

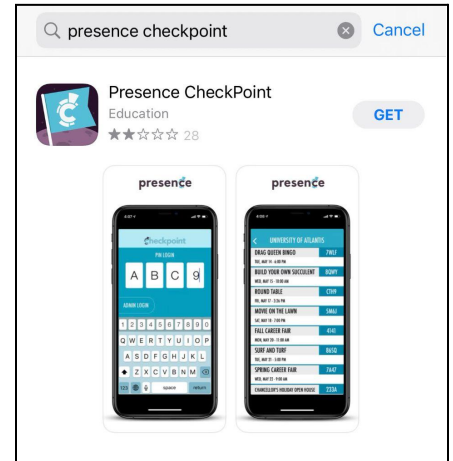
## Spartan Connect Training: Tracking Attendance

There are two options currently available for tracking attendance at your event.

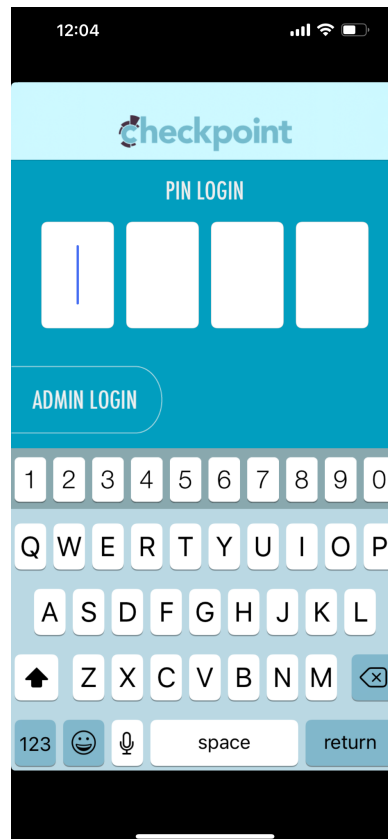
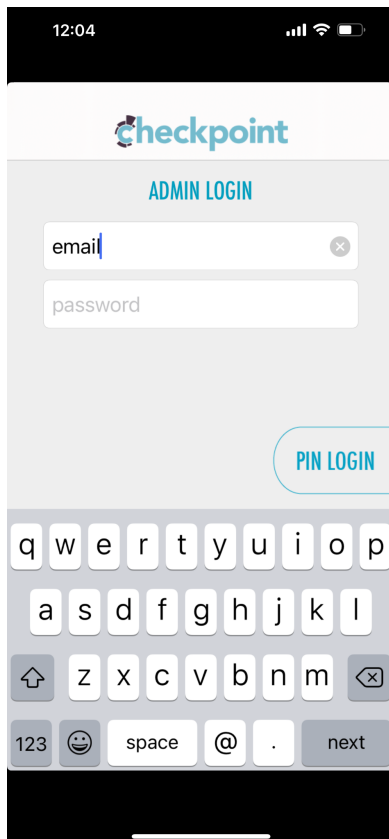
### Option 1: Presence CheckPoint App

This option allows you to check people in from your mobile device without the use of a computer or scanner. Additionally, with this option, multiple people would be able to utilize the check-in function.

