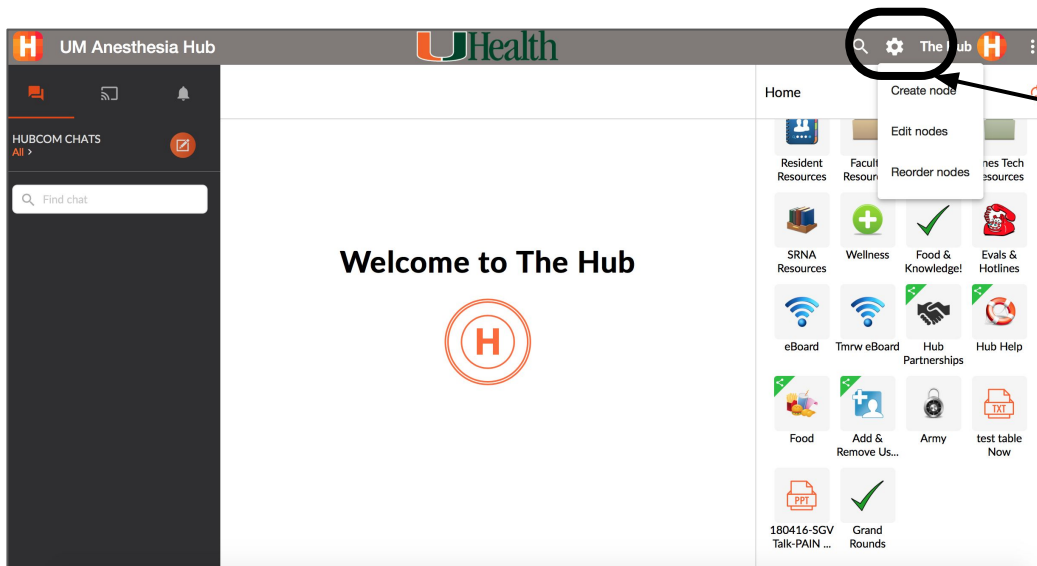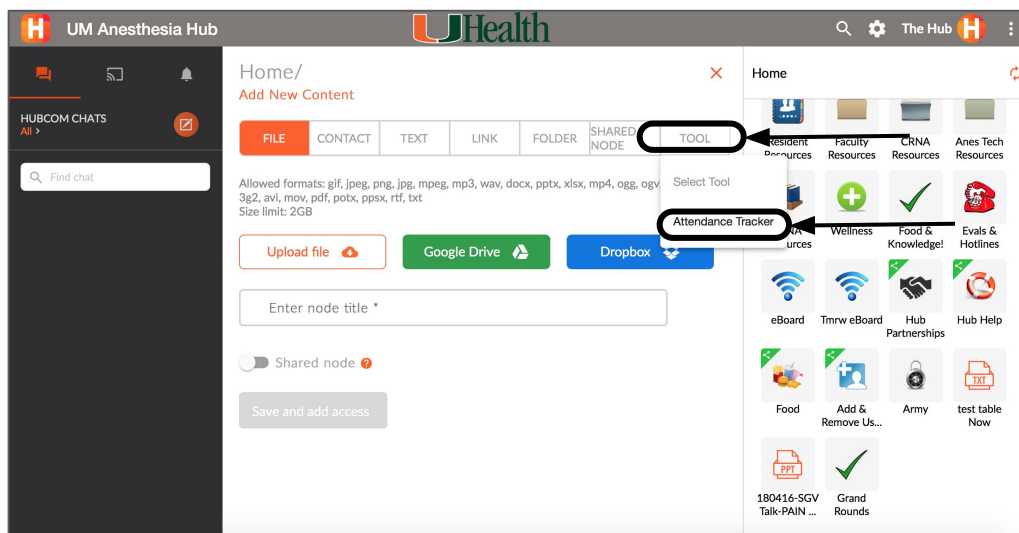# How To: Create an Event & Track Attendance

