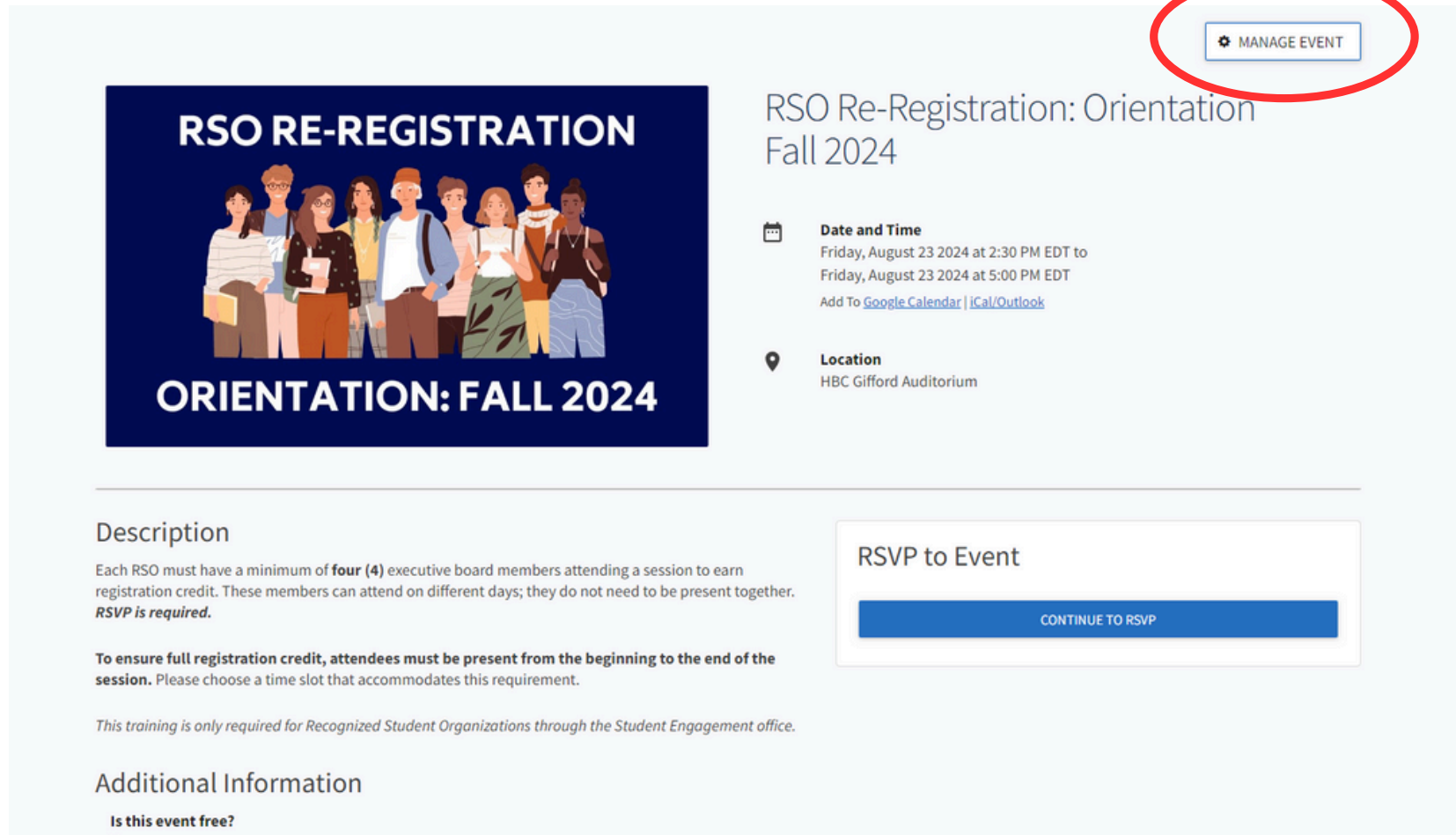


# Visit your Event on Cuse Activities



The screenshot shows an event page for "RSO Re-Registration: Orientation Fall 2024". On the left is a blue banner with the text "RSO RE-REGISTRATION" and "ORIENTATION: FALL 2024" above an illustration of a diverse group of students. On the right, the event title is displayed, followed by a "MANAGE EVENT" button with a gear icon, which is circled in red. Below the title, the "Date and Time" is listed as Friday, August 23, 2024, from 2:30 PM EDT to 5:00 PM EDT, with links to add to Google Calendar or iCal/Outlook. The "Location" is HBC Gifford Auditorium. A "Description" section explains that each RSO must have four executive board members attending, and that full registration credit requires attendance from the beginning to the end of the session. An "RSVP to Event" section contains a "CONTINUE TO RSVP" button. At the bottom, an "Additional Information" section starts with the question "Is this event free?".


