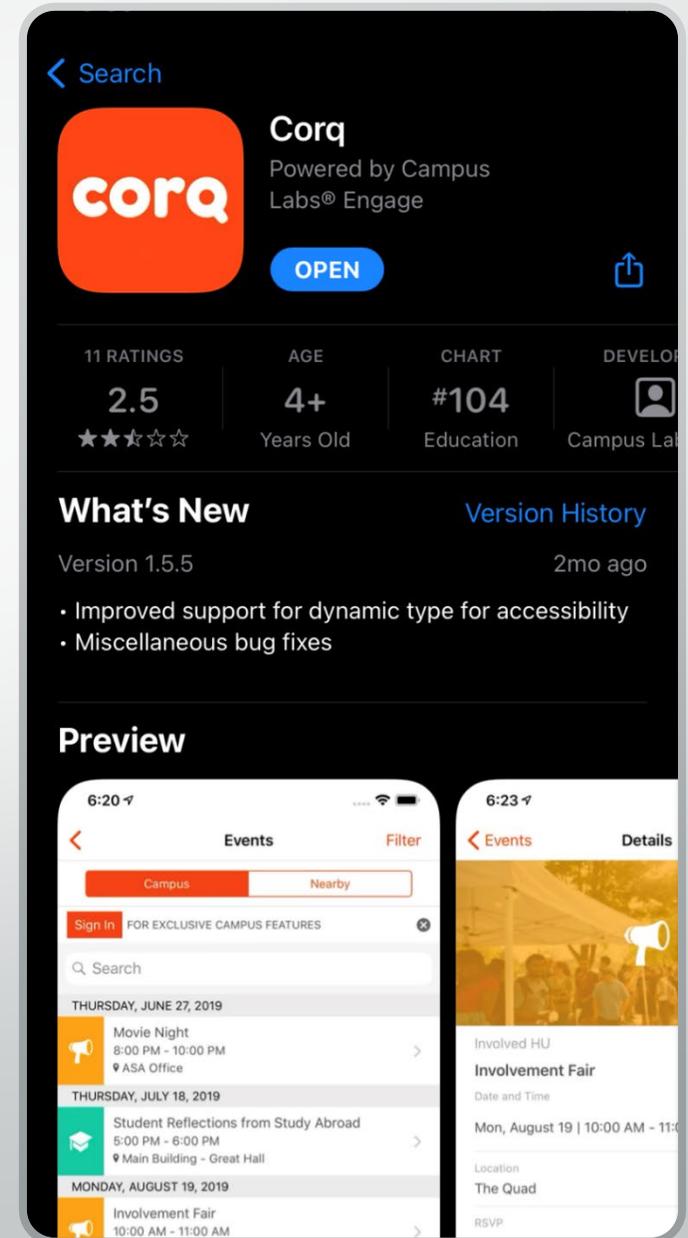




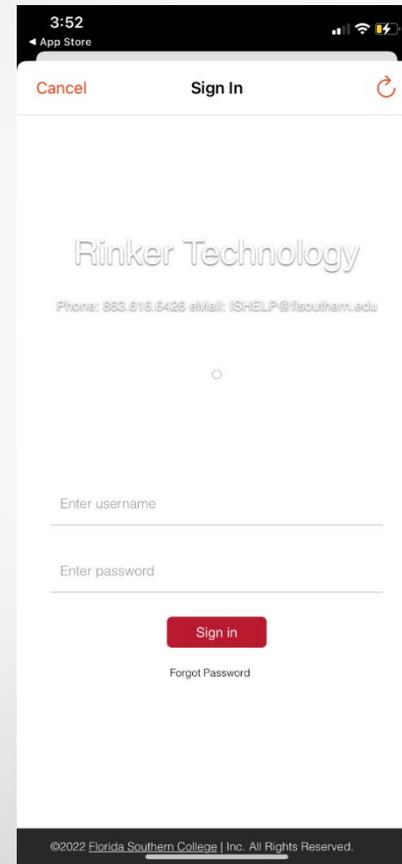
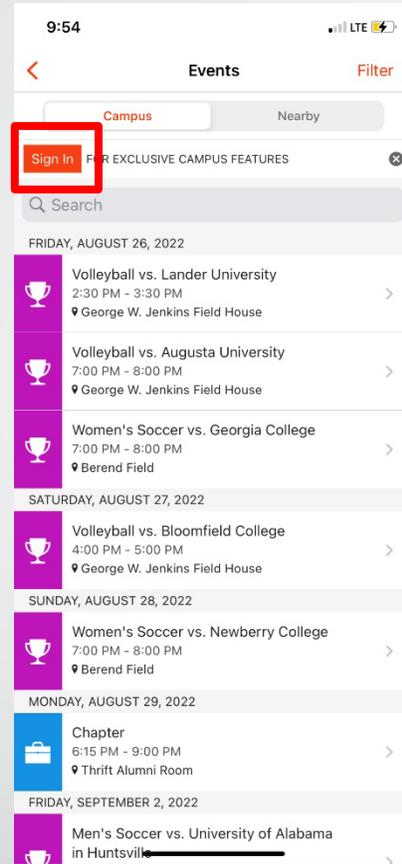
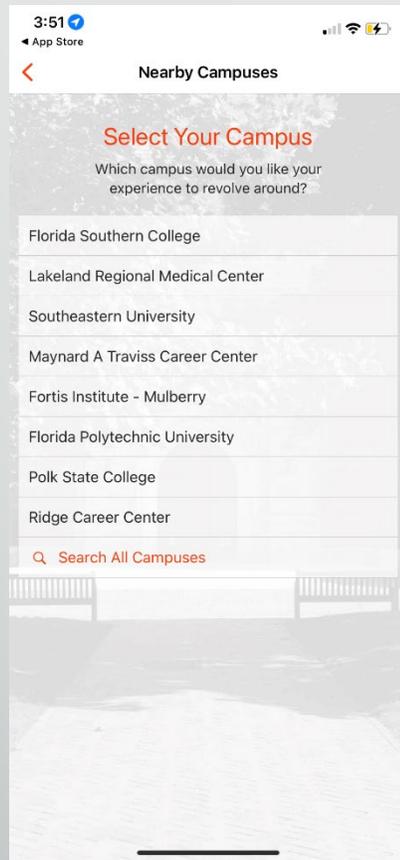
How to use the CORO & the Check-In Apps

Download the App