Part 1: Creating an Attendance Node
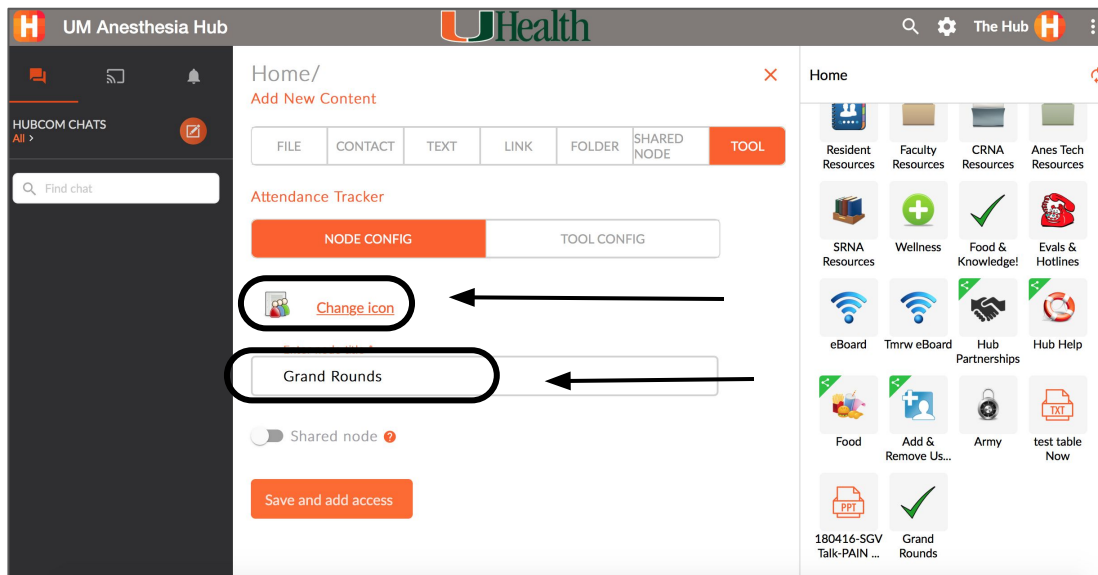

Step 1: Create a new node by selected the 'gear' icon on the top right hand corner next to your user profile.
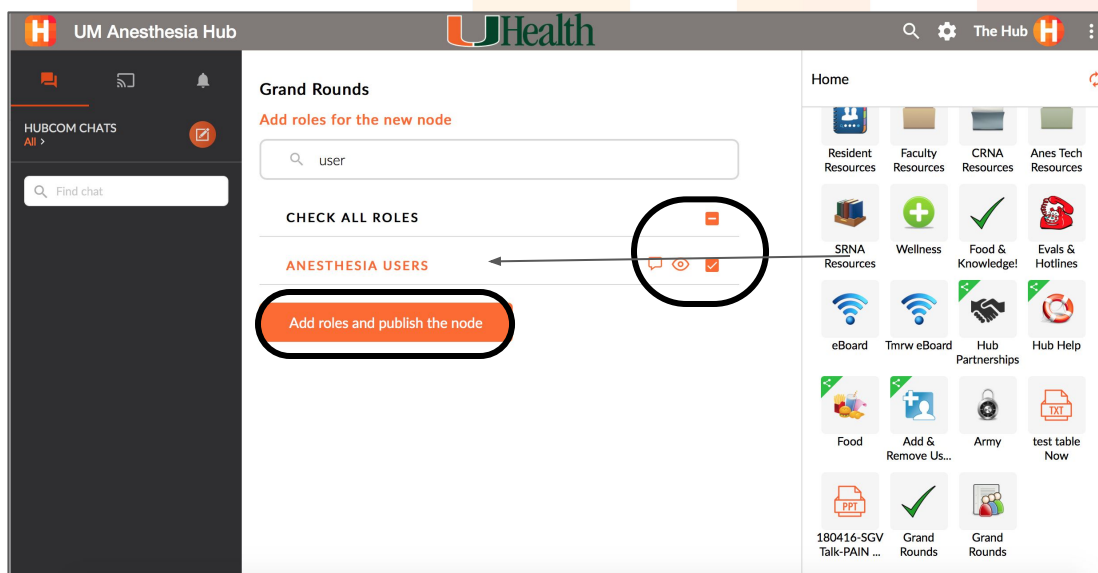

Step 2: Select the 'Tools' node tab and select 'Attendance Tracker'.

