HOW TO: EVENT CHECK-IN

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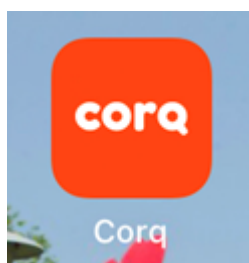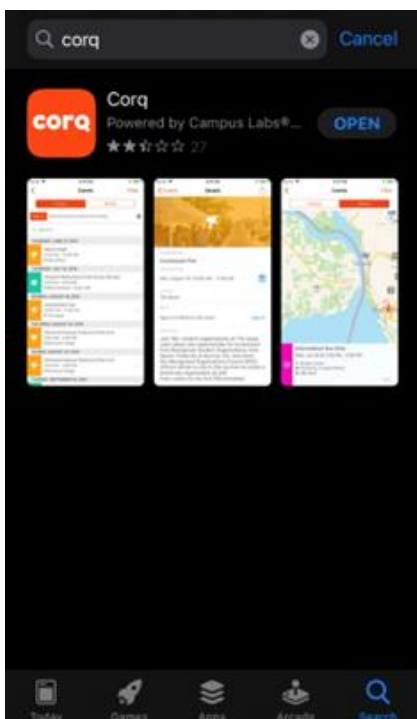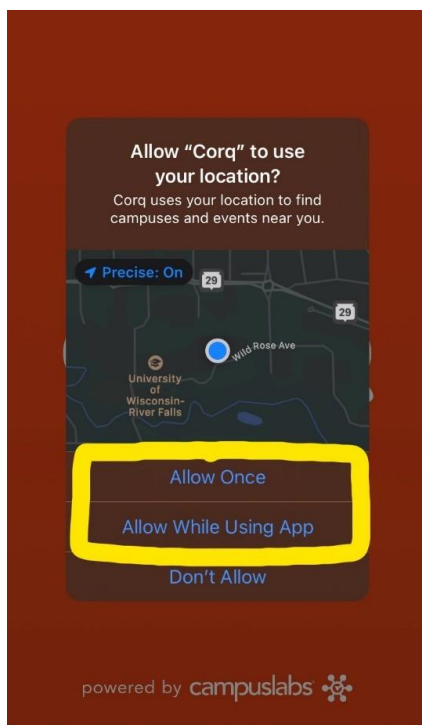**How To:**

HOW TO: USE QR CODE TO CHECK-IN

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

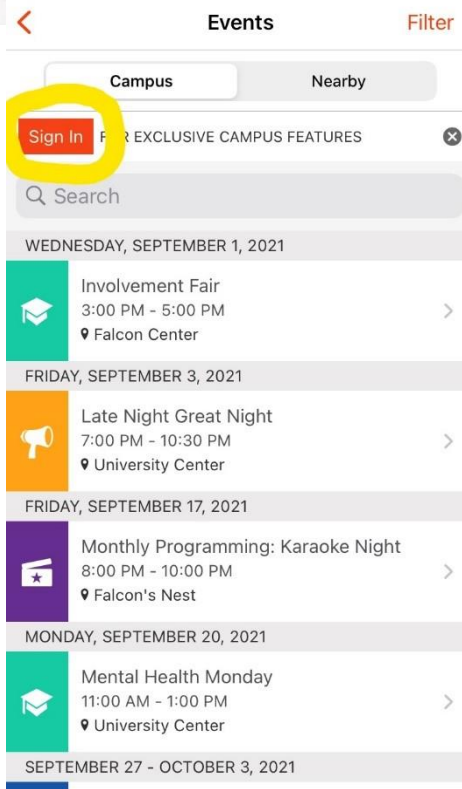2. Go into the Corq app, allow location services

3.   Select your campus

Nearby Campuses

Select Your Campus

Which campus would you like your experience to revolve around?