This app can be downloaded on both Apple and Android Devices, just search "Corq App"



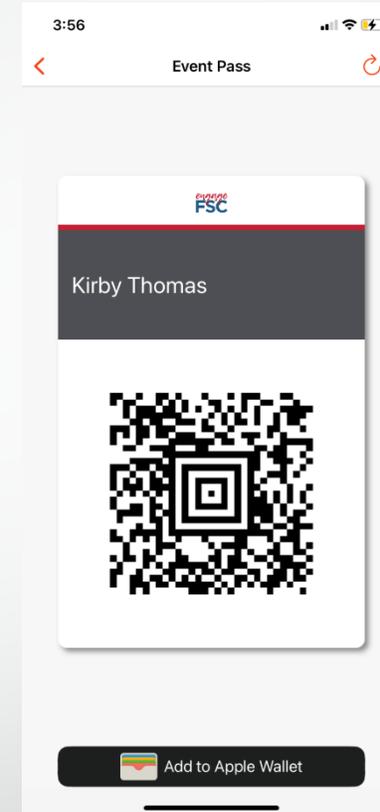
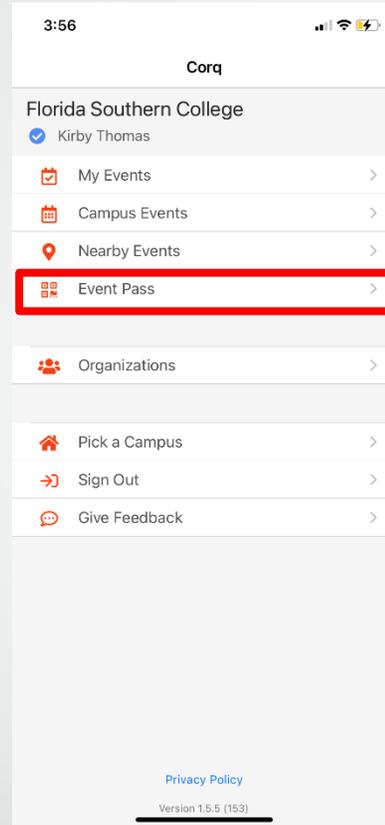
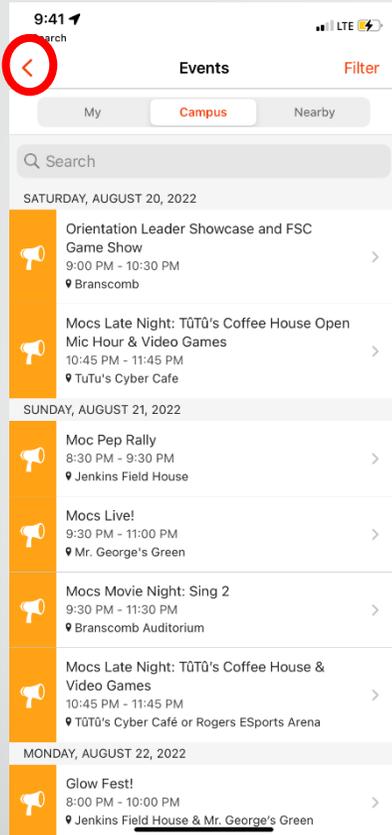
Find your School & Sign In



