

Event Pass & *ECIA*

Training on How to Check-in Students



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Workshop Leader

naitso

Overview

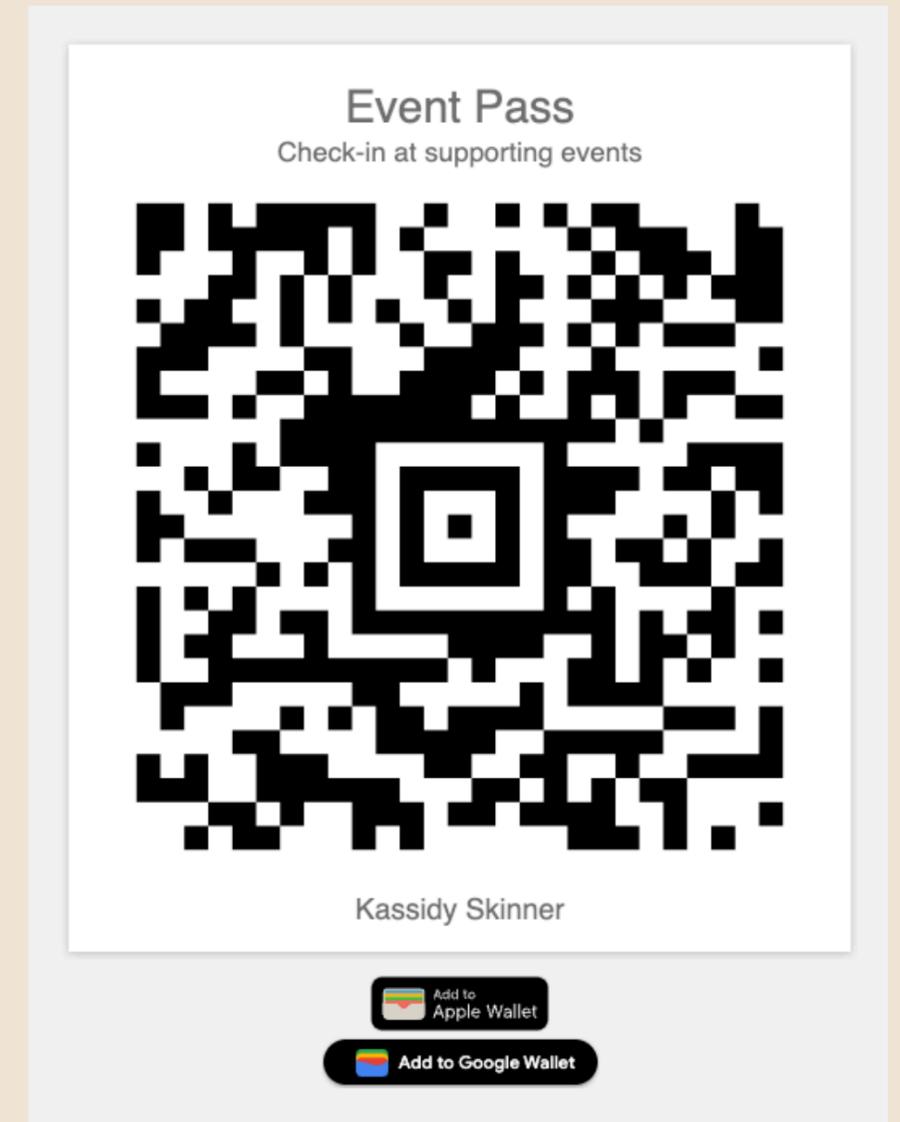


What you'll learn in this training

- Event Pass & ECIA Intro
- Benefits of Event Pass & ECIA
- How to access the event pass
- How to use the Event Check-In App

What is the Event Pass?

- A QR code that is unique to each student
- Stays with you during your entire time at NAIT
- Way to track attendance and involvement
- Can be saved to a digital wallet, screenshotted, or opened through ookslife.ca



What is the **ECIA?**

The Event Check-In App (ECIA) is the app that we use to scan Event Passes to mark attendance!

