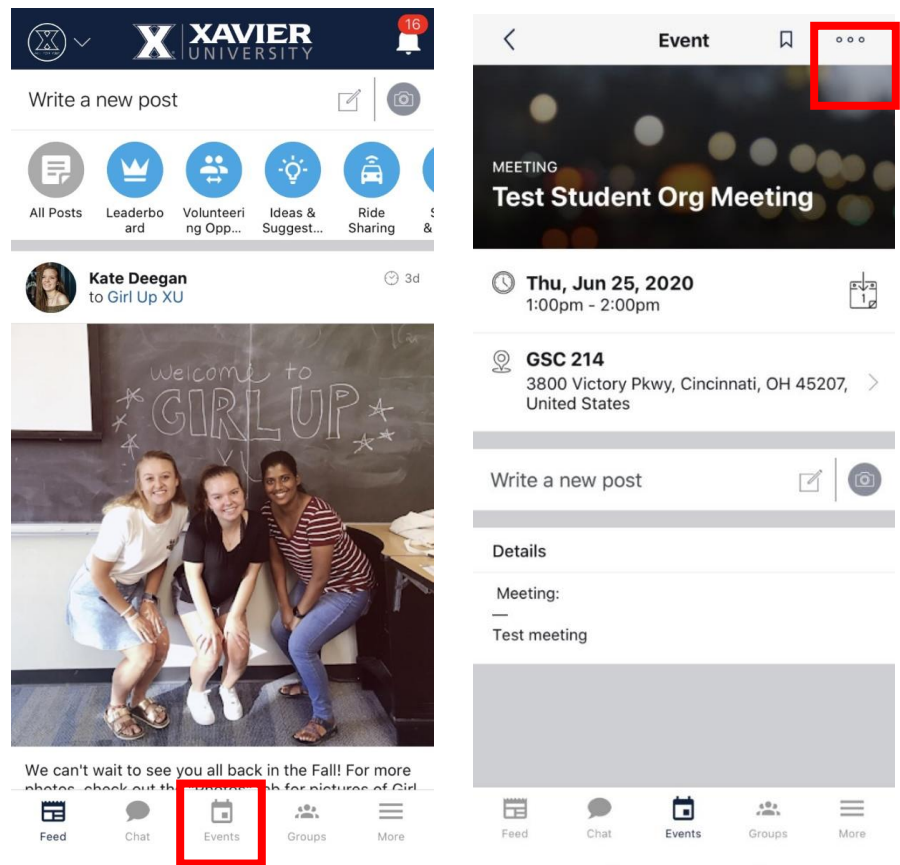# ENGAGE XU
How-To Series

CHECKING PEOPLE INTO EVENTS

There are many ways to check into an event through EngageXU, but we encourage groups to use the QR code feature to scan guests in safely and efficiently.
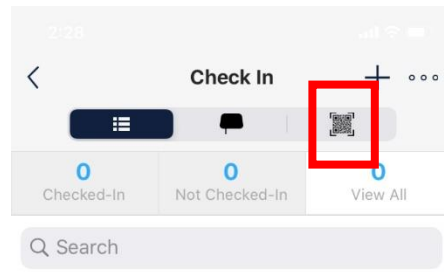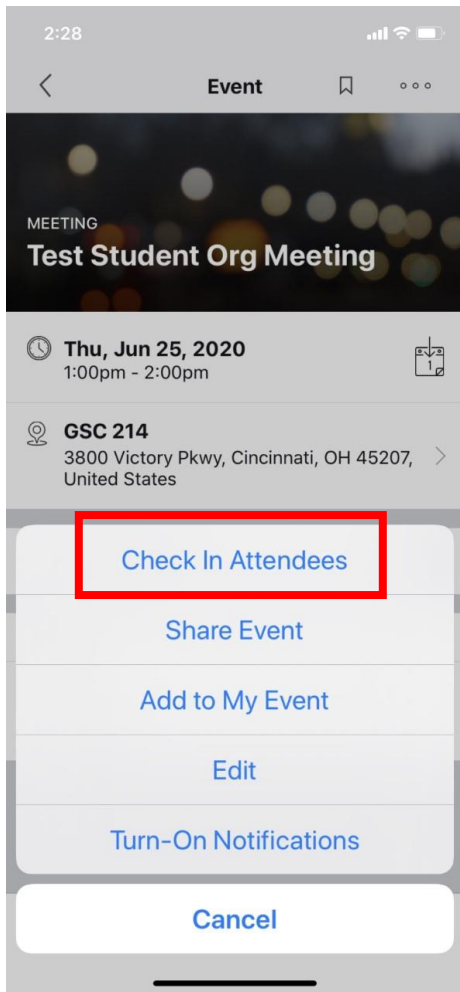
Scanning Individual Attendees At Event