1. Select Florida Southern College
2. Click Sign in
3. Sign in with your Single Sign-on (SSO) Information

Your login information will be SSO username and the password

Download & Save Your Event Pass



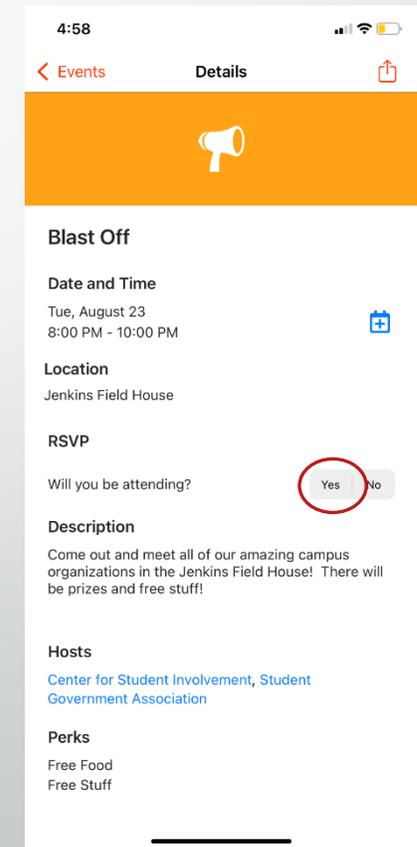
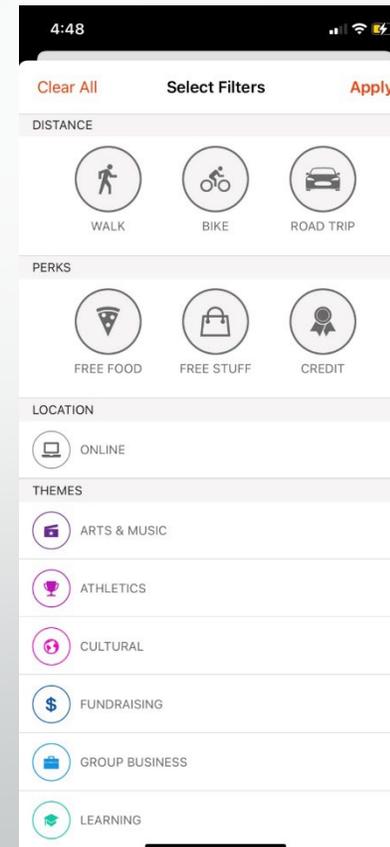
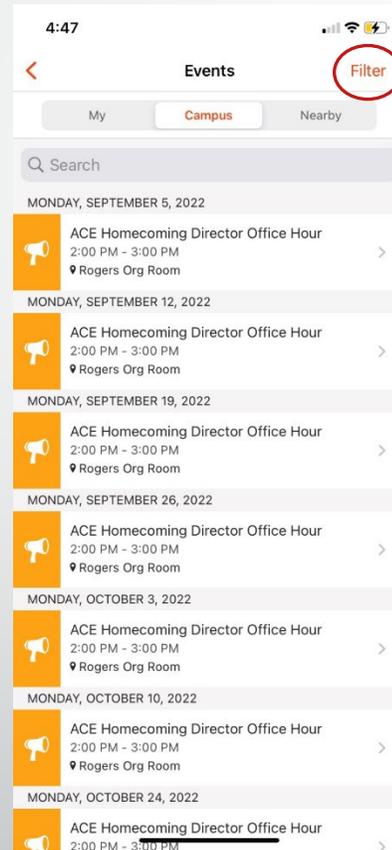
1. Once logged in, click on the arrow
2. Click on event pass
3. Add to apple or android wallet, or a screenshot. You will need this for all CSI and Passport sponsored events

