Connect the badge reader to your computer.
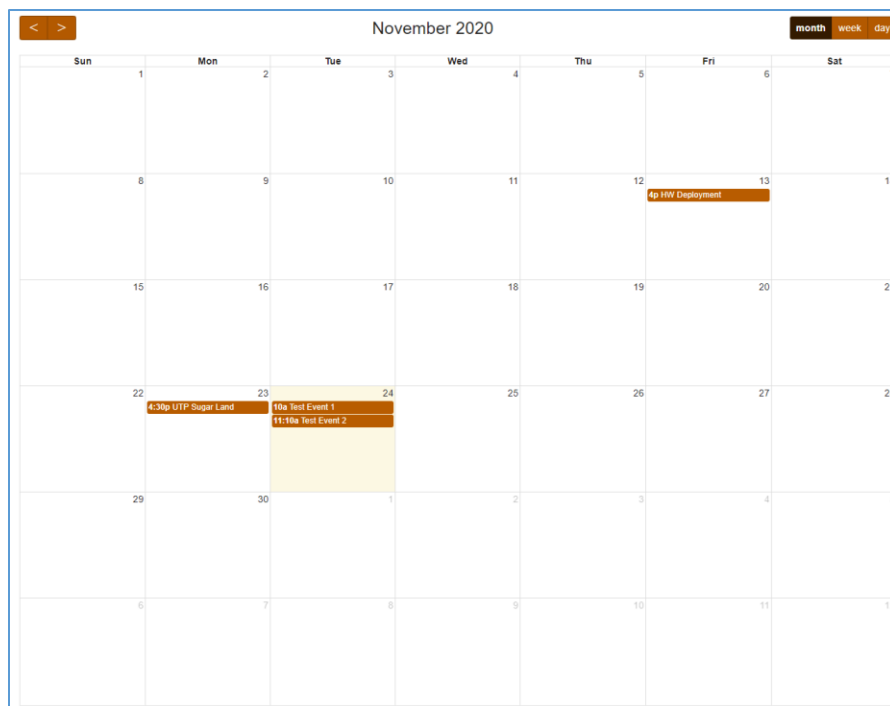
Click on the link below to access the Event Tracking app.

https://apps.uth.edu/event/

After you log in, click Organizer Tools and select Event Schedule.
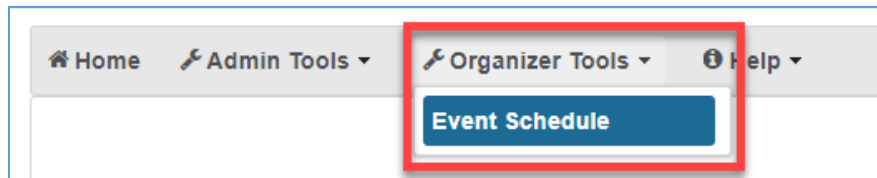
You see the calendar below

Select the date for scheduling your event and double click.

24
10a Test Event 1
11:10a Test Event 2
Double click on the day you want to schedule an event.

You will see the following: -

New Event Details

Enter the Title for your event

Title: [max 200 characters]

Description

500 characters remaining.

Select the start and end time for your event

From: * 11/24/2020 09:00 AM

To: * 11/24/2020 06:00 PM

Organizers: ℹ No organizers for this event

[Search, Add, then Save]

At least 3 characters of the name required.

Enter the name of the person you need to add as an organizer and click Add Organizer button.

Add Organizer

Add New Event

Finally click this button to add the event to your calendar.

Once your event is created, you will see the event on your calendar. Clicking on the event will take you to the following screen: -

NOTE:- The **Launch Check-In Page** will ONLY activate at the start time of the Event. In this example, the button will activate at exactly 11:10 AM.

Once you click on the Launch button, you will see the following screen: -

Final Test Event - Check In Page
Nov 24 2020 12:10 PM - Nov 24 2020 12:26 PM

Scan In Badge ⓘ

Ready to Scan Badges

Welcome Farid Karadia, your attendance has been recorded.

At least 3 characters of the name required.

Check In No Badge Entry

Checked-In Sheet
displaying attendees # 1 - 1 out of 1 found
|◄ ◄◄ **1** ►► ►| rows per page: 20 ▾

Name	UTHealth ID	Badge Number	Department/s	Checked-In Time
Farid Karadia	6JPA9B2	171116917	MS - Mgmt-Info Services	Nov 24 2020 12:10 PM

Click in this box and scan the badge on the badge reader.

Enter the employee name here if they do not have their badge.

Once the badge of an attendee/employee is scanned, you will see the name appear.

In case of attendees not displayed in the UT Health Directory (contractors, new employee etc),

You can manually add their name to the event.

One the attendee / contractors badge is scanned (Fig 1) and their information is not displayed, a pop up appears (Fig 2) will be displayed in the box.

'Scan In Badge' field must be selected before scanning badges.

12345678 ⓘ

Ready to Scan Badges

Fig 1

Enter Name

Badge Number: **12345678**

First Name: Test First Name1
Middle Name:
Last Name: Test Last Name1

Associate Name to Badge Number

Cancel

Fig 2

Enter the attendee First and Last Name (mandatory) as seen on the badge and click

Associate Name to Badge Number which will associate the badge number to the attendee and the attendee to the Event. Note the attendees name will now be displayed in the Checked in Sheet.

Checked-In Sheet

displaying attendees # 1 - 8 out of 8 found

Badge Number	Name	UTHealth ID	Department/s	Checked-In Time
12345	Test First Name1 Test Last Name1			Apr 30 2021 12:45 PM