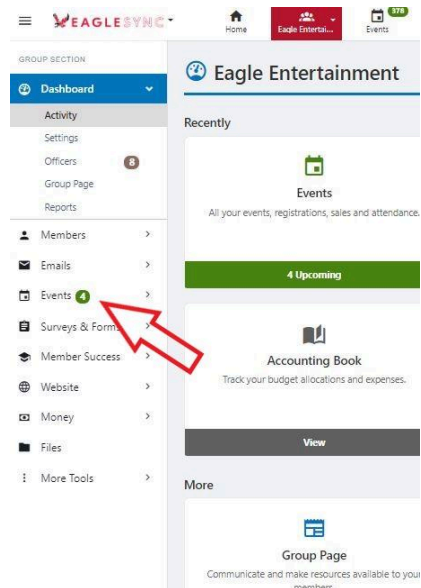


EagleSync How To- Attendance Tracking

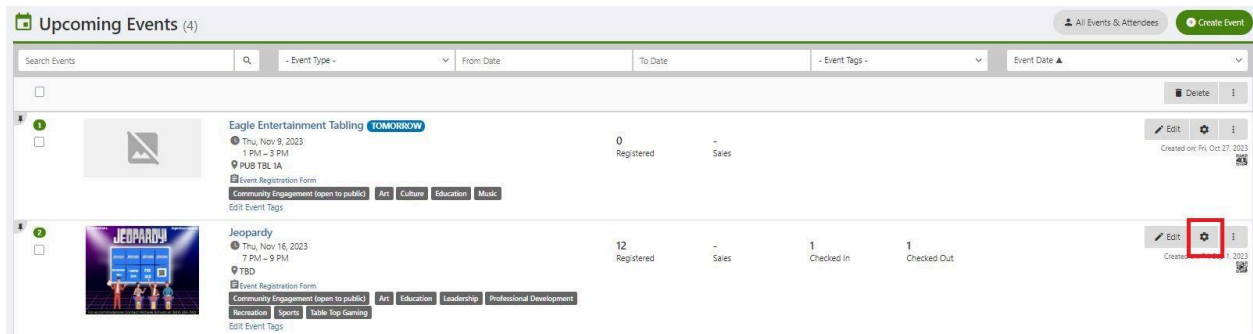
Two ways to track attendance in EagleSync

QR Code Self-Check-in

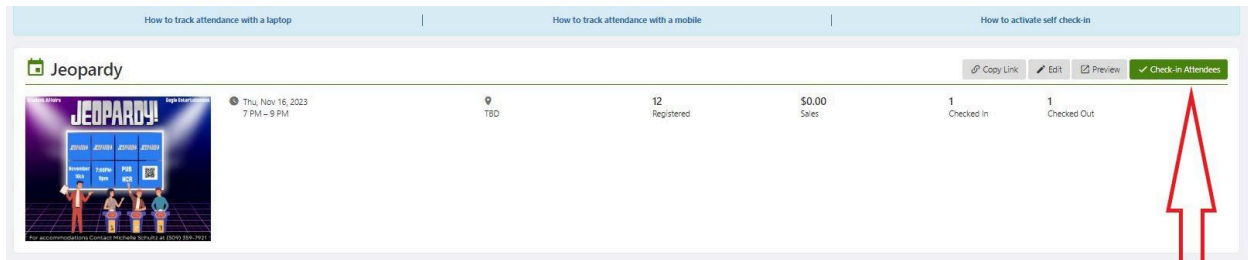
1. Log in to [EagleSync](#)
2. [Manage](#) your group
3. Click on Events



