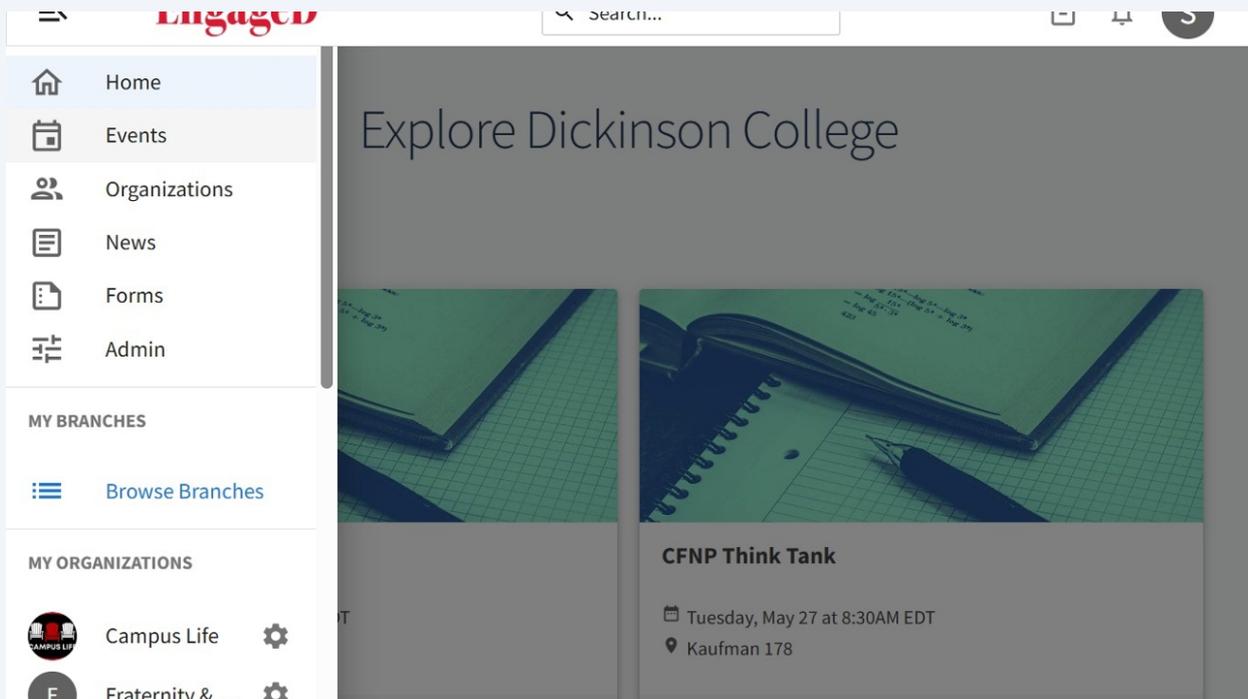
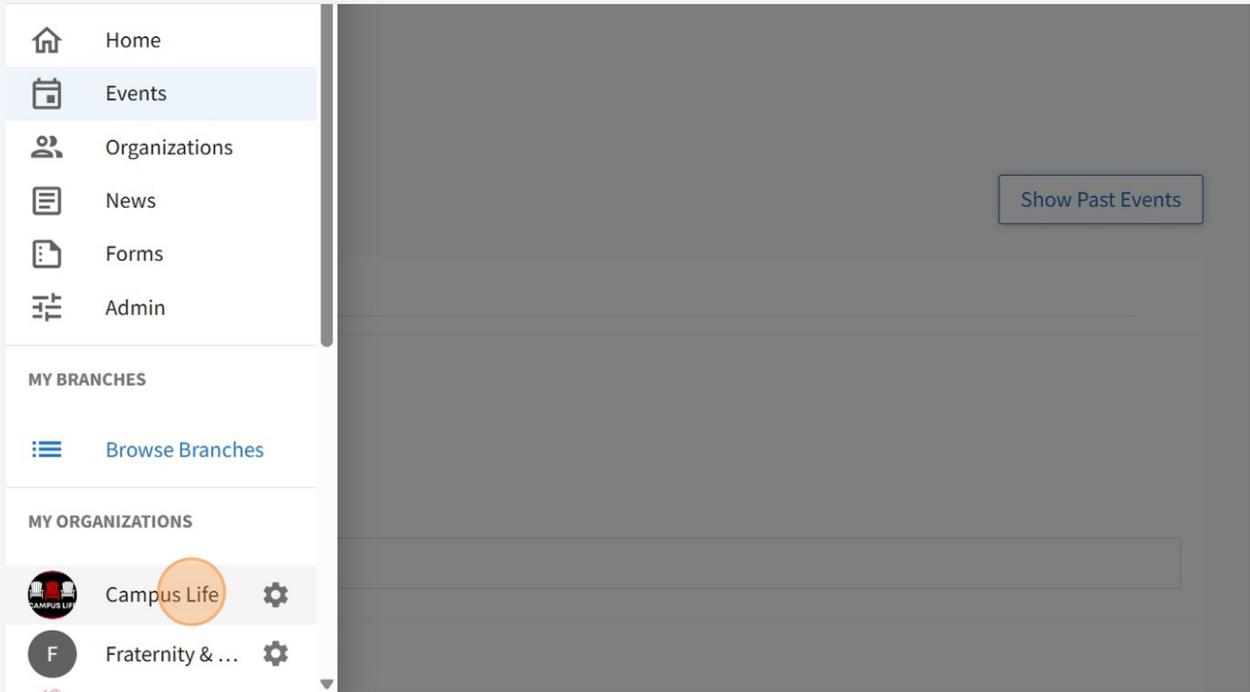