If your event has a small attendance, then you can individually scan attendees using the QR scanner in the mobile app. Both the scanner and attendee must have smart phones or tablets with the mobile app and an EngageXU account for this option to work.
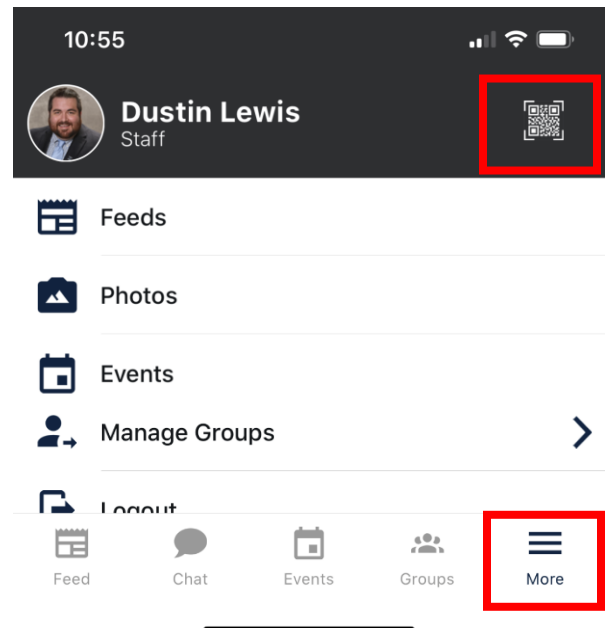
1. Download the **CampusGroups** app and search for **EngageXU**. After logging in, click **Events** on the bottom toolbar. Select the event you want to track attendance for. On the event's detail screen, click the three dots on the upper right corner.

2. Select **Check-In Attendees** from the menu. Then click the QR icon to access the QR scanner. Attendees can then show their personal QR code to be scanned for attendance.
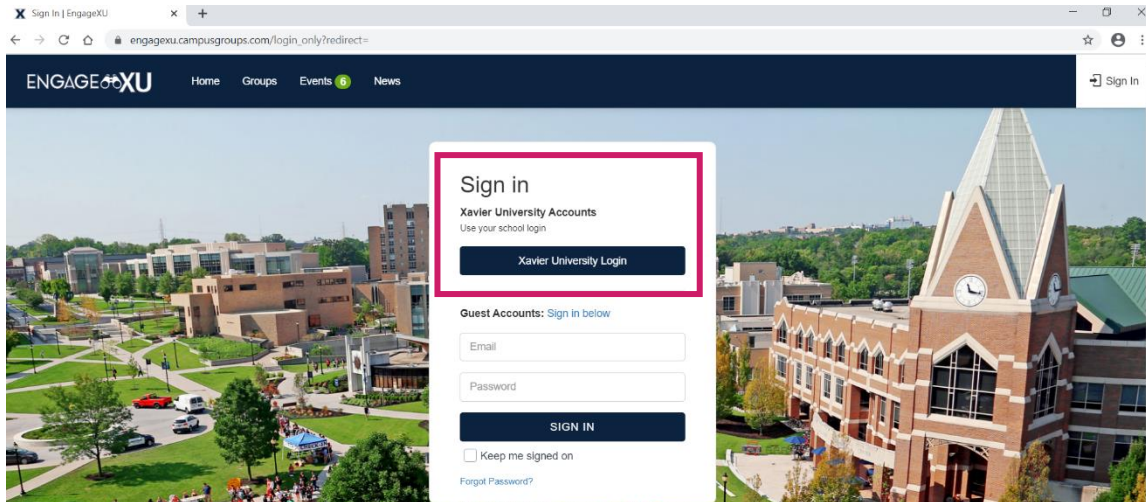

