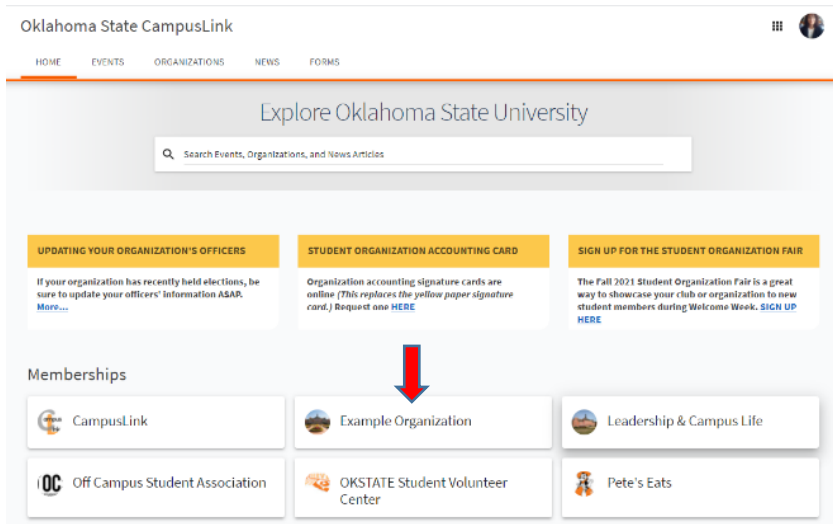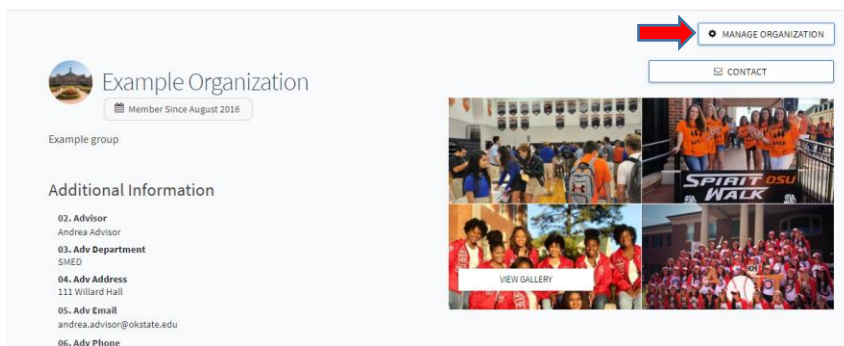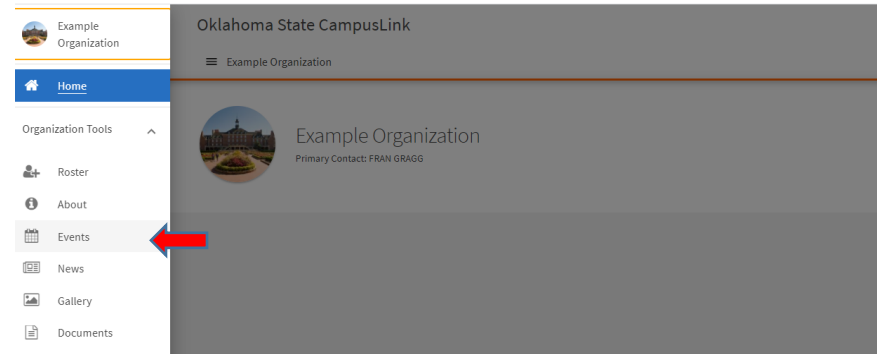1. Login to https://campuslink.okstate.edu/ with your OKEY login info. Click on the organization that you're creating the event for.
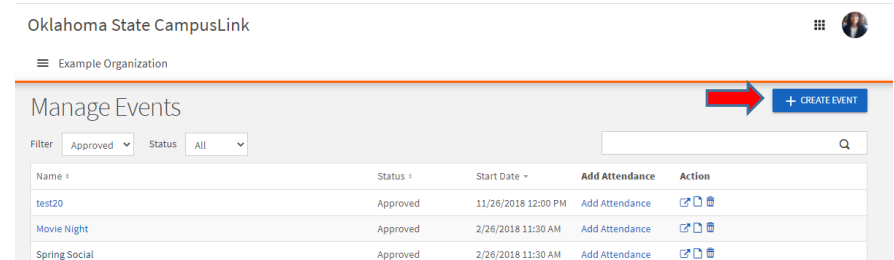

2. On the organization's page, click **Manage Organization**. *If you do not see Manage Organization ask an organization officer for access*
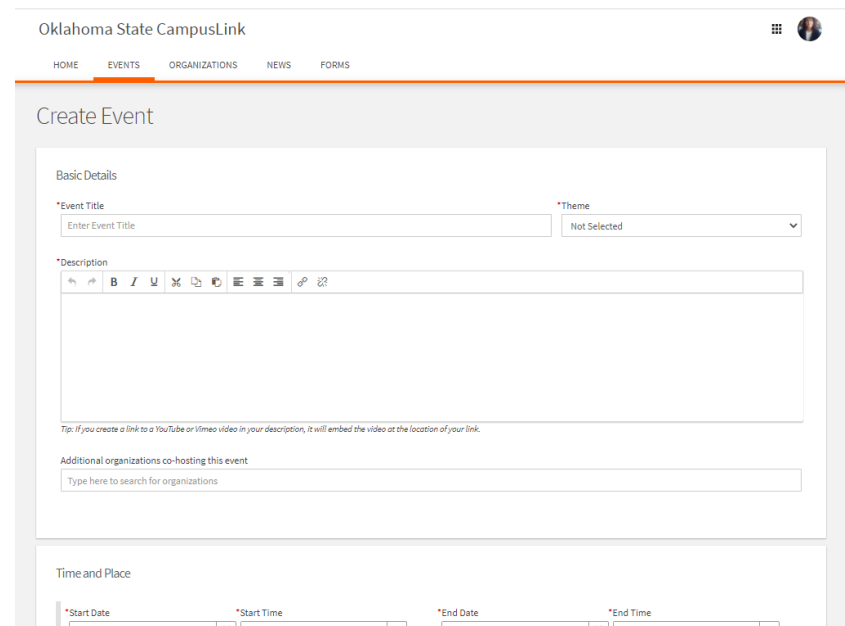