University of Wisconsin - River Falls

Hastings Beauty School

Rasmussen College

Globe University

Minnesota School of Cosmetology

🔍 Search All Campuses

4. Select "Sign In"

Events   Filter

Campus   Nearby

Sign In   FOR EXCLUSIVE CAMPUS FEATURES   ✕

🔍 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

FRIDAY, SEPTEMBER 17, 2021

Monthly Programming: Karaoke Night
8:00 PM - 10:00 PM
📍 Falcon's Nest

MONDAY, SEPTEMBER 20, 2021

Mental Health Monday
11:00 AM - 1:00 PM
📍 University Center

SEPTEMBER 27 - OCTOBER 3, 2021

UNIVERSITY OF WISCONSIN
RIVER FALLS

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

| My | Campus | Nearby |

Events   Filter

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

UNIVERSITY OF WISCONSIN
RIVER FALLS

7. Select "Event Pass"
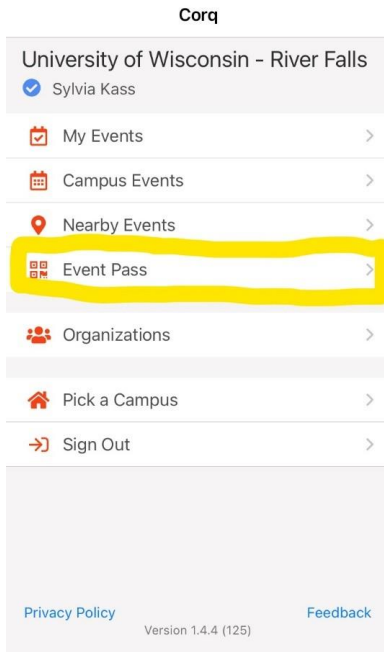
8. Use the QR code to sign in! Make sure your phone screen brightness is up

HOW TO: CREATE A "TRACK ATTENDANCE" SPREADSHEET

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

2. Select "Track Attendance"

3. Click the red "Export" Button

4. Click the blue "Downloads Page" Link

5. Choose the "Download" button

6. Open the downloaded Excel File
7. View/Save/Share the document with Check-In information as needed!
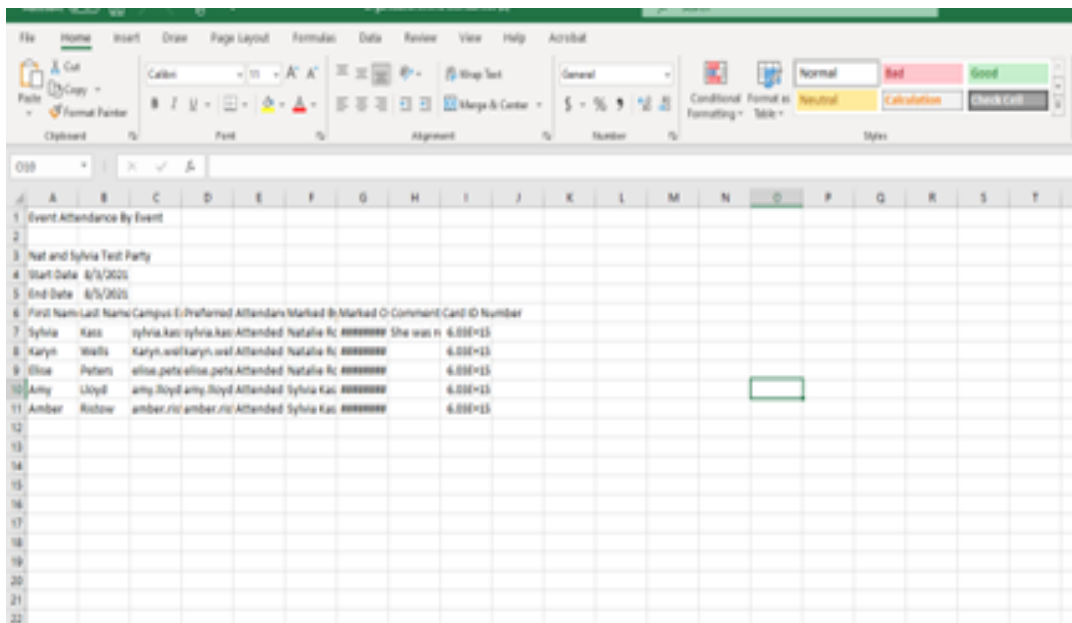
8. <mark>Please send your Excel document to studentinvolvement@uwrf.edu with the subject line "Falcon Five Event Check In-Bingo 9/18"</mark>

9. Please note! The "Card ID Number" column includes W
   Number (Ex: Sylvia's W Number is 3108228, found in the
   selected value)