Every user in EngageXU has their own unique QR code, which can be found in the app by clicking **More** and then the **QR code** next to your user profile at the top.
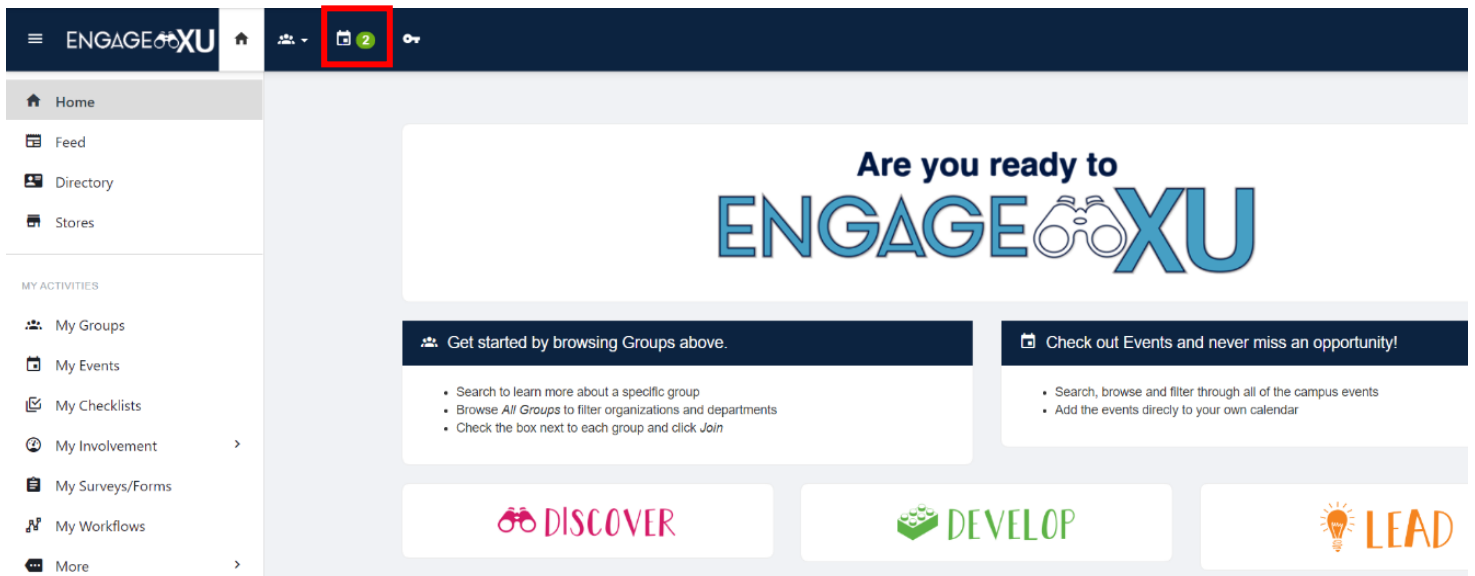
If your event is large, then you may want individual attendees to check themselves in by scanning an event QR code using their phones. These steps will guide you on how to set up a pdf copy of your event's QR code that can be printed and scanned.
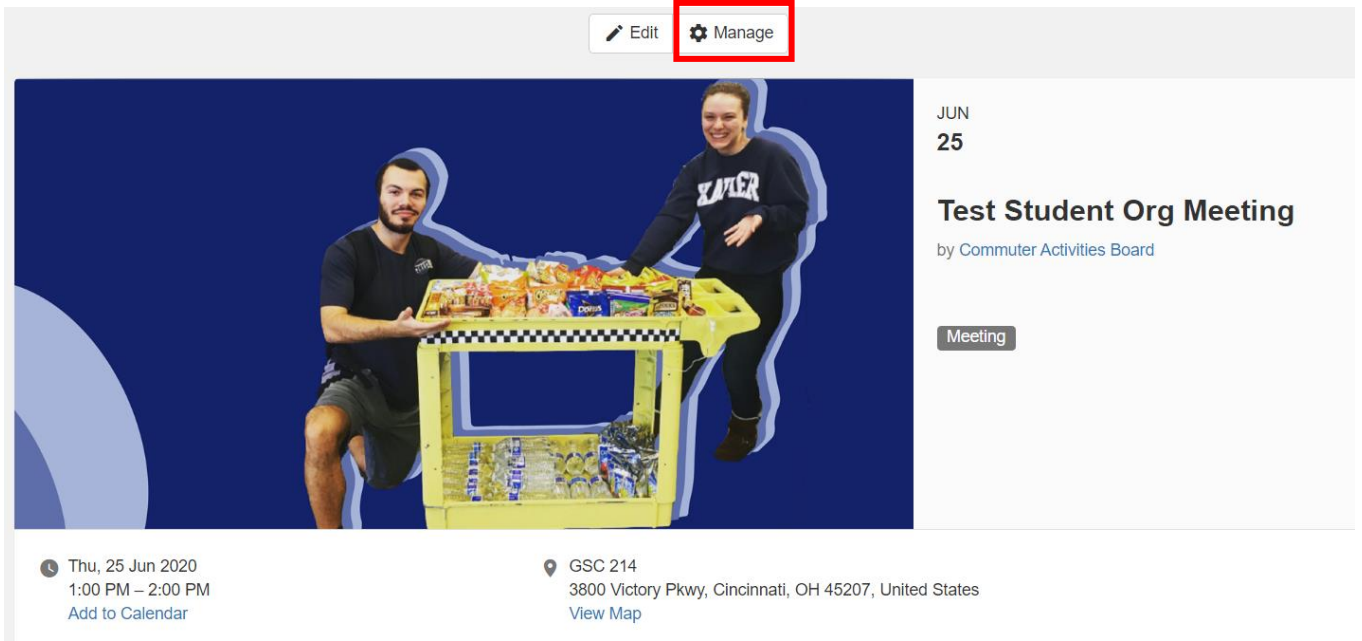
1. Go to **xavier.edu/engagexu** and click on **Sign In**. Click on the **Xavier University Login** button and use Xavier credentials to log in.