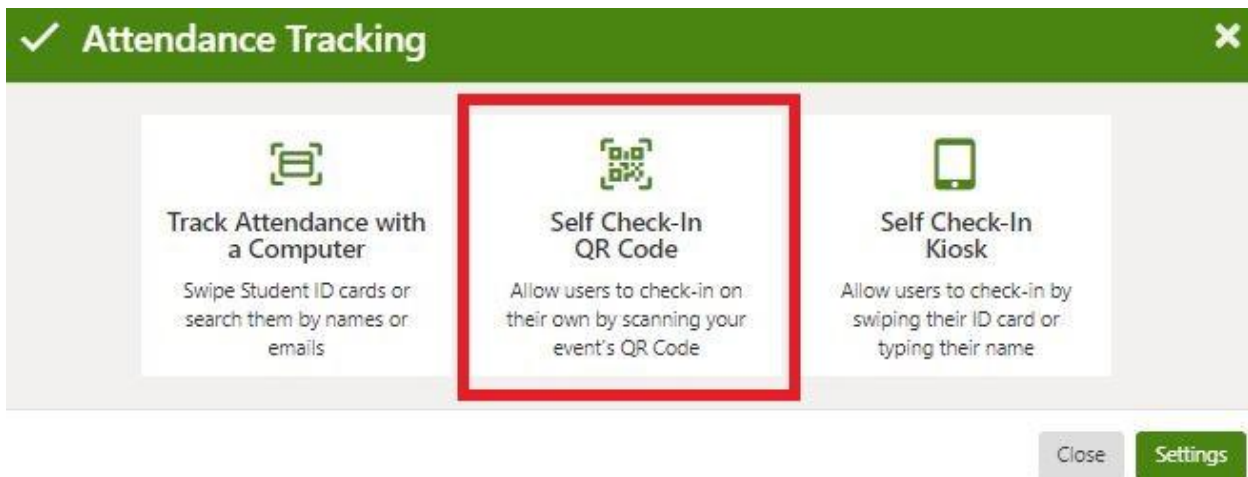
4. Manage your event by clicking on the Gear icon



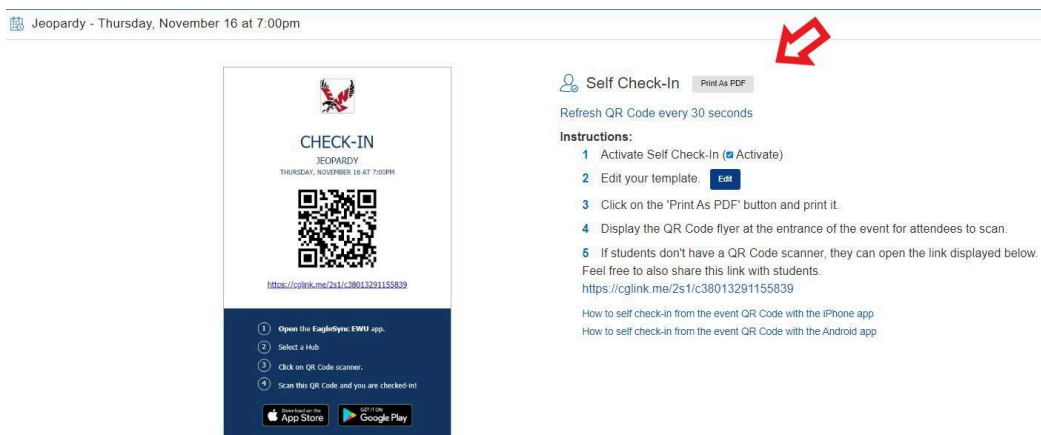
5. Click on the Track Attendance button



6. Click on the Self Check-in QR Code button



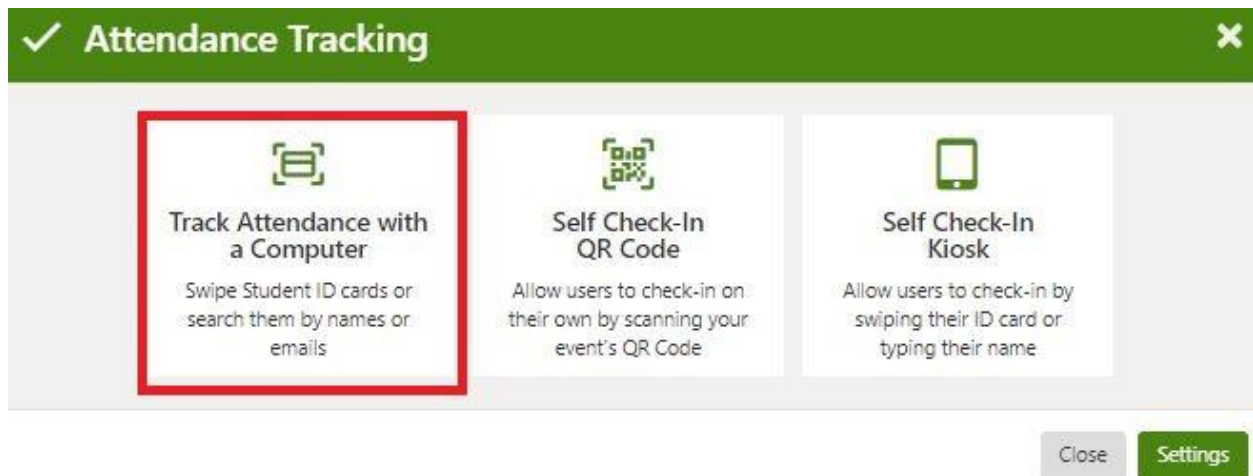
7. Click on the Print as PDF button to download and print flyer.
 - a. You are able to edit the check in steps if you would like.
 - b. Display the QR Code flyer at the entrance of the event for attendees to scan. Students can also go to the link to check in, or they can be checked in via computer (see below)