# How to Record Attendance for Events in EngageD

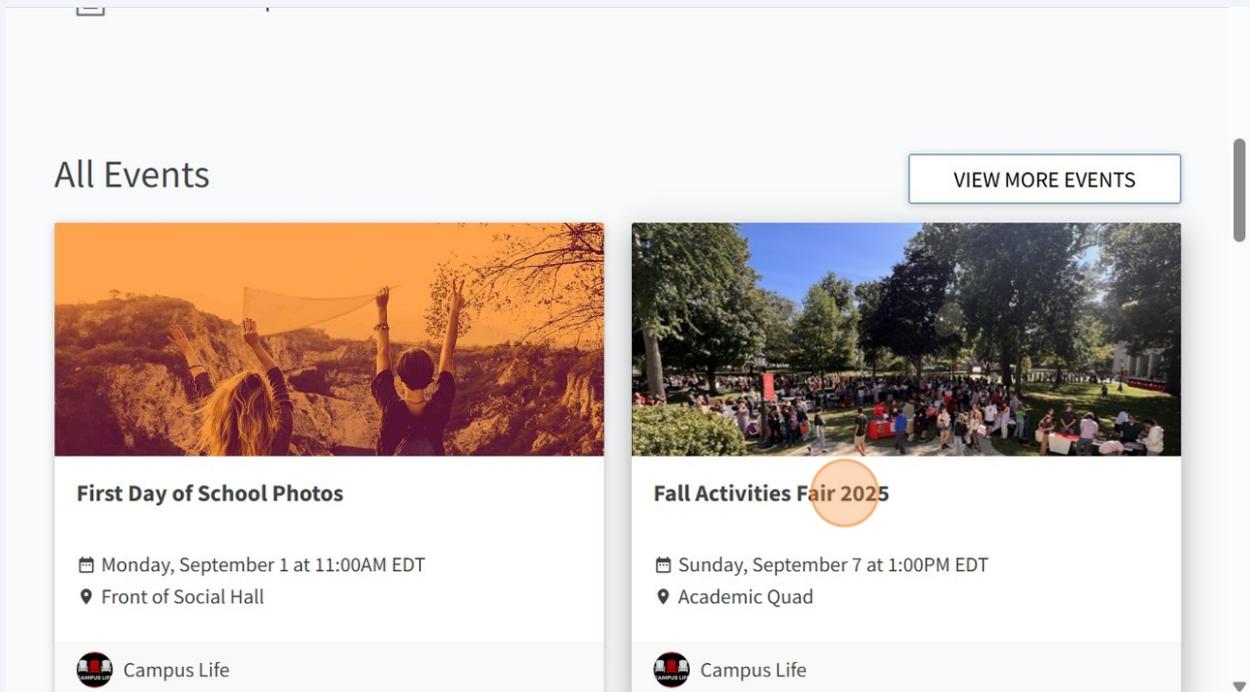
1 Navigate to <https://dickinson.campuslabs.com/engage/>



2 Click on the organization hosting the event.



3 Click on the event for which you would like to record attendance.



4 Click on "Manage Event."

The screenshot shows the EngageD interface for an event titled "Fall Activities Fair 2025". The header includes the EngageD logo, a search bar, and navigation icons. A "MANAGE EVENT" button with a gear icon is circled in orange. Below the header is a photo of a crowd at an outdoor event. To the right of the photo, the event title "Fall Activities Fair 2025" is displayed. Below the title, the "Date and Time" section shows the event on Sunday, September 7, 2025, from 1:00 PM EDT to 4:00 PM EDT, with links to add to Google Calendar or iCal/Outlook. The "Location" section shows "Academic Quad".