2. Click the **Events** button on the top toolbar, which will look like a calendar. Then, select the **name or picture of the event** that you would like to track attendance for.

3. Select **Manage** at the top of the Events detail page. Then, click on the green **Track Attendance** button on the right side of the screen.

4. Select **Self Check-In QR Code**. Follow the on-screen instructions to print out your event's QR code. During the event, display it near the entrance where attendees will see it and be able to check-in easily.
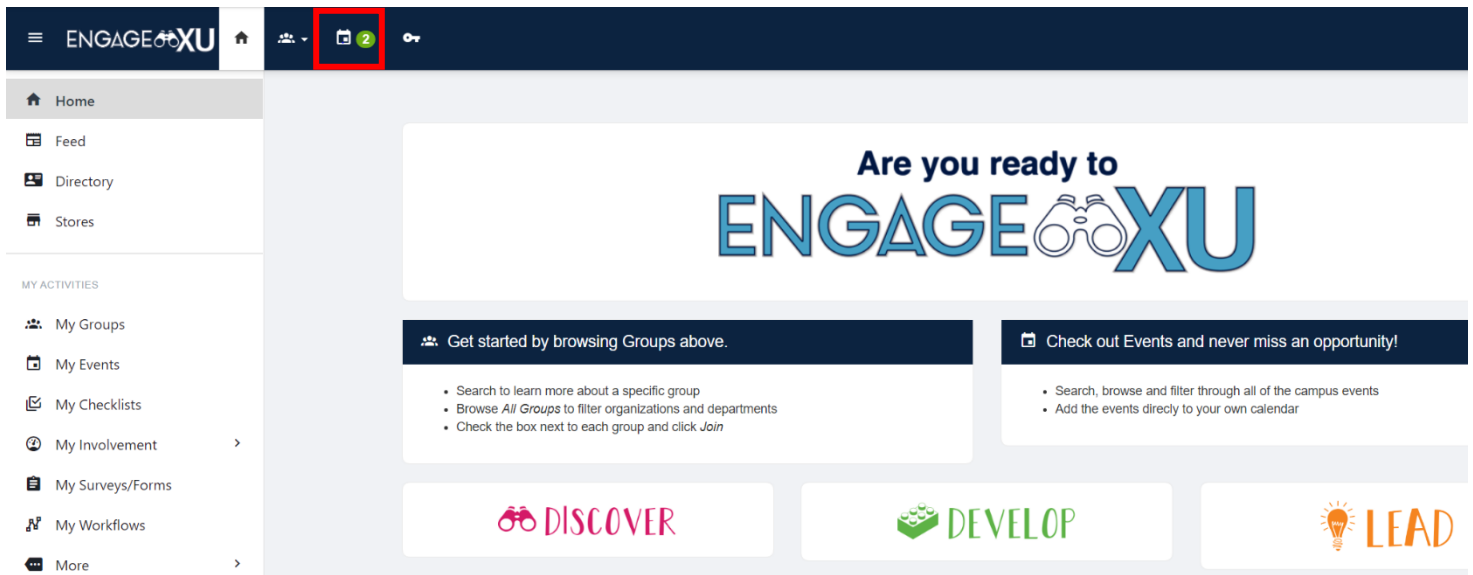
If you are unable to use the QR code feature, then you may also manually search users in EngageXU to check them into an event.
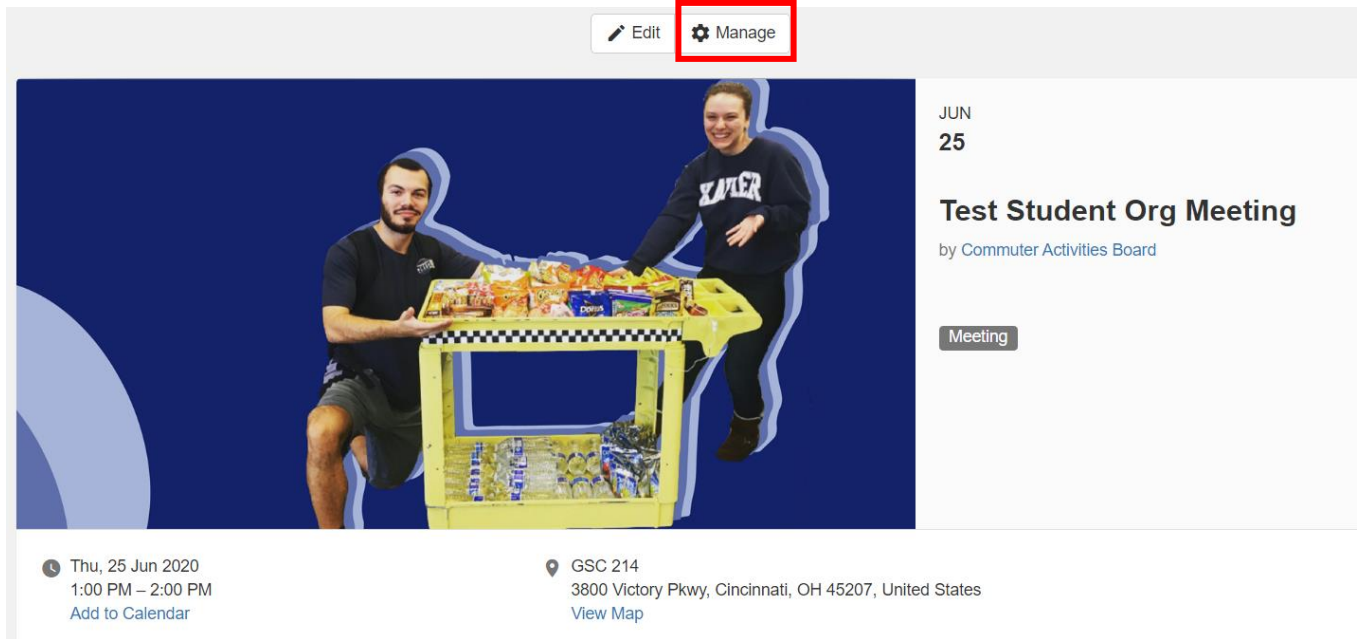
1. Go to **xavier.edu/engagexu** and click on **Sign In**. Click on the **Xavier University Login** button and use Xavier credentials to log in.