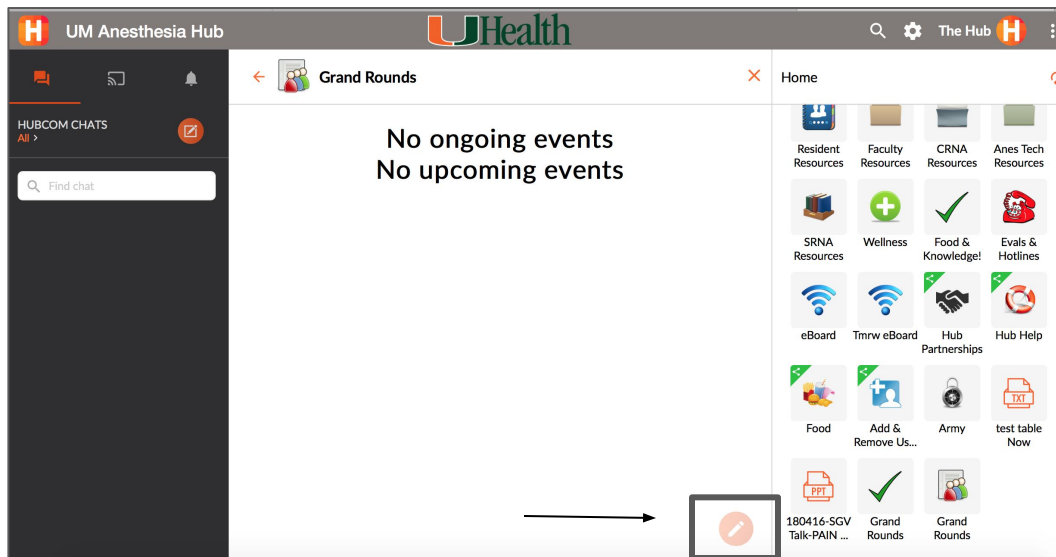# How To: Create an Event & Track Attendance

Step 3: Enter the title and select the icon image of your choice.

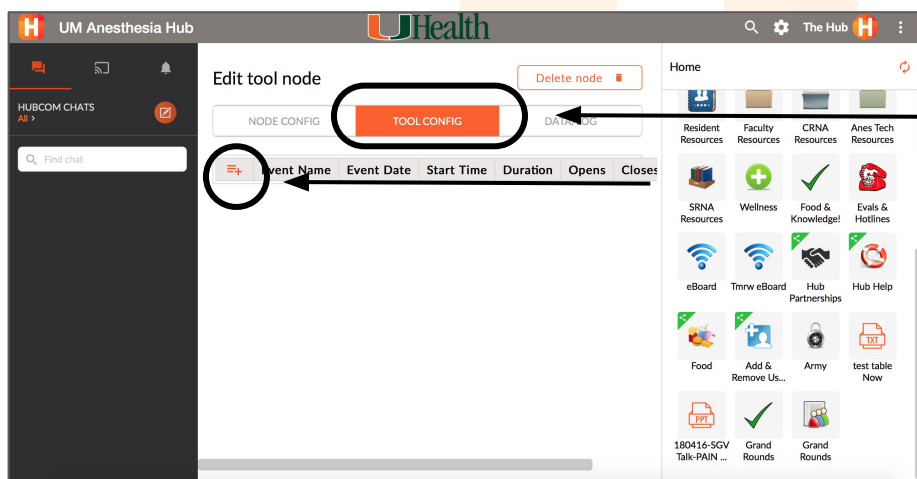**Step 4:** Select permissions* and save to create the node.

*Permissions - this allows you to select which roles (groups of users) you would like to have view the node. The Hub automatically set permissions to the folder you are creating the node in. For example, if only the 'CRNA group' has permissions to view the folder, The Hub will automatically set the node permissions to the 'CRNA group'.