How to Sort & RSVP for Events

1. You can sort through the events by tapping on "filter" located in the upper right hand corner.

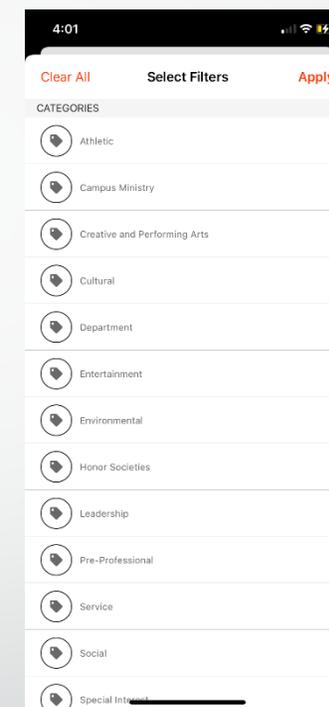
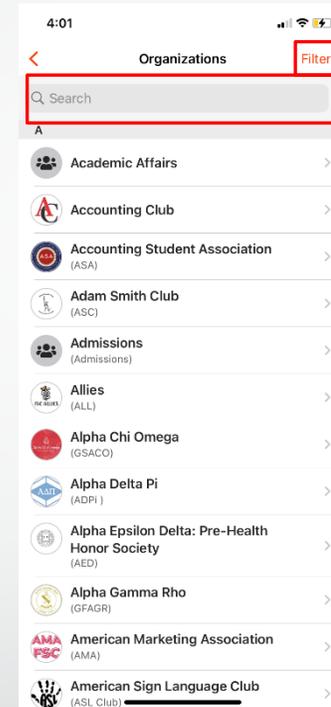
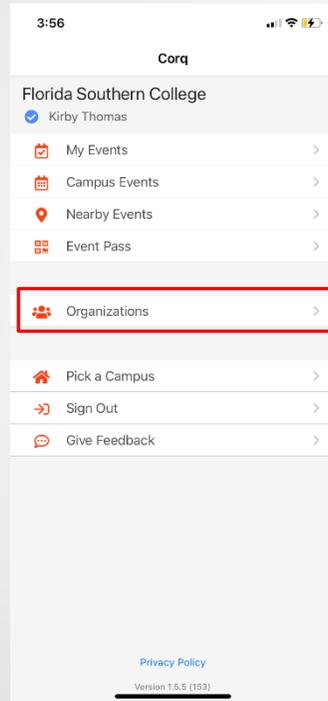
2. By using this feature you will be able to find student events based off distance, perks, and themes

3. Click on the event you are interested in and you can RSVP



How to Join organizations

1. Go back to the CORQ settings and click on "Organizations."
2. Go the search bar or use the filter feature to find an organization you are interested in.
3. Click Join to send a membership request
4. You can also contact the organization directly by clicking the "contact" button in the top right of the organizations page



Reasons You Should Download The CORQ App



Students can easily access events right from their mobile phone



Majority of events on campus will ask you to sign in with an "event pass" that can be found on CORQ app

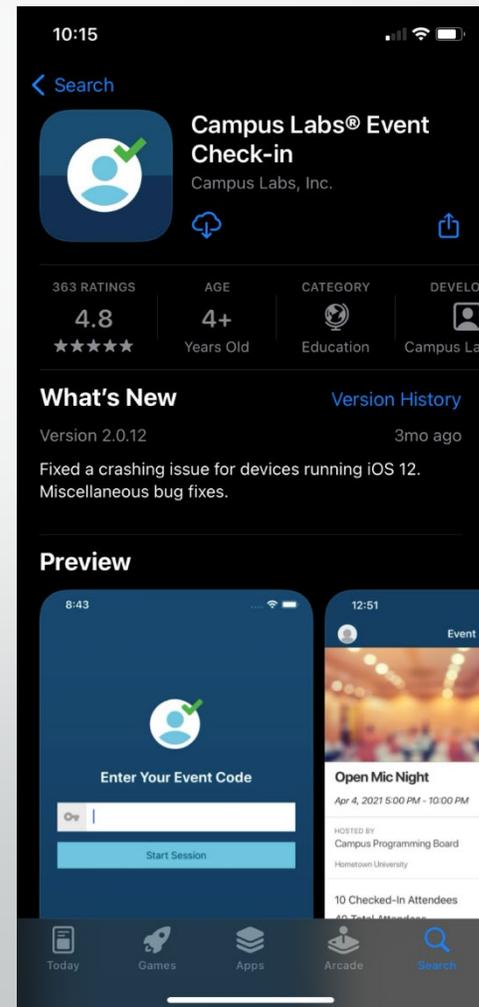


The Event Pass allows you to be checked in to events that you attend so that you may receive credit for passport

Downloading the Check-In App

The Check-In app is used to scan passes and sign people into an event.