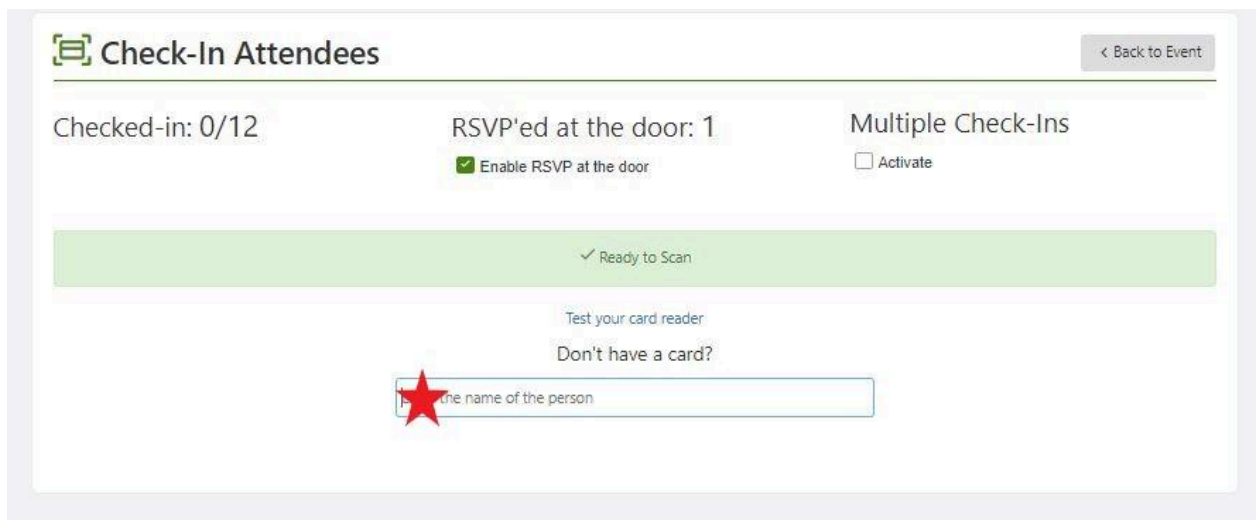
Manual Attendance Tracking with a Computer

Follow steps 1-5 from above


1. Click on *Track Attendance with a Computer* button
2. Option: Use Card Swipe:
 - a. We are able to use student Eagle Cards to swipe for attendance (this will not work for faculty/staff.) You would need a 3 track magnetic card swipe similar to this:
https://www.amazon.com/gp/product/B01DUB4GVO/ref=ppx_yo_dt_b_asin_title_o01_s00?ie=UTF8&psc=1



3. Option 2: Type attendee's name into the *"Enter the name of the person"* box



4. Click on name to check in

 **Check-In Attendees** < Back to Event

Checked-in: 1/13


RSVP'ed at the door: 2
☒ Enable RSVP at the door


Multiple Check-Ins
☐ Activate

✓ Ready to Scan

Don't have a card?


✓ Swoop Swooperson (Test) has been successfully checked-in!

 Swoop Swooperson (Test)
Student

1 RSVP
8 Nov at 11:35:50am

Add tickets

REGISTERED
Delete - Transfer - Print Ticket

\$0
By Michelle Schultz
On Nov 8, 2023 11:35 AM

 CHECKED IN
Check Out

5. Self Check-in Kiosk
- This works similarly to “Track Attendance with a Computer.” Be sure to change the kiosk settings to allow typing in a name and card swipe (if you plan to use a card swipe).
 - The page will refresh after each person is checked in which causes a short delay.
 - Benefits to checking in via the kiosk is the person who is handling check-in does not need to be an officer in the group. They can utilize the link provided with a computer or by using the EagleSync App (use of the app is not currently recommended at this time due to slow load times).