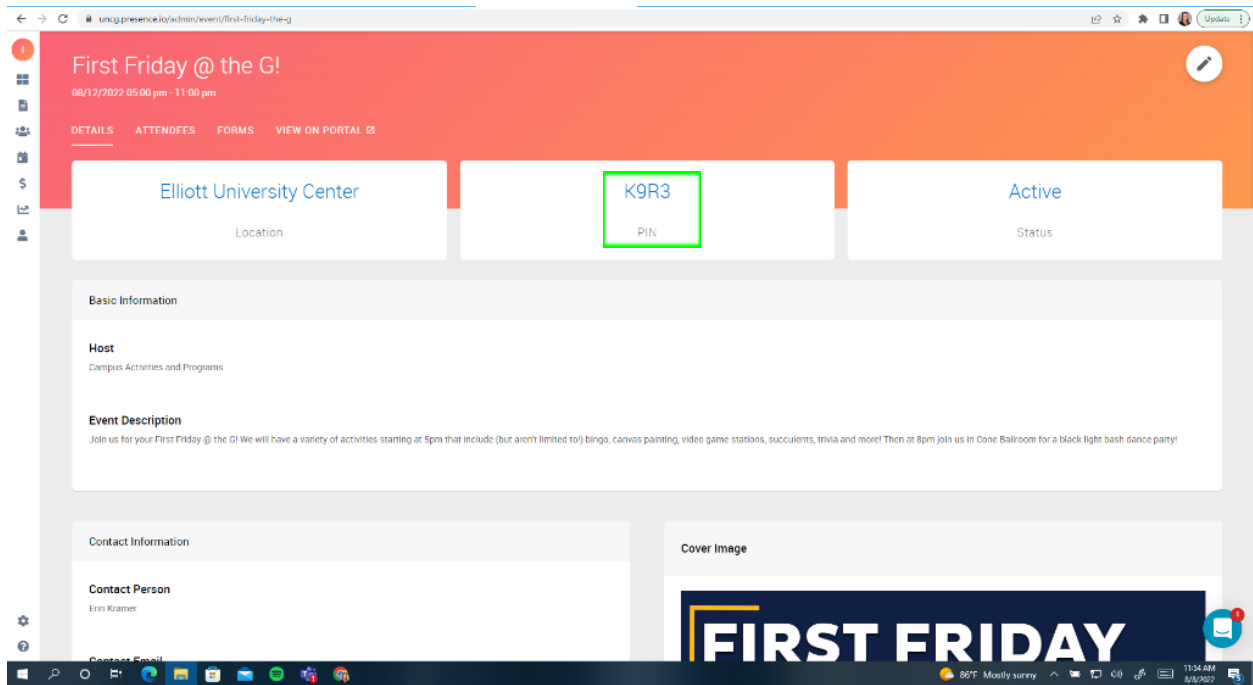
You will need to download the “Presence Checkpoint” app from your app store.



When you open the app, use the “PIN LOGIN” option. Enter your event pin (see next page) from Spartan Connect. The pin is life 1 hour before your event, during your event, and 1 hour after your event. You will be able to manually check people in using their 88# or email address.

