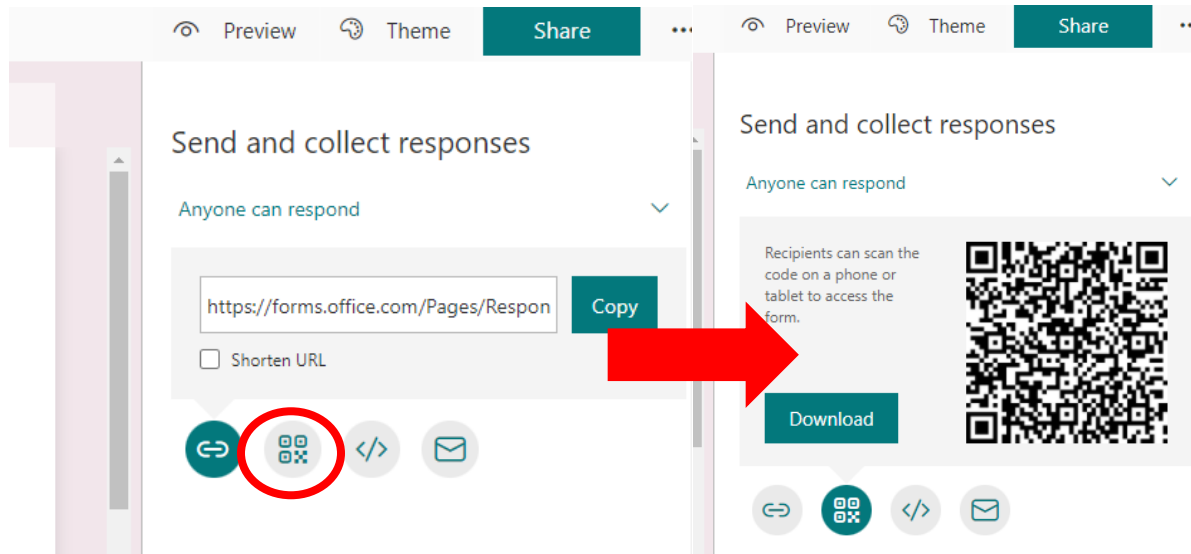


Creating your Event Attendance Tracking Form

All WPI events are required to track attendance for contact tracing purposes, and Event host are responsible for doing so. To create a consistent process and make things easier for the host, we have standardized the attendance tracking process. Please use this template and process for your event.

[Attendance Tracking Form Template](#)

1. Click the link above to access the form template.
2. Click the button at the top of the page to duplicate it.
3. Edit the title to reflect your own event.
4. Click Share up at the top right to send out the Form.
5. Click the second symbol listed under the copyable link to generate a QR code.



6. Download the QR code (png file).
7. Print the QR code and display at the check in table/entrance point of your event.
8. Attendees can scan the QR code with the Camera app on most smart phones (QR scanner apps can also be downloaded) and click on the link that pops up.
9. Each attendee must fill out the form, so you know who is in attendance.

If a COVID related issue arises, the event host will be contacted by the WPI Public Health Team, and they will ask for your attendance tracking sheet. Please follow these steps to get your attendance data:

1. Go to myapps.microsoft.com and sign in with your WPI credentials.
2. Click the Forms app.
3. Each event should have a separate Form listed. Click the appropriate event.
4. Click Responses.
5. Click Open in Excel.
6. When the Excel file opens, click File.
7. Click Share.
8. Click Email.
9. Click Send as Attachment.
10. Send the email as appropriate.