THE Hub

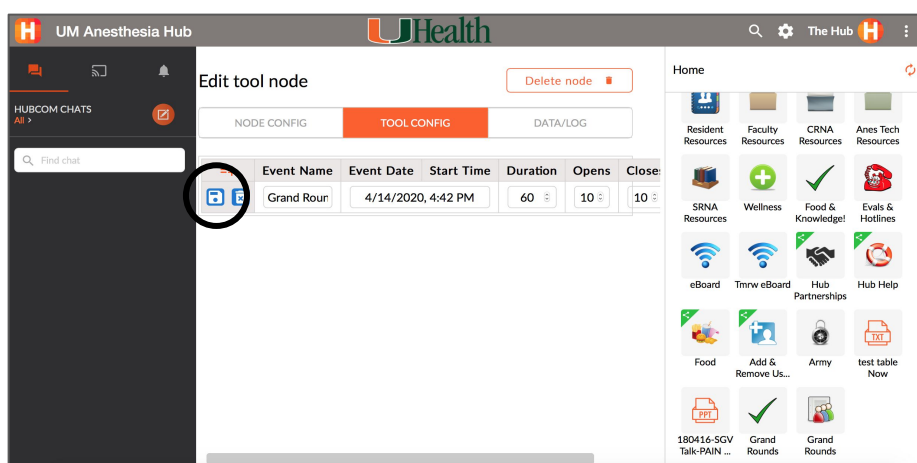# How To: Create an Event & Track Attendance

Step 4: Save the node and click on the 'edit' icon in the bottom right hand corner of the certain window.

Part 2: Creating an Event

Step 5: Select 'Tool Config' tab and select the 'add' button to generate a new event.
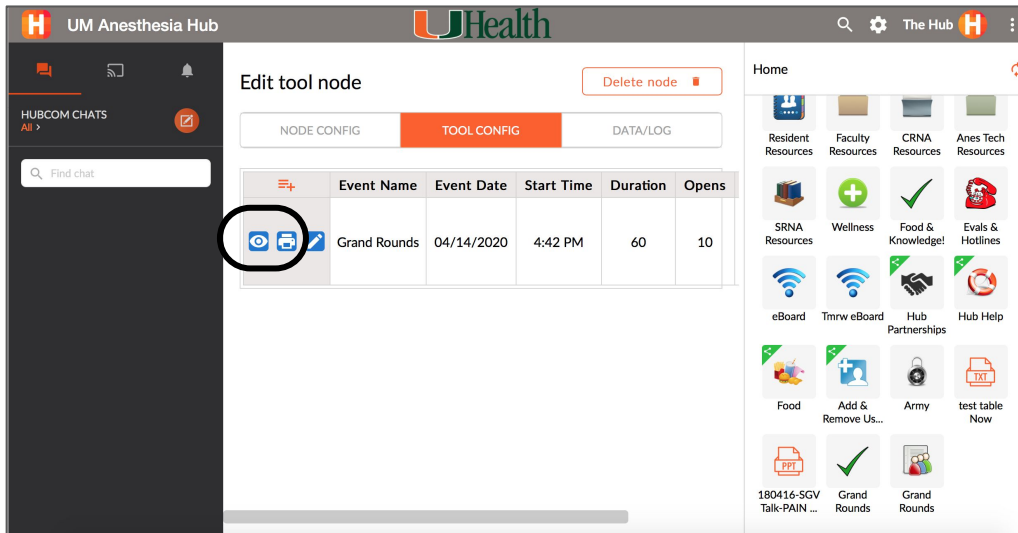

Step 6: Enter the details of the event - 'Event Name', 'Event Date and Time', 'Duration of event' and 'Open/Close registration'.
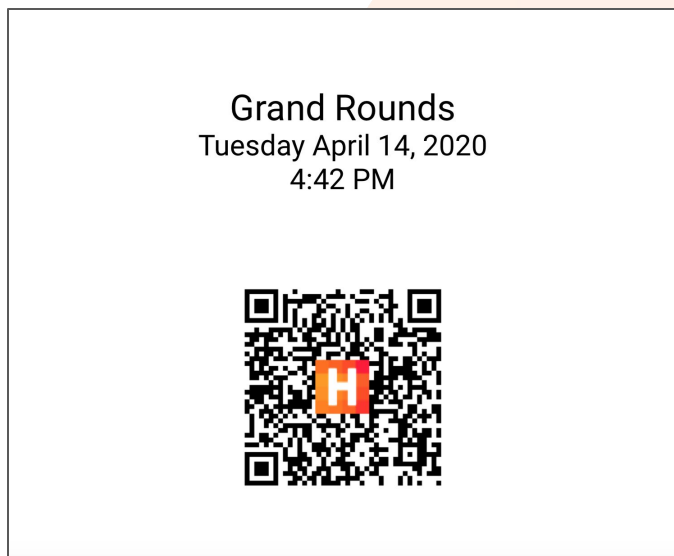
Select save to generate a QR Code.

