



HOW TO: EVENT CHECK-IN

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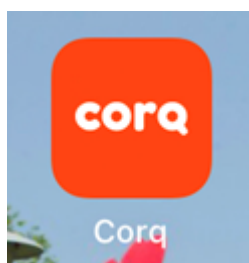
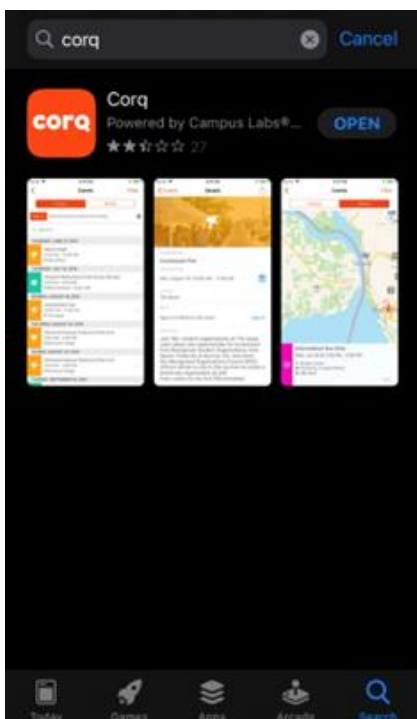
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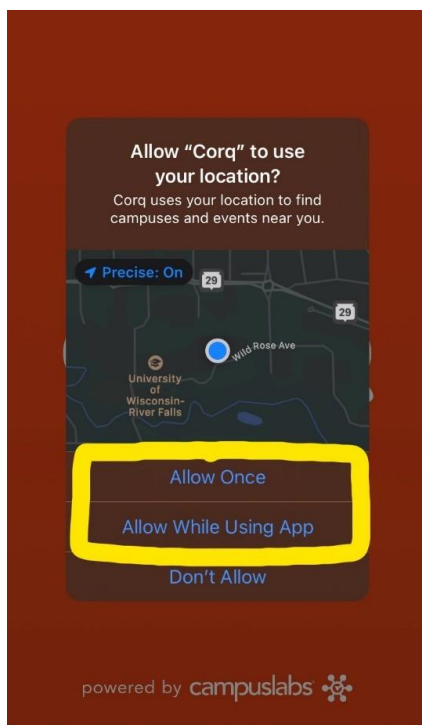