5 Click "Track Attendance"

The screenshot shows the EngageD interface for the event's management page. The header is identical to the previous screenshot. Below the header, there are three sections: "STATUS" (Approved), "VISIBILITY" (The Public), and "RSVP SETTING" (Anyone). The main section is titled "EVENT ATTENDANCE" and features four columns: "Invitees" (0), "Attended" (0), "Absent" (0), and "Excused" (0). The "TRACK ATTENDANCE" button is circled in orange. Below the attendance section, there is an "ACCESS CODE" field with the value "3NE76XK" and a "COPY" button. A link "Click here to visit the Swipe URL and enter this code" is provided. At the bottom, there is an "ATTENDANCE URL" field with the value "https://dickinson.can" and "COPY URL" and "VIEW QR CODE" buttons. A note states: "Any Engage user who visits this URL within 72 hours after the event ends will be marked as 'Attended' for this event."

6 One way to record attendance is by clicking on "Add Attendance."

EngageD

Search...

BACK TO EVENT

Track Attendance

Fall Activities Fair 2025

EXPORT ADD ATTENDANCE

0 INVITEES 0 ATTENDED 0 ABSENT 0 EXCUSED

Swipe Access Code

3NE76XK

Swipe page:  
[https://dickinson.campuslabs.com/engage/card-swipe?  
accessCode=3NE76XK](https://dickinson.campuslabs.com/engage/card-swipe?accessCode=3NE76XK)

7 Click "Text Entry" to manually add attendees.

EngageD

Search...

BACK TO TRACK ATTENDANCE

Add Attendance

INVITATIONS TEXT ENTRY FILE UPLOAD

There is no data available.

## 8 You can add email addresses, card ID numbers, or external IDs.

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

## 9 You can also track attendance by uploading another file (such as an excel spreadsheet).



EngageD

Search...



[← BACK TO TRACK ATTENDANCE](#)

### Add Attendance

INVITATIONS

TEXT ENTRY

**FILE UPLOAD**



There is no data available.

10

Additionally, you can have attendees enter your event's access code in the Corq app.

EngageD

Search...

INVITES ATTENDED ABSENT EXCUSED

Swipe Access Code

3NE76XK

Swipe page:  
<https://dickinson.campuslabs.com/engage/card-swipe?accessCode=3NE76XK>

Attendees

Attendees ▾	Attendance	Comment
Sophie Bisbal (bisbals@dickinson.edu)	<b>Attended</b> Absent Excused NA	<input type="button" value="ADD"/>

11

If you have a card swiper (available in the Campus Life office), you can swipe IDs using the link here.

EngageD

Search...

INVITES ATTENDED ABSENT EXCUSED

Swipe Access Code

3NE76XK

Swipe page:  
<https://dickinson.campuslabs.com/engage/card-swipe?accessCode=3NE76XK>

Attendees

Attendees ▾	Attendance	Comment
Sophie Bisbal (bisbals@dickinson.edu)	<b>Attended</b> Absent Excused NA	<input type="button" value="ADD"/>

Showing 1 - 1 of 1

12 You can export your attendance by clicking on "Export."

EngageD

Search...

BACK TO EVENT

Track Attendance

Fall Activities Fair 2025

EXPORT + ADD ATTENDANCE

0 INVITEES 1 ATTENDED 0 ABSENT 0 EXCUSED

Swipe Access Code

3NE76XK

Swipe page:  
[https://dickinson.campuslabs.com/engage/card-swipe?  
accessCode=3NE76XK](https://dickinson.campuslabs.com/engage/card-swipe?accessCode=3NE76XK)

13 After clicking "Export," your exported file will be available on the "Downloads Page."

EngageD

Search...

BACK TO EVENT

Track Attendance

Fall Activities Fair 2025

EXPORT + ADD ATTENDANCE

0 INVITEES 1 ATTENDED 0 ABSENT 0 EXCUSED

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. CLOSE



Attendance should be taken for *all* events, even recurring meetings.