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.

You will see the following: -

- Enter the Title for your event
- Select the start and end time for your event
- Enter the name of the person you need to add as an organizer and click Add Organizer button.
- 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:

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.
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.

```
<table>
<thead>
<tr>
<th>Badge Number</th>
<th>Name</th>
<th>UTHealth ID</th>
<th>Department(s)</th>
<th>Checked-In Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>12345</td>
<td>Test First Name1 Test Last Name1</td>
<td></td>
<td></td>
<td>Apr 30 2021 12:45 PM</td>
</tr>
</tbody>
</table>
```