- Found in app store under “Campus Labs Event Check-In”
- Can be used by any executive, member or volunteer as long as they are an active NAIT student or staff
- No special permissions required for access
- Use NAIT credentials (same as ookslife.ca) to login

**The ECIA and Event Pass
work together seamlessly
for easy check-in!**

A thick, yellow brushstroke underline is positioned beneath the words "seamlessly" and "for easy check-in!".

Why Track Attendance?

01

Understand your audience

Know who is attending your events, how big is your audience, are you spreading out your reach?

02

Risk Management

If there is an incident, know who was there and when

03

Involvement Record

Give attendees credit and recognition for attending your event!

Benefits of the ECIA & Event Pass

1

Increased Data Accuracy

2

Attendees Automatically Have Verified Records of Their Attendance

3

Faster and Less Clutter than Other Sign-in Forms

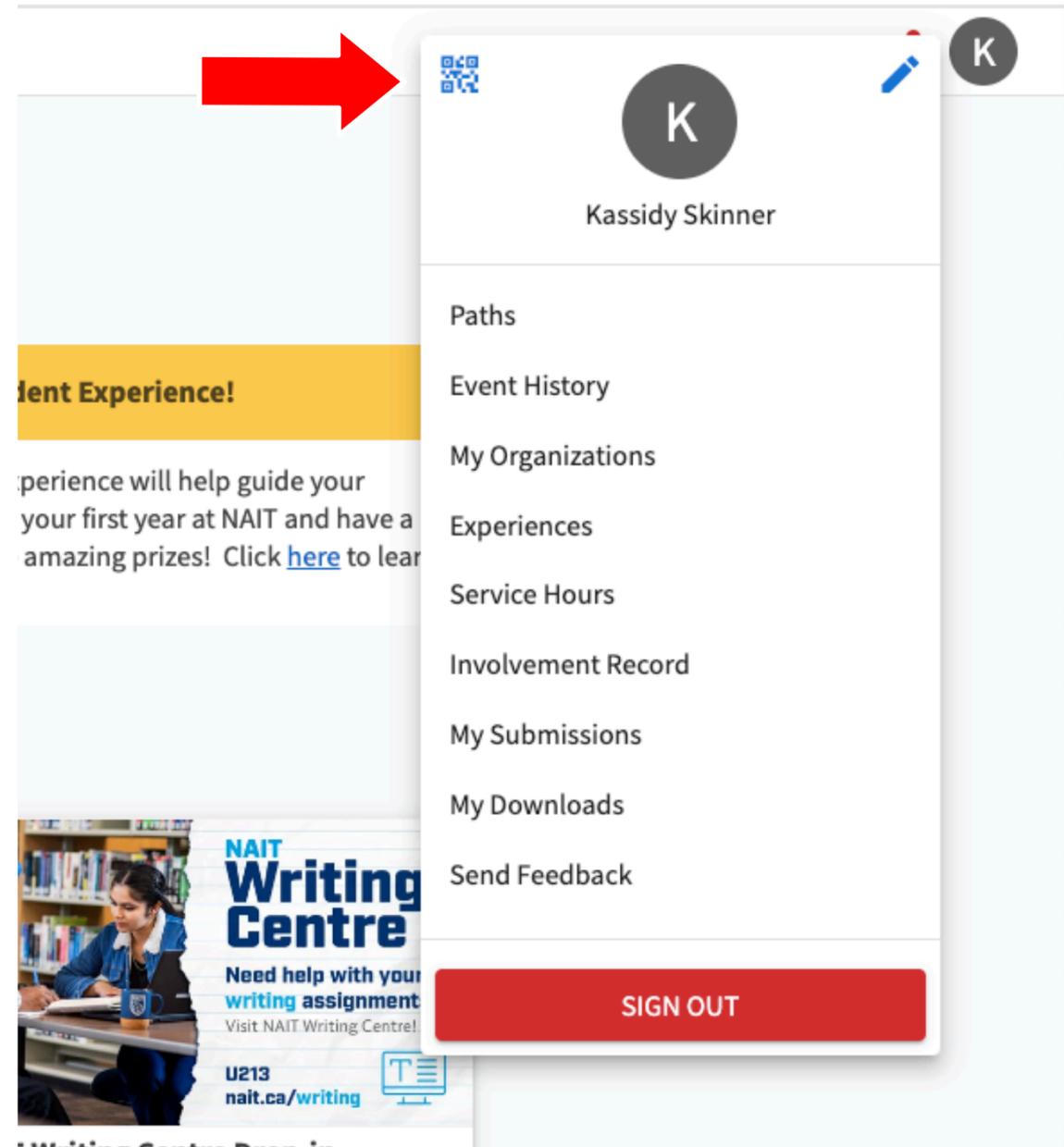
4

Preference in Grant Application Selection

5

Automatically Get Event Feedback

Accessing the Event Pass



A screenshot of a user profile menu in a web application. The menu is open, showing a list of options. A red arrow points to the QR code icon in the top left corner of the menu. The user's name, "Kassidy Skinner", is displayed below the profile picture. The menu items are: Paths, Event History, My Organizations, Experiences, Service Hours, Involvement Record, My Submissions, My Downloads, and Send Feedback. A red "SIGN OUT" button is located at the bottom of the menu. The background shows a partial view of a page with a yellow banner and a "Writing Centre" advertisement.