HOW TO: USE QR CODE TO CHECK-IN

1. On your phone, download the “Corq” app from the app store

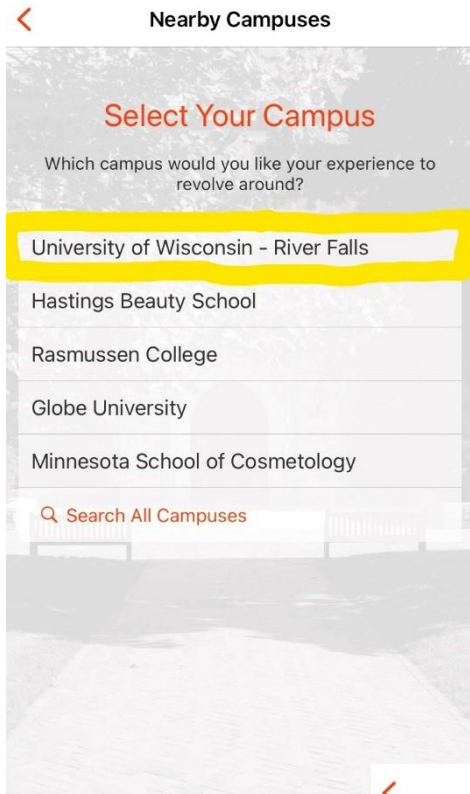


2. Go into the Corq app, allow location services

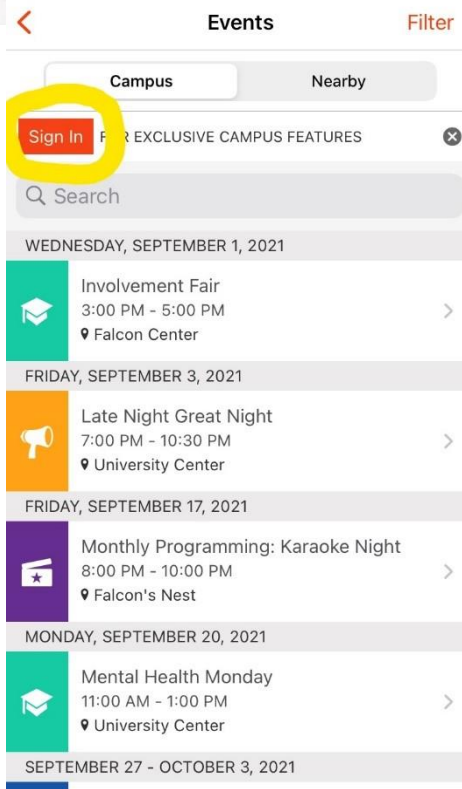




3. Select your campus



4. Select "Sign In"





5. Sign in with your W Number

UNIVERSITY OF WISCONSIN

River Falls

Please verify the web browser URL of this website is a U W R F dot E D U address before continuing.

Falcon ID (like w2600000)

Password

Login

6. Click arrow in top left corner

Events Filter

My Campus Nearby

Search

WEDNESDAY, SEPTEMBER 1, 2021

- Involvement Fair
3:00 PM - 5:00 PM
Falcon Center

FRIDAY, SEPTEMBER 3, 2021

- Late Night Great Night
7:00 PM - 10:30 PM
University Center

SATURDAY, SEPTEMBER 4, 2021

- Freddy Falcon's FIND
12:00 PM - 9:00 PM
All Around River Falls

WEDNESDAY, SEPTEMBER 8, 2021

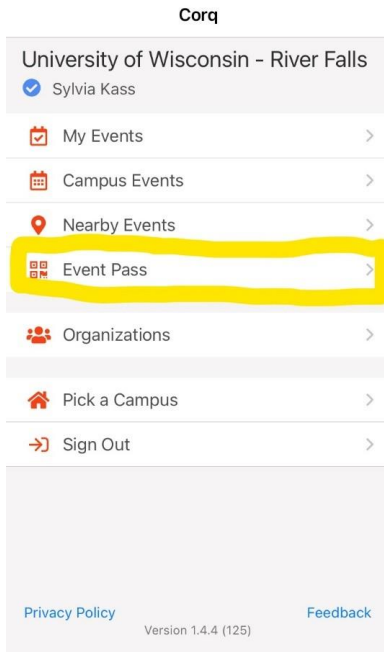
- Virtual Bingo
1:00 PM - 2:00 PM
Online

MONDAY, SEPTEMBER 13, 2021

- Maker's Night
7:00 PM - 9:00 PM



7. Select “Event Pass”



8. Use the QR code to sign in! Make sure your phone screen brightness is up





HOW TO: CREATE A "TRACK ATTENDANCE" SPREADSHEET

1. Log into FalconsConnect and choose the event you'd like to track (See pages 1-5)

Manage Events

Search Events

Type to Search

Sort By

Start Date

Date

Start Date to End Date

All

935 Events

Showing 1 - 10 out of 935 Events

Analytics

CREATE EVENT

Freddy Falcon's FIND

Sat, Sep 10, 2022 10:00 AM CDT - Sat, Sep 10, 2022 10:00 PM CDT

Invites sent: 0 RSVP count: 0

Late Night Great Night

Fri, Sep 9, 2022 7:00 PM CDT - Fri, Sep 9, 2022 11:00 PM CDT

Invites sent: 0 RSVP count: 0

Involvement Fair

Tue, Sep 6, 2022 1:00 PM CDT - Tue, Sep 6, 2022 3:00 PM CDT

2. Select "Track Attendance"

← Back to Events List

Event Details

CHANGE DETAILS

CANCEL EVENT

Late Night Great Night

Host Organization: Student Involvement

Location: University Center

Begins: Friday, September 09, 2022 at 7:00 PM CDT

Ends: Friday, September 09, 2022 at 11:00 PM CDT

0.0 Event Rating

STATUS: Approved

VISIBILITY: The Public

RSVP SETTING: No one

EVENT ATTENDANCE

0 Invitees

0 Attended

0 Absent

0 Excused

TRACK ATTENDANCE

INVITATIONS & RSVPS



3. Click the red “Export” Button

The screenshot shows the 'Track Attendance' interface for the event 'Late Night Great Night'. At the top right, there are two buttons: a red 'EXPORT' button and a blue '+ ADD ATTENDANCE' button. Below these are four statistics: INVITEES (0), ATTENDED (0), ABSENT (0), and EXCUSED (0). A 'Swipe Access Code' field contains 'D97PJ99'. Below that is an 'Attendees' section with a search bar and a message 'There is no data available.'.