**Select “Manage Event”**

# Choose from three options when tracking attendance.

Search...

## Event Details

[CHANGE DETAILS](#) [CANCEL EVENT](#)



**RSO RE-REGISTRATION**  
**ORIENTATION: FALL 2024**

[View Event](#) [Submissions](#)

**RSO Re-Registration: Orientation Fall 2024**

**Host Organization**  
Student Engagement

**Location**  
HBC Gifford Auditorium

**Begins**  
Friday, August 23, 2024 at 2:30 PM EDT

**Ends**  
Friday, August 23, 2024 at 5:00 PM EDT

**0.0**  
★★★★★  
Event Rating

**STATUS**  
👍 Approved

**VISIBILITY**  
👤 The Public

**RSVP SETTING**  
📅 Anyone

### EVENT ATTENDANCE

**9** Invitees      **0** Attended      **0** Absent      **0** Excused

**ACCESS CODE**    A5Y58QN    [COPY](#)    [Click here to visit the Swipe URL and enter this code](#)

**ATTENDANCE URL**    <https://syracuse.campuslabs.com/engage/>    [COPY URL](#)    [VIEW QR CODE](#)    Any Engage user who visits the QR code within 2 hours after the event ends will be marked as "Attended" for this event.

**1** [TRACK ATTENDANCE](#)    [INVITATIONS & RSVPS](#)

**2** [Click here to visit the Swipe URL and enter this code](#)

**3** [VIEW QR CODE](#)

# Method 1


← BACK TO EVENT

## Track Attendance


RSO Re-Registration: Orientation Fall 2024

9 INVITEES      0 ATTENDED      0 ABSENT      0 EXCUSED

Swipe Access Code

 Swipe page: <https://syracuse.campuslabs.com/engage/card-swipe?accessCode=A5Y58QN>

Attendees



There is no data available.

**Select “Add Attendance”**

### Add Attendance

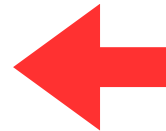
INVITATIONS | TEXT ENTRY | FILE UPLOAD

Invitees	Response	Attendance	Comment
Kelsey Jones (kjones27@syr.edu)	Yes	Attended Absent Excused NA	ADD
Sahana Anand (Sanand03@syr.edu)	Yes	Attended Absent Excused NA	ADD
Cruz Thapa (ctbthapa@syr.edu)	Yes	Attended Absent Excused NA	ADD
Krutartha Nagesh (knagesh@syr.edu)	Yes	Attended Absent Excused NA	ADD
Amaya Sainital (asainital@syr.edu)	Yes	Attended Absent Excused NA	ADD
Venkata Yashwanth Yellapragada (yyyellap@syr.edu)	Yes	Attended Absent Excused NA	ADD
Narahi Gomez (nagomezf@syr.edu)	Yes	Attended Absent Excused NA	ADD
Jay Hrdy (jthrdy@syr.edu)	Yes	Attended Absent Excused NA	ADD
Nashaly Perez (nperez10@syr.edu)	Yes	Attended Absent Excused NA	ADD



**Add attendees manually from the event RSVP list.**

**Input email addresses for each attendee for events under 500.**



### Add Attendance

← BACK TO TRACK ATTENDANCE

INVITATIONS | TEXT ENTRY | FILE UPLOAD

You may enter up to 500 e-mail addresses or card IDs in the textbox below.  
Please enter only one e-mail or ID per line.  
The list must contain only the identifier type selected below. If you have more than 500 attendees to add, please use the File Upload option above. You can only enter Card ID numbers if your campus utilizes the card swipe feature.

Identifier Type  
 E-Mail Address  Card ID Number  External Id

\* Attendees

(one per line)

Status  
 Attended

ADD

### Add Attendance

← BACK TO TRACK ATTENDANCE

INVITATIONS | TEXT ENTRY | FILE UPLOAD

File Type  
 Default

The file to be uploaded must have one e-mail address or card ID per line. The file must be in .CSV format and contain only the identifier type selected. You can only upload Card ID numbers if your campus utilizes the card swipe feature.