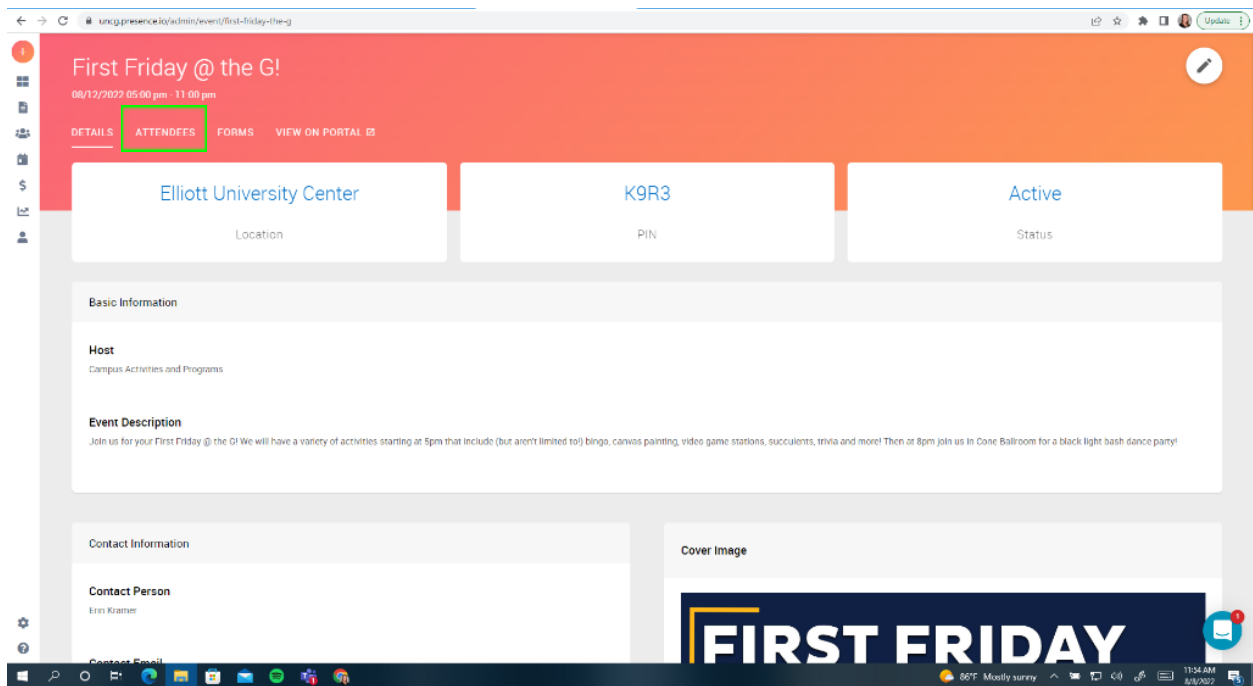


From the admin dashboard, you will find your event in the “Events” icon and click on your event. When you click on your event, you will see a pin number in the top middle of the screen. This is the pin number you will use to find your event in the CheckPoint app.