This app can be downloaded on both Apple and Android Devices, just search "Check-in".



Finding Your Event Access Code

1. Sign into Engage.
2. Hover over your group on the far left bar and click the "Manage" button.
3. Click on "Events" and select the approved event you want the access code.
4. Scroll down to "Access Code" and copy the code to your notes

The screenshot shows the Engage event details page for an event titled "Blast Off". At the top left, there is a link to "Back to Events List". The event title "Blast Off" is prominently displayed. Below the title, there is a large image of people at an outdoor event. To the right of the image, the event details are listed: Host Organizations (Center for Student Involvement + 1 other), Location (Jenkins Field House), Begins (Tuesday, August 23, 2022 at 8:00 PM EDT), and Ends (Tuesday, August 23, 2022 at 10:00 PM EDT). There are buttons for "CHANGE DETAILS" and "CANCEL EVENT" at the top right. Below the event details, there is a section for "Event Rating" showing a score of 0.0 with five stars. The "STATUS" is "Approved", "VISIBILITY" is "Students & staff at Engage FSC", and "RSVP SETTING" is "Anyone". The "EVENT ATTENDANCE" section shows 1 Invitee, 0 Attended, 0 Absent, and 0 Excused. There are buttons for "TRACK ATTENDANCE" and "INVITATIONS & RSVPS". The "ACCESS CODE" is "R9QDR95" and is highlighted with a red box, with a "COPY" button next to it. Below the access code, there is a link to "Click here to visit the Swipe URL and enter this code". At the bottom, there is an "ATTENDANCE URL" which is "https://flsouthern.campuslabs.com/engage" with "COPY URL" and "VIEW QR CODE" buttons. A note at the bottom right states: "Any Engage user who visits this URL within 72 hours after the event ends will be marked as 'Attended' for this event."