Identifier Type  
 E-Mail Address  Card ID Number  External Id

Select File  
 No file chosen

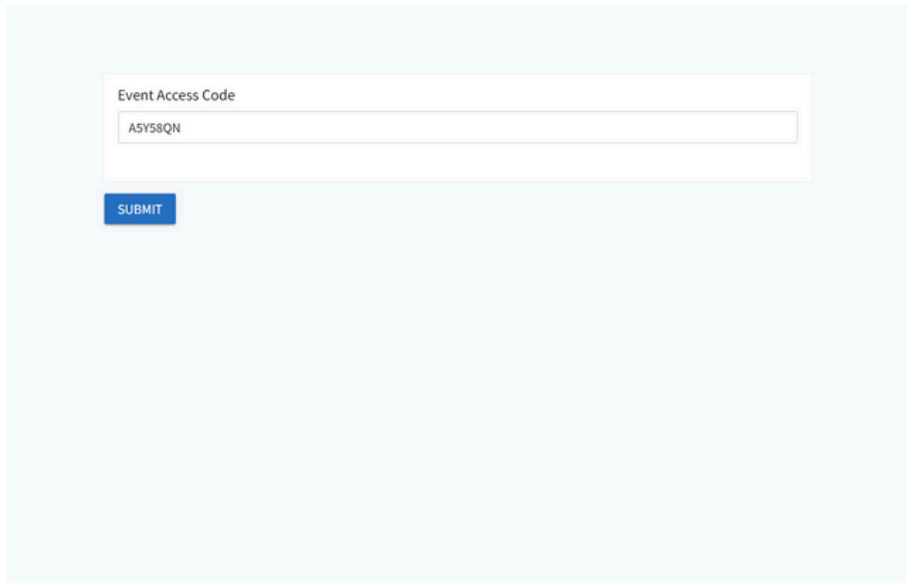
Status  
 Attended

UPLOAD

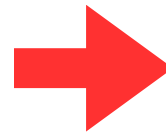


**Input email addresses for all attendees in a spreadsheet for events over 500. Upload the spreadsheet to record attendance.**

# Method 2

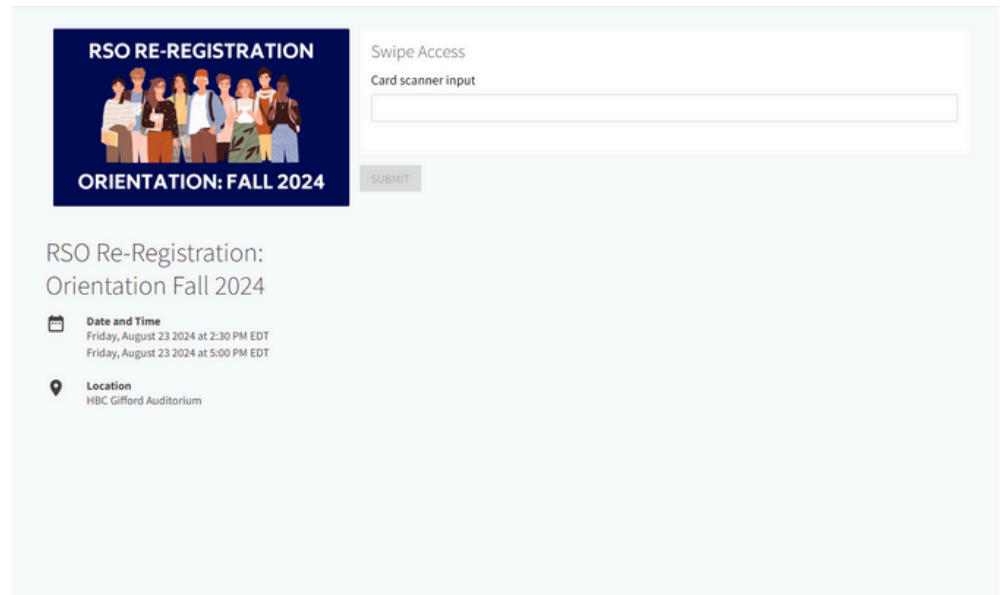


A screenshot of a web form for event access. It features a text input field labeled "Event Access Code" containing the alphanumeric string "A5Y58QN". Below the input field is a blue button labeled "SUBMIT".