4. Click the blue “Downloads Page” Link

The screenshot shows the 'Track Attendance' interface for the event 'Grill Cart'. At the top, a green notification bar states: 'Your file request has been submitted for processing. You may visit your Downloads Page at any time to check the status of your request and retrieve available files.' A red arrow points to this message. Below the notification are the same buttons and statistics as in the previous screenshot: 'EXPORT', '+ ADD ATTENDANCE', INVITEES (0), ATTENDED (0), ABSENT (0), and EXCUSED (0). The 'Swipe Access Code' field contains 'BNBY73Y'. The 'Attendees' section has a search bar and a message 'There is no data available.'.



5. Choose the “Download” button

My Downloads
After you request a file from the system and it has been successfully retrieved, you may download the file below. All requested files remain available until deleted.

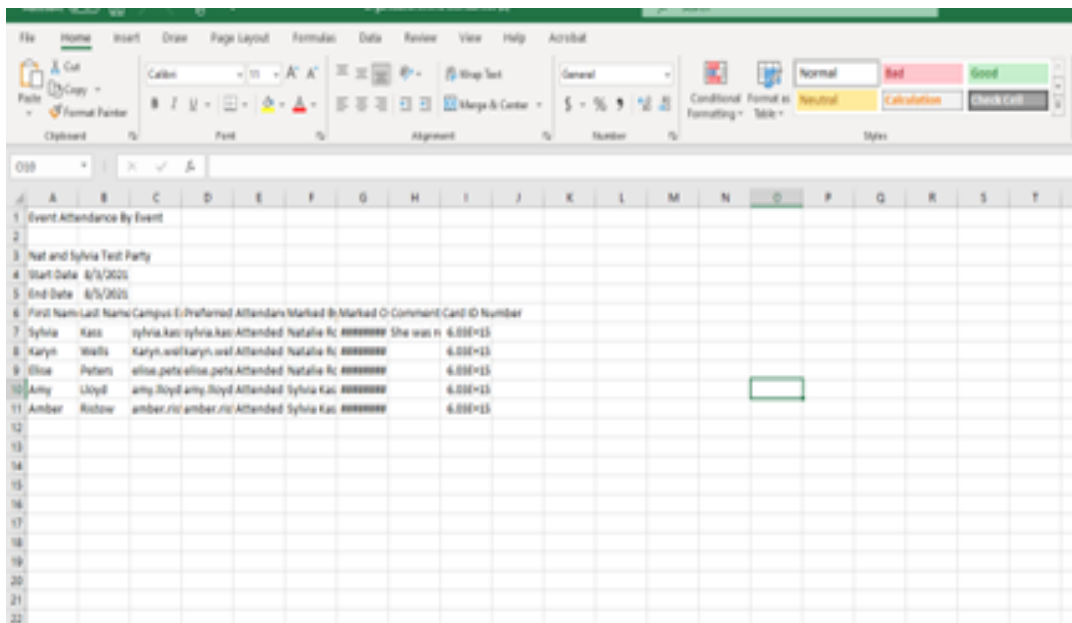
DELETE Show All Download Types

Type	Status	Date Requested -	Actions
<input type="checkbox"/> Nat and Sylvia Test Party - Export - Event Attendance List	Report Ready	8/11/2021 11:08 AM	

Showing 1 - 1 of 1

6. Open the downloaded Excel File

7. View/Save/Share the document with Check-In information as needed!



8. Please send your Excel document to studentinvolvement@uwrf.edu with the subject line “Falcon Five Event Check In-Bingo 9/18”

