1. Login to <u>https://campuslink.okstate.edu/</u> with your OKEY login info. Click on the organization that you're creating the event for.

Oklahoma State CampusLink III 🛞								
HOME EVENTS ORGANIZATIONS NEWS	FORMS							
Explore Oklahoma State University								
Q Search Events, Organizat								
UPDATING YOUR ORGANIZATION'S OFFICERS STUDENT ORGANIZATION ACCOUNTING CARD SIGN UP FOR THE STUDENT ORGANIZATION								
If your organization has recently held elections, be sure to update your officers' information ASAP. More	Organization accounting signature cards are online (This replaces the yellow paper signature card.) Request one HEBE	The Fall 2021 Student Organization Fair is a great way to showcase your club or organization to new student members during Wolcome Week, <u>SICN UP</u> HERE						
Memberships	L							
😭 CampusLink	Example Organization	😂 Leadership & Campus Life						
( Off Campus Student Association	OKSTATE Student Volunteer Center	👫 Pete's Eats						

# 2. On the organization's page, click **Manage Organization**. *If you do not see* **Manage Organization** ask an organization officer for access



3. On the next page click on the menu icon in the upper left corner and select **Events.** 

🧼 E		Example Organization		Oklahoma State CampusLink				
1	8	Home						
0	rgan	nization Tools	^		Example Organization			
2	÷	Roster			Primary Contact: FRAN GRAGG			
6	)	About						
Ê		Events		-				
Ē	21	News						
* 4		Gallery						
=	Ĩ	Documents						

#### 4. On the next page click **Create Event.**

Oklahoma State CampusLink		III			
■ Example Organization					
Manage Events				$\rightarrow$	+ CREATE EVENT
Filter Approved V Status All V					Q
Name =	Status :	Start Date 👻	Add Attendance	Action	
test20	Approved	11/26/2018 12:00 PM	Add Attendance	00	
Movie Night	Approved	2/26/2018 11:30 AM	Add Attendance	0.00	
Spring Social	Approved	2/26/2018 11:30 AM	Add Attendance	C 🗋 🛱	

### 5. Complete the Create Event form

)klahoma State CampusLink						= <b>(</b>
HOME EVENTS OR	GANIZATIONS NEWS FOR	мs				
reate Event						
Basic Details						
*Event Title					Theme	
Enter Event Title					Not Selected	~
Description						
S ∂ B Z U M	DDEEER					
Tip: If you create a link to a YouTub Additional organizations co-h	s or Vimeo video in your description, it will em osting this event instainors	bed the video at the loca	tion of your link.			
Time and Place						
*Start Date	*Start Time		*End Date		*End Time	
	aa	~	00110004		AA	

6. Once the event is created you can always find it on the organization's **Manage Events** page.

Oklahoma State CampusLink		III 😗			
■ Example Organization					
Manage Events		+ CREATE EVENT			
Filter Approved V Status All V					Q
Name =	Status :	Start Date 👻	Add Attendance	Action	
test20	Approved	11/26/2018 12:00 PM	Add Attendance	C 🗋 🛱	
Movie Night	Approved	2/26/2018 11:30 AM	Add Attendance	C 🗋 🛱	
Spring Social	Approved	2/26/2018 11:30 AM	Add Attendance	C* 🗋 🛱	

7. You can click on its name to get to the Event Details page.

# To create an attendance QR code, copy the attendance URL.



8. Search for a QR Code generator and paste the **Attendance URL** into the generator.

G qr code generator
Q qr code generator - Google Search
Q qr code generator free
Q qr code generator google
Q qr code generator with logo

# 9. Download or snip the QR Code



10. Ask attendees at your event to scan it to record their attendance. The code will

start working when the event is scheduled to begin. Always test the QR code with your own phone.



Any CampusLink user who visits this QR Code within 72 hours after the event ends will be marked as "Attended" for this event.