← Back to Events List

Event Details

CHANGE DETAILS CANCEL EVENT

Blast Off

Host Organizations
Center for Student Involvement + 1 other

Location
Jenkins Field House

Begins
Tuesday, August 23, 2022 at 8:00 PM EDT

Ends
Tuesday, August 23, 2022 at 10:00 PM EDT

0.0
★★★★★
Event Rating

View Event Submissions Certificate

STATUS
Approved

VISIBILITY
Students & staff at Engage FSC

RSVP SETTING
Anyone

EVENT ATTENDANCE

1 Invitees 0 Attended 0 Absent 0 Excused

TRACK ATTENDANCE INVITATIONS & RSVPS

ACCESS CODE R9QDR95 COPY

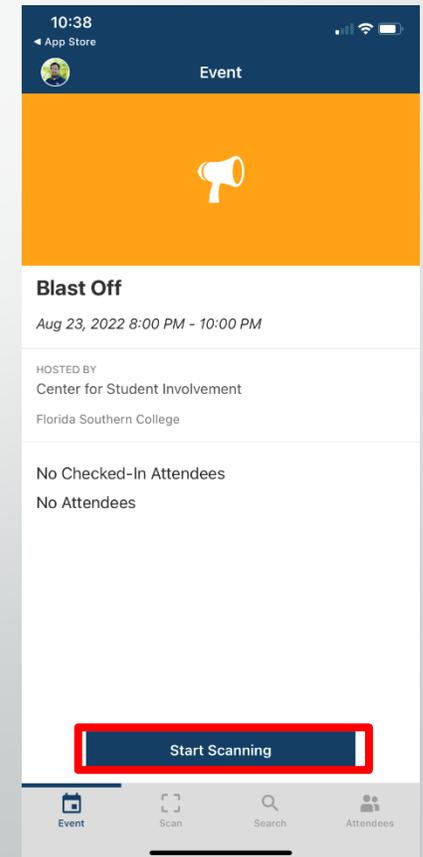
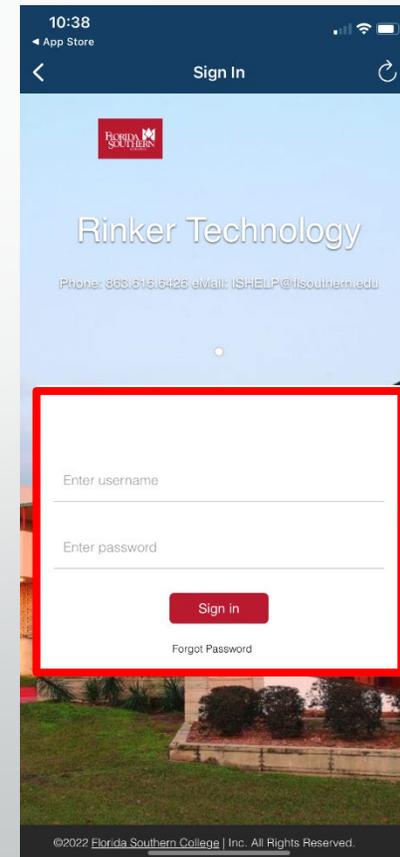
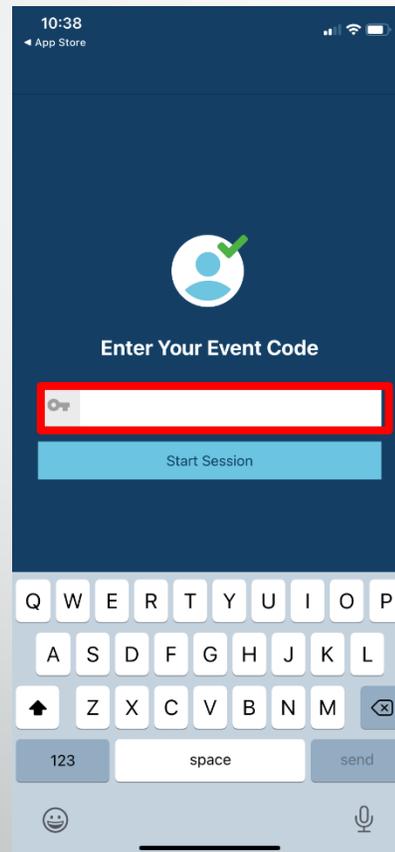
Click here to visit the Swipe URL and enter this code

ATTENDANCE URL <https://flsouthern.campuslabs.com/engage> COPY URL VIEW QR CODE

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

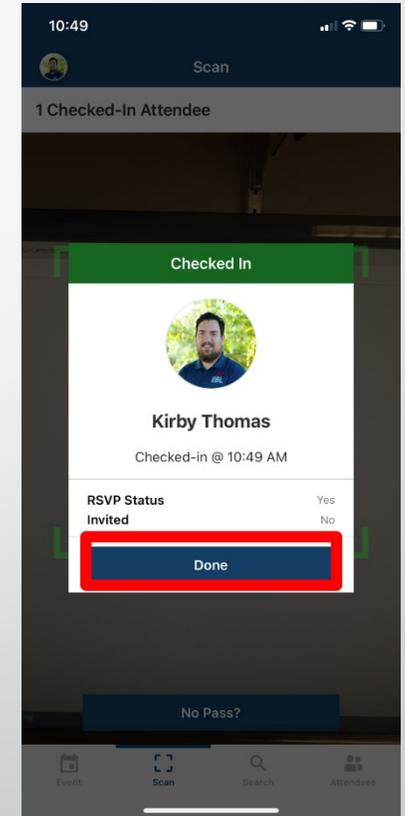
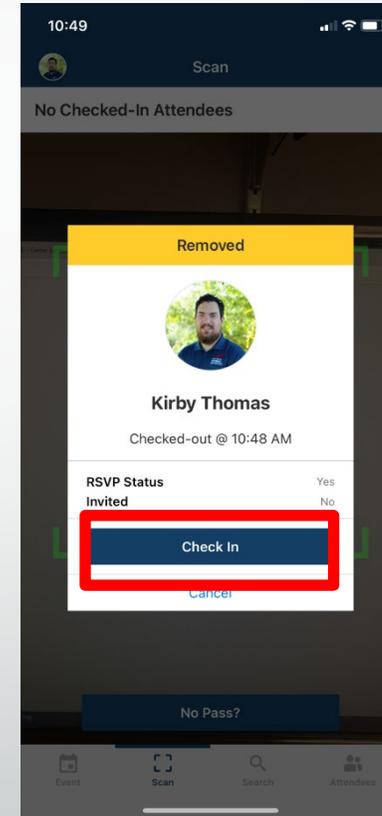
Logging into the Check-In App