2. Click the **Events** button on the top toolbar, which will look like a calendar. Then, select the **name or picture of the event** that you would like to track attendance for.

3. Select **Manage** at the top of the Events detail page. Then, click on the green **Track Attendance** button on the right side of the screen.

4. Select **Track Attendance with a Computer.** You can then enter the names or emails of attending guests in the **search bar** below **Don't have a card?**
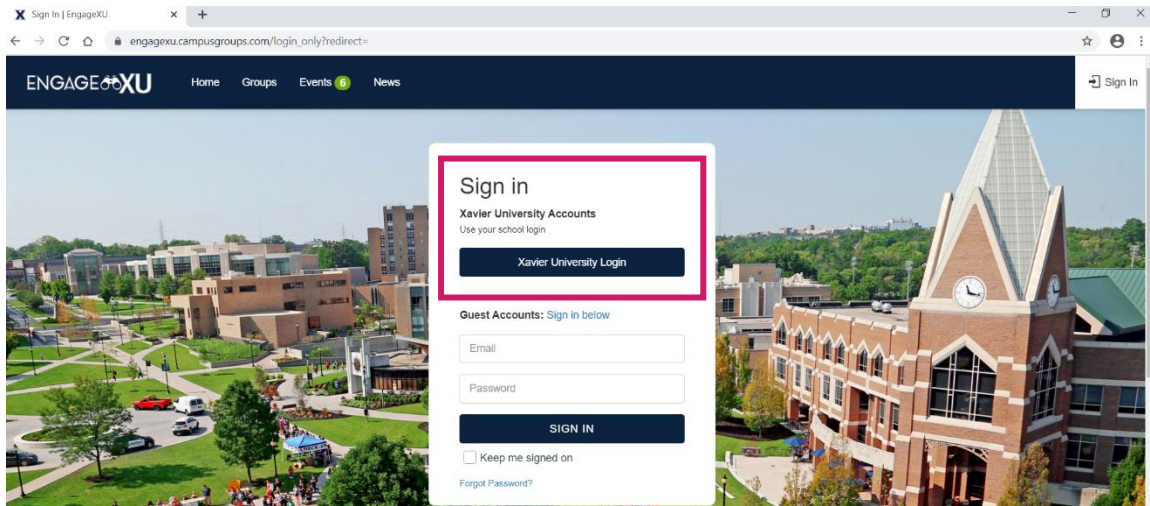

Scanning All Cards

All Card scanning is also an option using Engage XU.