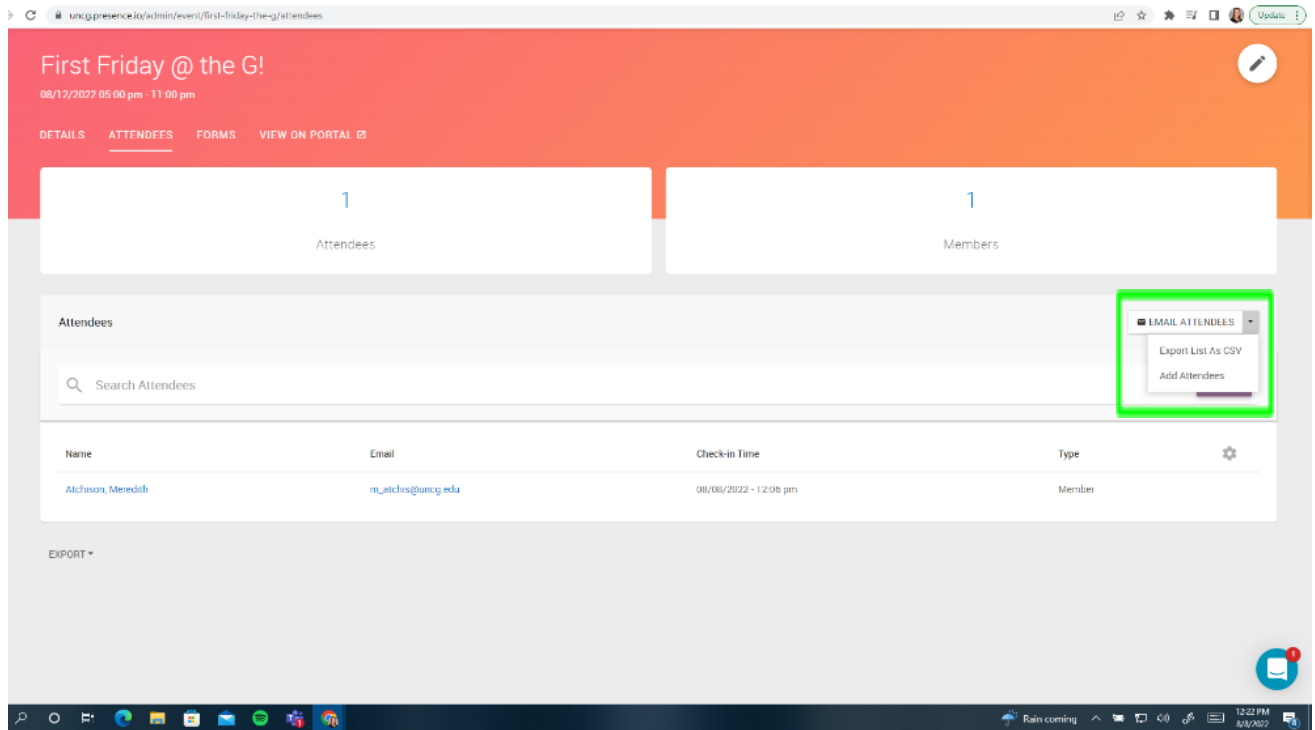


## Option 2: Swiping In or Using A Computer

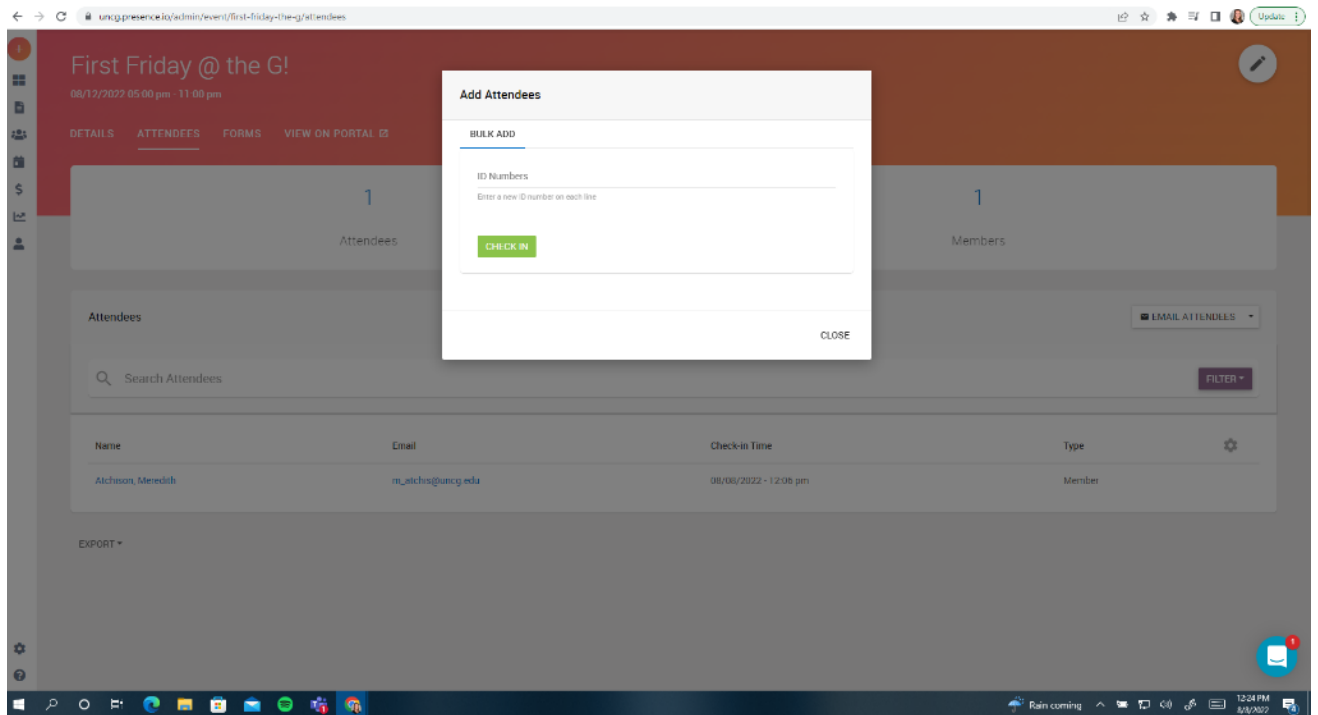
In order to use this option, you will need a computer (and a card reader if you want to swipe in) and you will go to the admin dashboard, click on the “Events” icon, and find the event. From there, you will click on the “Attendees” tab on the top left side of the screen.



Once you are on this screen, you will see an option to “+Add Attendees” on the right side of the screen.



From here, you'll be able to add attendees by swiping their ID cards, typing in their 88#s, or typing in their email addresses.



**Option 1 is great for smaller events where you are keeping track of participants and don't expect a large rush of people at the same time. Option 2 is great for larger events as the check-in process would be much faster. If you need to borrow a card reader from CAP, let your event consultant know during the event planning process.**