3. On the next page click on the menu icon in the upper left corner and select **Events.**
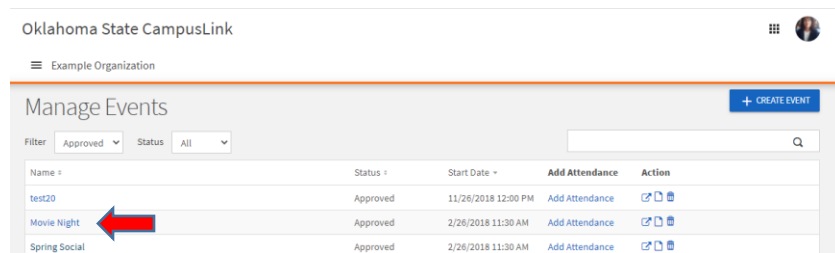

4. On the next page click **Create Event.**

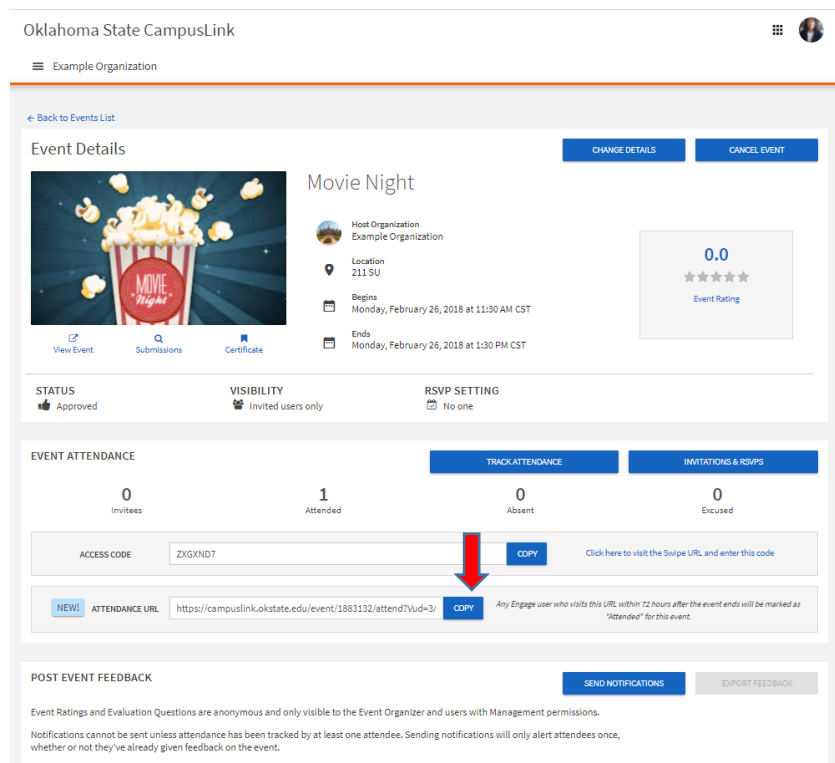5. Complete the **Create Event** form

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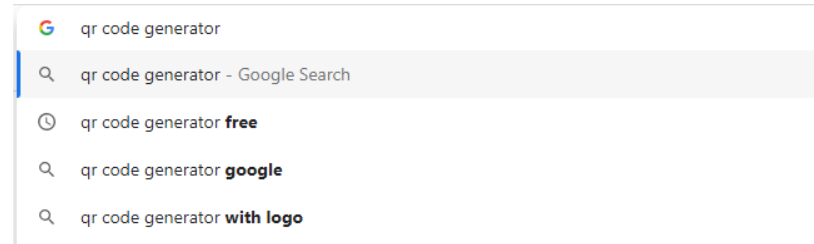

7. You can click on its name to get to the **Event Details** page.
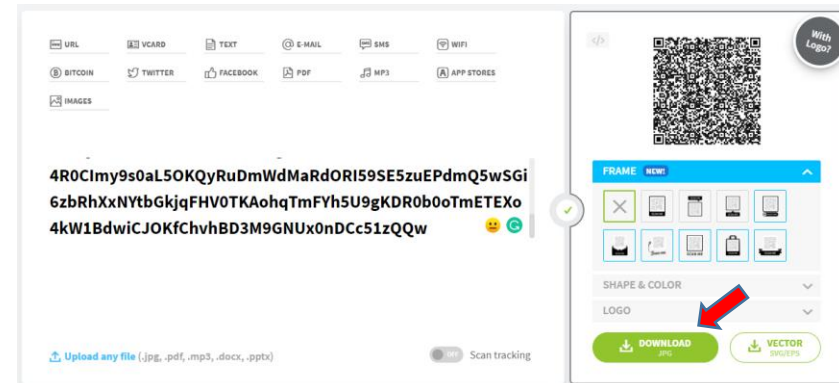
To create an attendance QR code, copy the attendance URL.

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

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.