1. Repeat the 4 steps above for *Manually Enter Attendees*
2. Be sure and have a MagStripe USB Card Reader connected to your computer to swipe All Cards into the system. Users will appear in the list when their card has been successfully added.
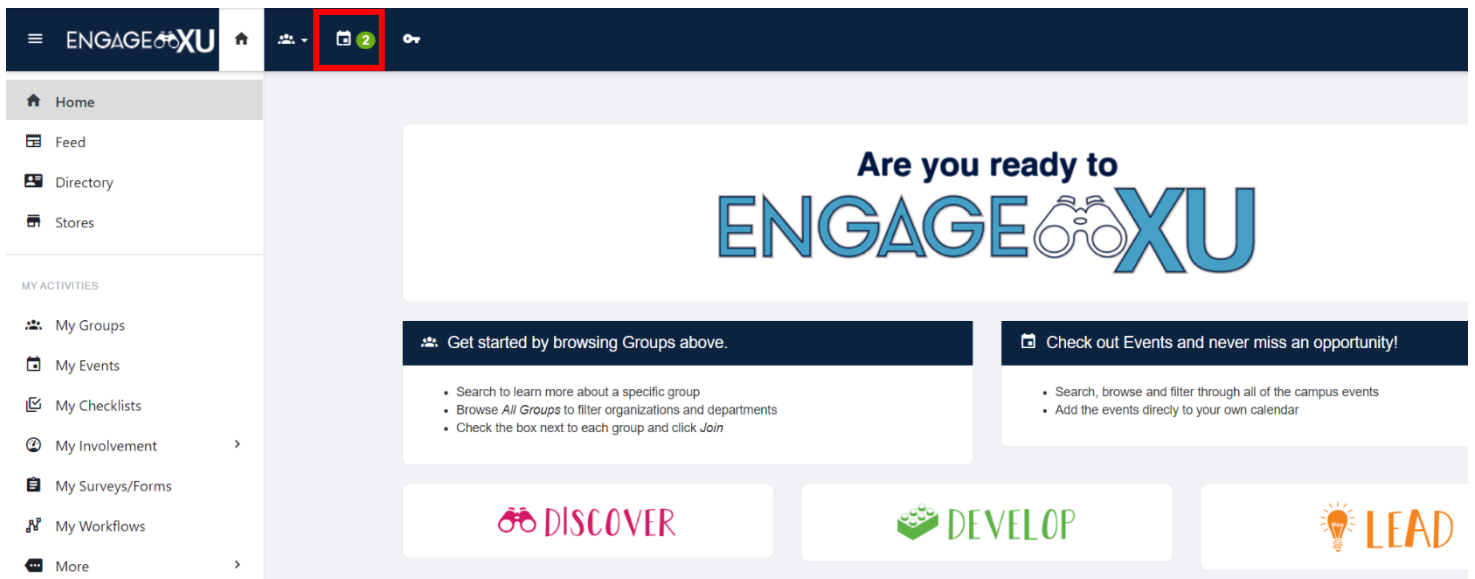
