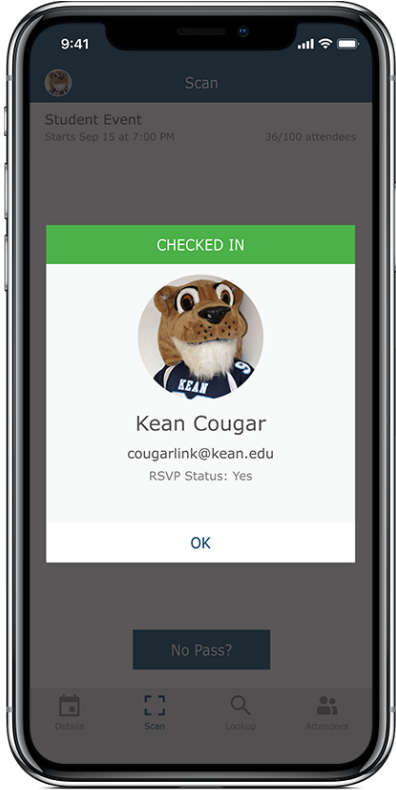


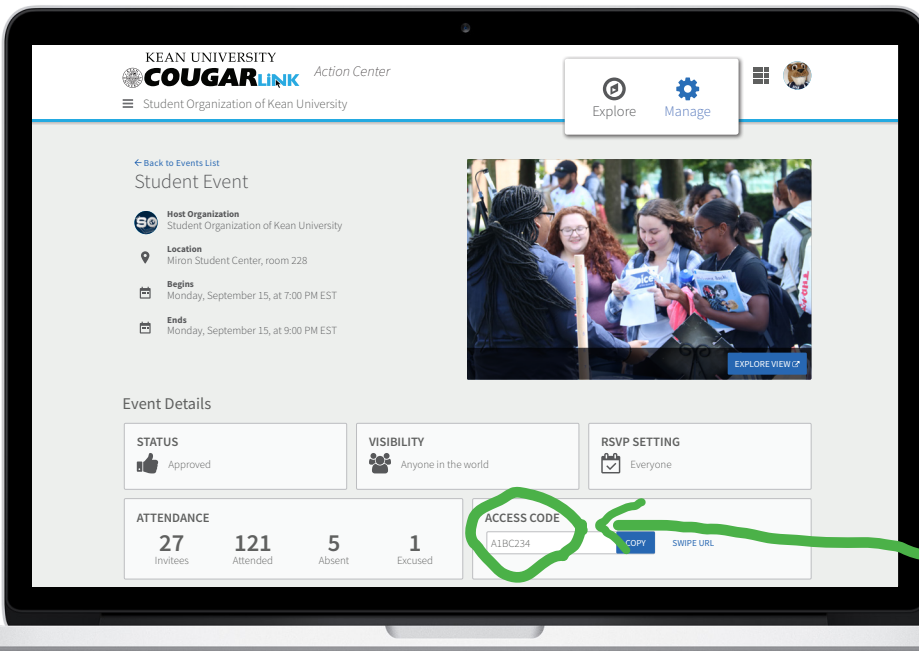
# Cougar Link Check-In Attendance App



Organization leaders now have the ability to take attendance at meetings and events by using their mobile device with the **Campus Labs® Event Check-in** app. The Check-in app is available for free through the Apple App Store or Google Play Store.

To take attendance using the Cougar Link Check-in app, login to your event using your event access code provided through the event management portal and your Cougar Link login information. Once logged into the Check-in app, select scan and begin scanning the attendee Event Passes. If an attendee does not have an Event Pass, you can look them up in the directory.

Scan the Attendee's Cougar Link Event Pass



## Obtain Your Event Access Code

Host organization administrators (Presidents, Vice Presidents, etc...) can obtain their event Access Code by signing into Cougar Link and navigating to the event page. Once on the event page, select "Manage Event" to access the event management portal where the Access Code is displayed.

Your Event Access Code