1. Enter Event "Access Code"
2. Sign in with Single Sign On (SSO) information
3. Click on "Start Scanning"



Checking Students In

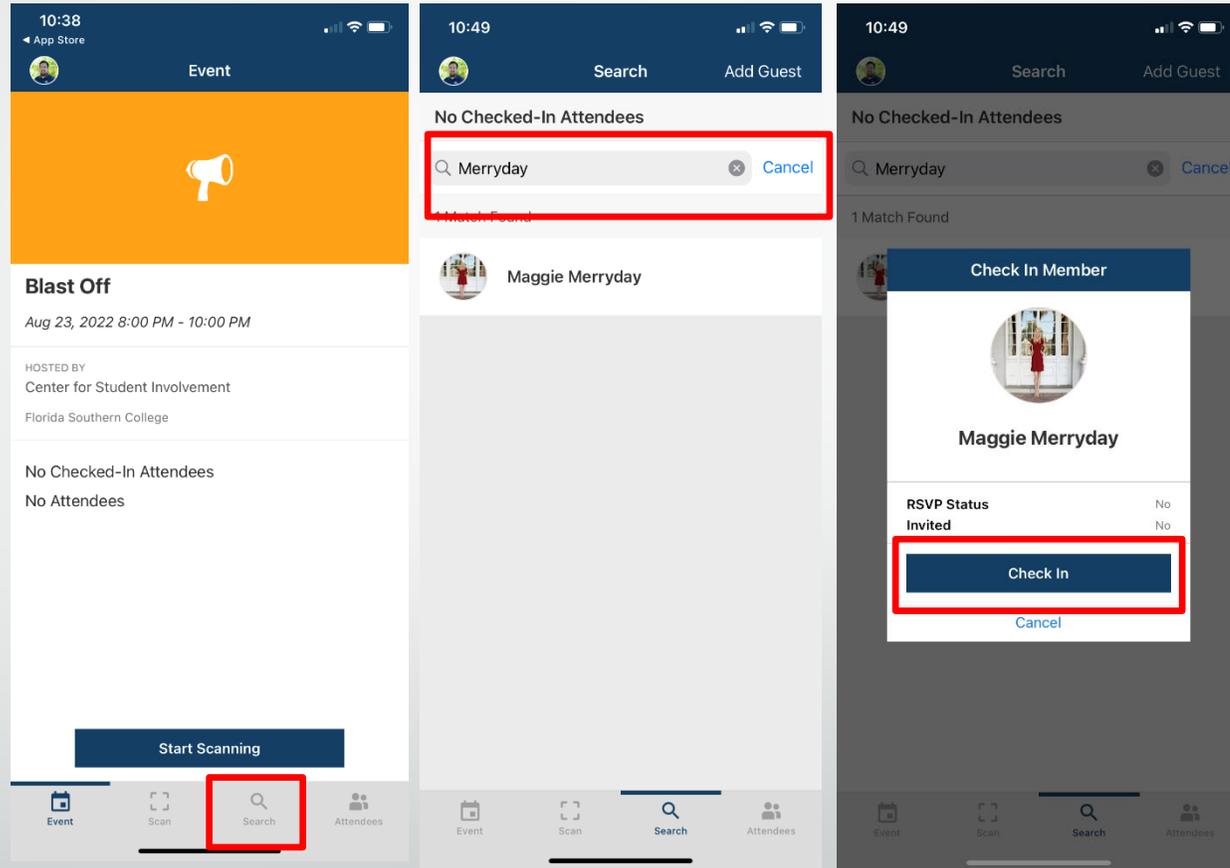
1. Use the QR scanner to scan a students Event Pass
2. It will populate the students information – Confirm it is them then click “Check-In”
3. The system will confirm they are Checked-In. Hit “done” to return to QR Scanner.



No event pass

If a student does not have their event pass you can use the search feature.