THE Hub

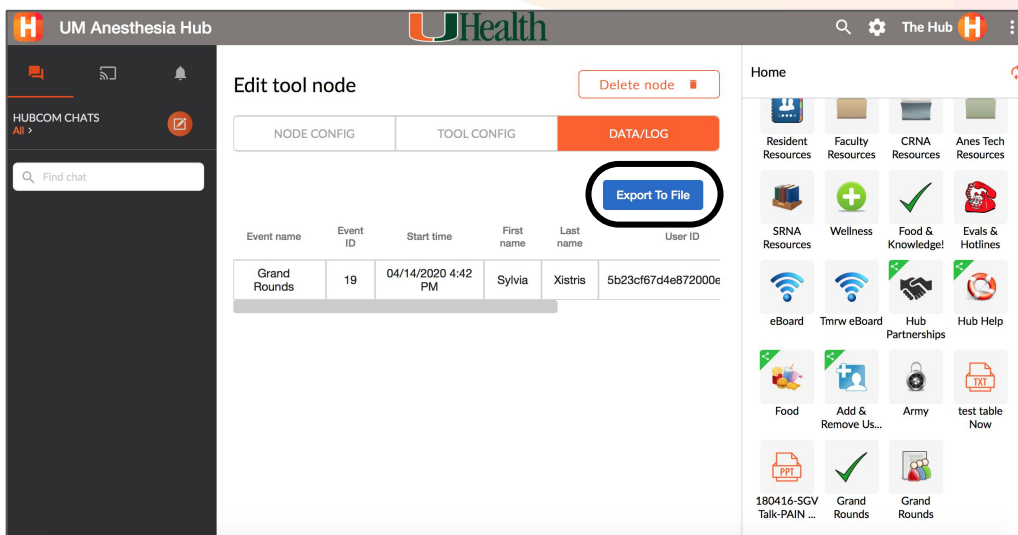# How To: Create an Event & Track Attendance

Step 7: To display the QR Code, select the 'eye' icon. You have the choice to display the QR code via a web page or printing copies of the code.

Users will need to take a picture of the code, please make sure it is accessible during the meeting.

Grand Rounds
Tuesday April 14, 2020
4:42 PM

QR Code Display

Step 8: To view the Data Log det select 'Data/Log' tab from the ed toolbar.

The information displays here or can export the file to Excel.

You can export the data to a file (please use Google Chrome or n sure your browser does not block pop ups).

*Users will be able to view the Attendance Node from their devices. They can track their attendance simply by taking a picture of the QR code with their device.
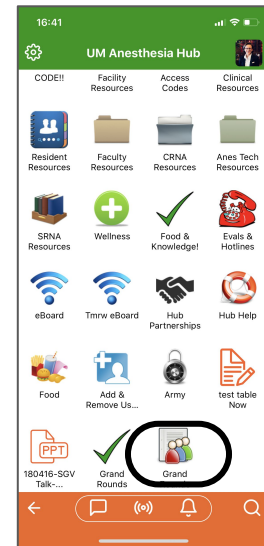
THE Hub

How To: Track Your Attendance at an Event

<u>Option 1 - Step 1:</u> Open the camera on your device.
Take a photo of the QR code.

<u>Option 2 - Step 1</u>: Open The Hub to the
'attendance node' (likely named by the event).

Select the 'Scan' button in the bottom
right hand corner and scan the QR
code with your camera.

<u>Step 2:</u> The Hub will open to a web page unique to
the QR code, select 'open' when prompted.

<u>Step 3:</u> Select 'Track' to register your presence at the
event. You will receive a confirmation pop up and your
registration status will update to 'Registered'.

THE Hub