The final option is to upload a batch of attendees via email addresses or Banner IDs.
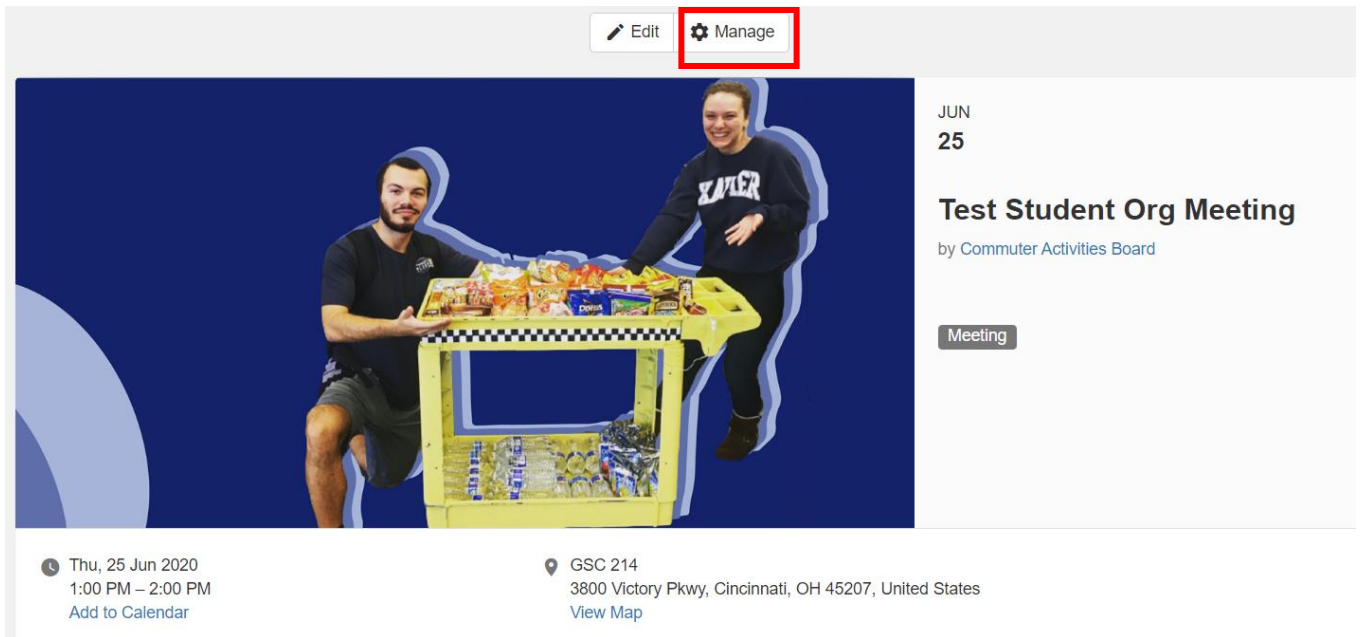
1. Go to **xavier.edu/engagexu** and click on **Sign In**. Click on the **Xavier University Login** button and use Xavier credentials to log in.
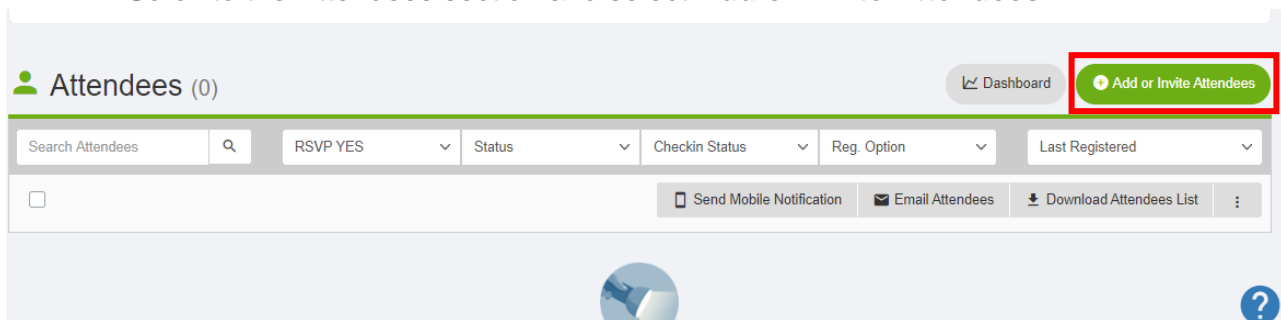