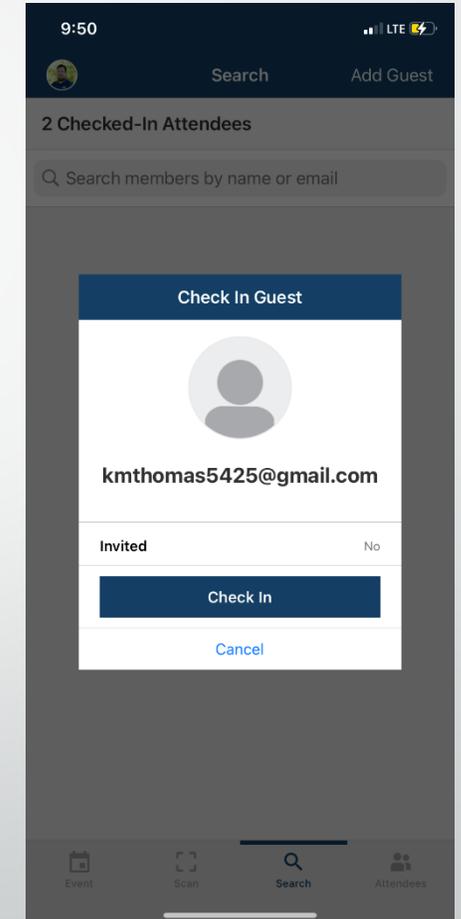
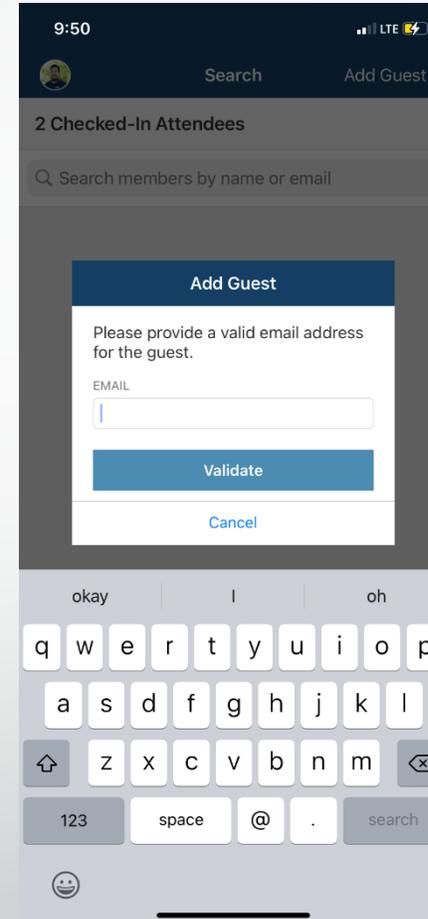
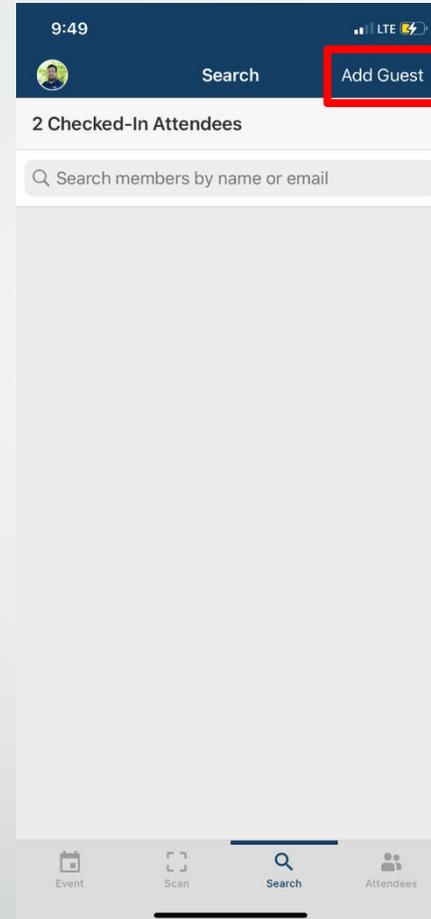
1. Click search on the event check in app
2. Search for the student via name or Mocs Email
3. Click on the student and then click check-in



Checking in Guest (Non-FSC guest)

If a student brings a non-fsc guest with them you are able to check them in as a guest.

1. Click search on the event check in app
2. In the top right corner click add guest
3. Enter the guests email
4. Click check-in



Why should we use this?



You can easily check in students from your phone or tablet



If your event will counts as a Passport event using the check-in app will be a requirement



You will get real time data of who is attending you event and will have their contact information

Questions?

- Contact fsccsi@flsouthern.edu
- Come visit us in the Rogers Building 2nd floor – we are located at the end of the hallway
- We look forward to seeing you get involved

Find us on Social Media!

