**Follow these steps to check into an event:**

1. Download and install the Modern Campus Presence app at the Play Store or Apple Store.
2. Find Marquette University on the Find my Campus screen.
3. Then log in with your Marquette email and password.
4. Click the “Events” icon at the bottom, and then “Host Events.”
5. Choose “Use a PIN”.
6. Then enter the event pin and click “Submit.”

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| A screenshot of a cell phone  Description automatically generated | A screenshot of a phone  Description automatically generated | A screenshot of a phone  Description automatically generated |

**Follow these steps to check others into your event:**

**1. Open the Modern Campus Presence app.**

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| **2. Tap the three yellow lines at the top left of the screen.**  A cellphone with text and a black and white background  Description automatically generated | **4. Choose “Host Events” and “Use a PIN”.**  A screenshot of a phone  Description automatically generated | 1. **Choose “Manual Entry.”**   A screenshot of a phone  Description automatically generated |
| **3. Choose “Collect Attendance”**  A screenshot of a cell phone  Description automatically generated | 5**. Then enter your pin and click “Submit.”**  A screenshot of a phone  Description automatically generated | 1. **Enter in person’s MUID or Marquette email and submit.**   A cellphone with text and a black and white background  Description automatically generated |