2. Click the **Events** button on the top toolbar, which will look like a calendar. Then, select the **name or picture of the event** that you would like to track attendance for.
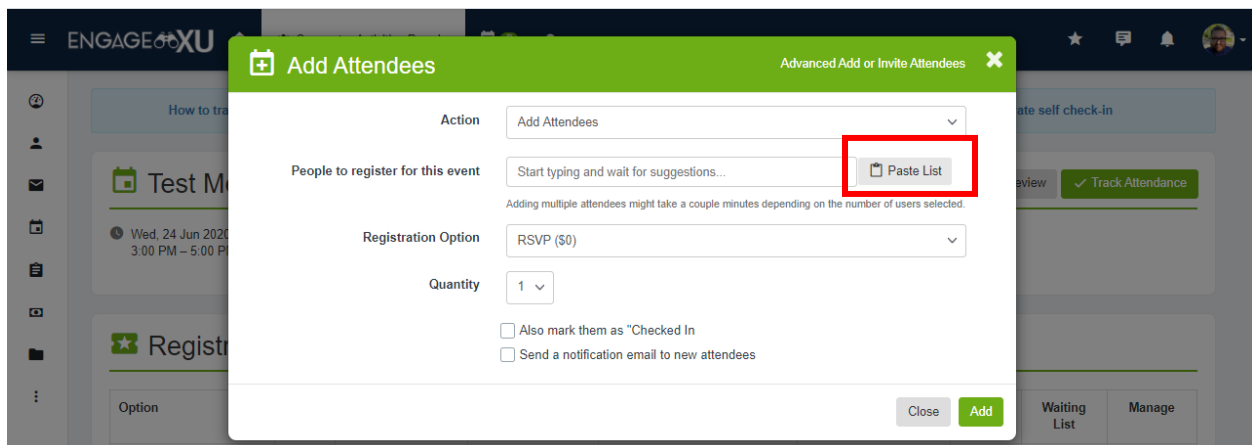
3. Select **Manage** at the top of the Events detail page.

4. Scroll to the Attendees section and select **Add or Invite Attendees**.

5. Check the settings to ensure that you are adding attendees under the correct Registration Option and click **Paste List** to paste a list of either email addresses or Banner IDs (NETID2).

6. Paste each entry on a separate line and select the type of entry you are uploading. Click **Search** to allow the system to find and load all existing users from your search. Be sure and finish by clicking **Add** to add users to the event as attendees.