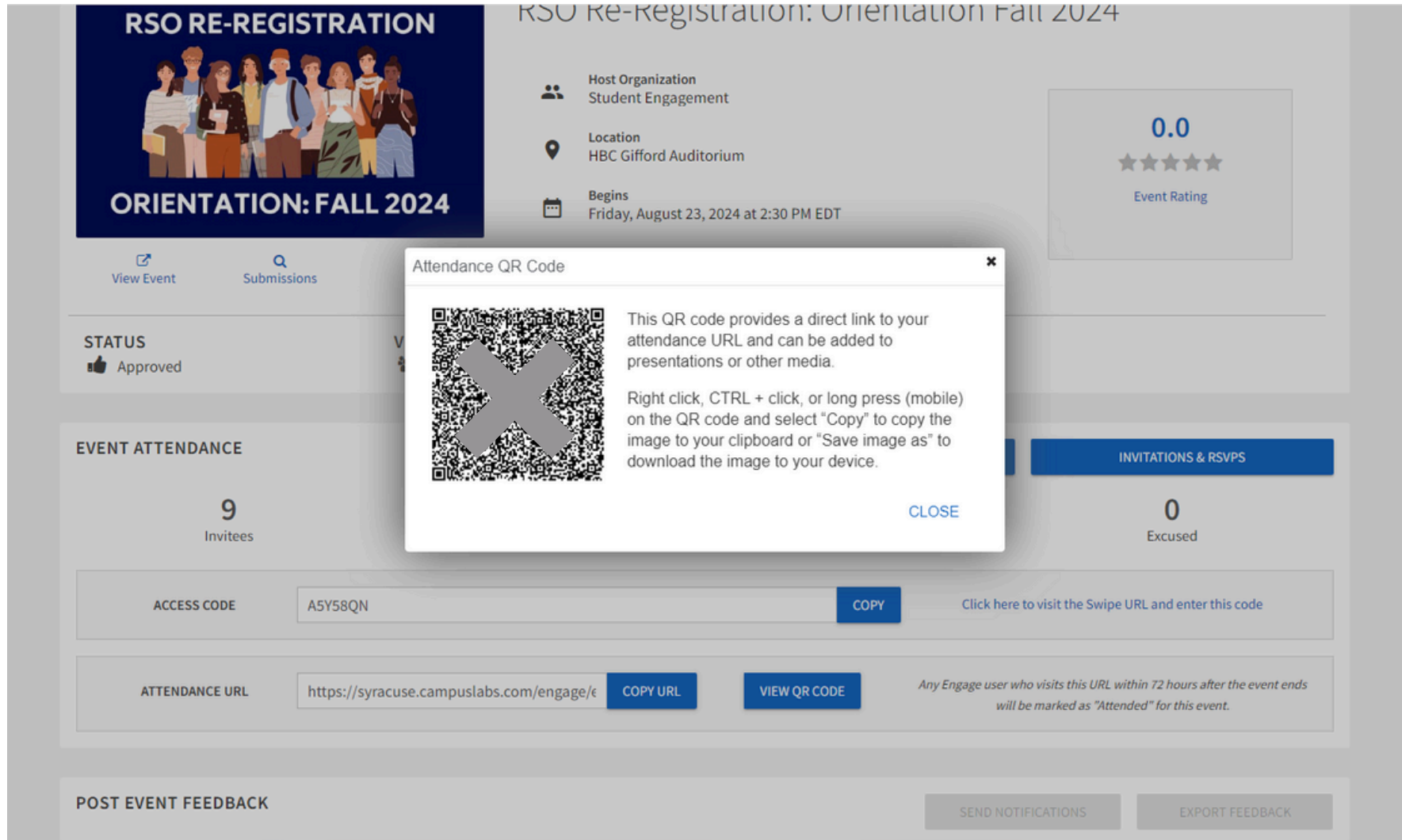
**Click “Submit” to access the Swipe Access page.**

**Reserve a card swipe through the Student Engagement lending closet to track attendance through card swipe. Click in the box before swiping an attendee’s SUID.**



A screenshot of the "Swipe Access" page. On the left is a blue banner for "RSO RE-REGISTRATION ORIENTATION: FALL 2024" with an illustration of students. To the right is a "Swipe Access" section with a "Card scanner input" field and a "SUBMIT" button. Below the banner, the page displays event details: "RSO Re-Registration: Orientation Fall 2024", "Date and Time: Friday, August 23 2024 at 2:30 PM EDT to Friday, August 23 2024 at 5:00 PM EDT", and "Location: HBC Gifford Auditorium".

# Method 3



**RSO RE-REGISTRATION**  
**ORIENTATION: FALL 2024**

RSO Re-Registration: Orientation Fall 2024

Host Organization  
Student Engagement

Location  
HBC Gifford Auditorium

Begins  
Friday, August 23, 2024 at 2:30 PM EDT

0.0  
★★★★★  
Event Rating

View Event Submissions

STATUS  
Approved

EVENT ATTENDANCE  
9 Invitees

INVITATIONS & RSVPS  
0 Excused

ACCESS CODE  
A5Y58QN COPY Click here to visit the Swipe URL and enter this code

ATTENDANCE URL  
https://syracuse.campuslabs.com/engage/€ COPY URL 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.

POST EVENT FEEDBACK  
SEND NOTIFICATIONS EXPORT FEEDBACK

**Attendance QR Code**

This QR code provides a direct link to your attendance URL and can be added to presentations or other media.

Right click, CTRL + click, or long press (mobile) on the QR code and select "Copy" to copy the image to your clipboard or "Save image as" to download the image to your device.

CLOSE

**Open the QR Code and ask attendees to scan it to record event attendance.**