ent Experience!

perience will help guide your
your first year at NAIT and have a
amazing prizes! Click [here](#) to learn

NAIT
**Writing
Centre**
Need help with your
writing assignment
Visit NAIT Writing Centre!
U213
nait.ca/writing

SIGN OUT

Finding Your Access Code



⚙️ MANAGE EVENT

Club at the Pub



Date and Time

Wednesday, September 18 2024 at 4:00 PM MDT to
Wednesday, September 18 2024 at 6:00 PM MDT

Add To [Google Calendar](#) | [iCal/Outlook](#)



Location

Nest
11762 106 St S110, Edmonton, Alberta

[View Map](#)

Finding Your Access Code

[← Back to Events List](#)

Event Details

[CHANGE DETAILS](#) [CANCEL EVENT](#)



Club at the Pub

Host Organizations
NAITSA Events + 1 other

Location
Nest

Begins
Wednesday, September 18, 2024 at 4:00 PM MDT

Ends
Wednesday, September 18, 2024 at 6:00 PM MDT

0.0
★★★★★
Event Rating

[View Event](#) [Submissions](#)

STATUS
👍 Approved

VISIBILITY
👥 The Public

RSVP SETTING
📅 No one

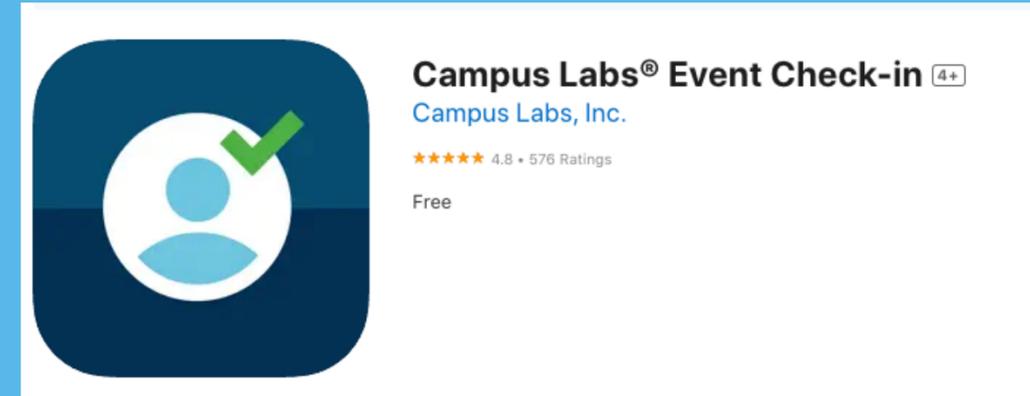
EVENT ATTENDANCE [TRACK ATTENDANCE](#) [INVITATIONS & RSVPS](#)

2 Invitees 0 Attended 0 Absent 0 Excused

ACCESS CODE [COPY](#)



Using the ECIA



1

Download the ECIA

2

Enter the Event Access Code from ookslife.ca

3

Sign in to Ookslife.ca

4

Start Scanning!

Questions or
comments? We'd love
to hear from *you.*

Email us at askclubs@nait.ca

Or Visit the Clubs Handbook at <https://clubshandbook.naitsa.ca/>

