



## CAMPUS MINISTRIES

# iAttended App User Guide for Messiah Students

The [iAttended app](#) is designed to help you record your attendance at chapel and track your history and progress towards your chapel attendance requirement. **Scan the QR code to the right to download the app and get started!**

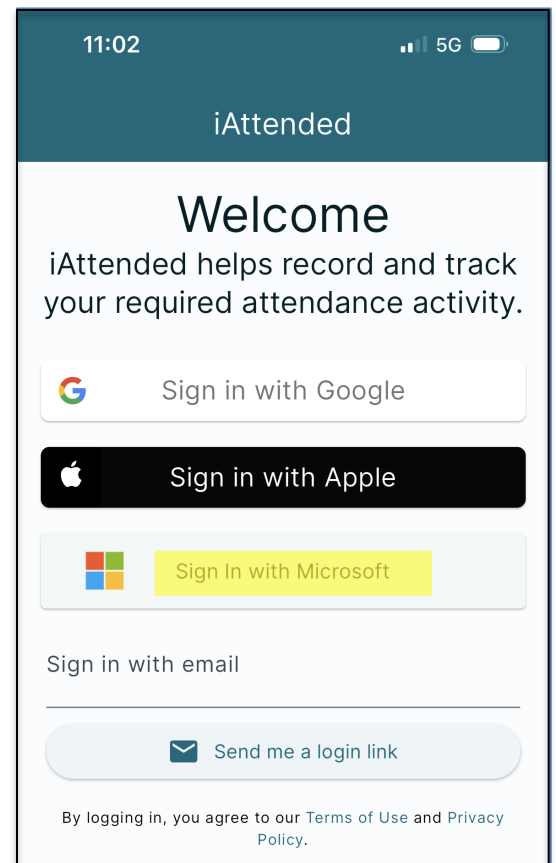


## LOGGING IN

When you first open the app, you'll be presented with a range of login options. You **must** use your **Messiah University email** to verify – you will not earn chapel credit if you attempt to use another email. We recommend using the **Sign in with Microsoft** option, as it has been the most expedient during testing on campus.

## SETTING UP

Your name or email address will appear in the top right corner of the app. Click the account icon next to it to update your name and add your Messiah email address to your account if necessary. You can also see what types of services (Chapels, 4x4 Series, etc.) you're subscribed to at Messiah.



# SCREENS

## Home

The main screen will show you current and future events. If you are subscribed to more than one event type (e.g., main chapels and a 4x4), you can choose to mingle all events in chronological order or group them together by type. Clicking on an event will take you to a screen with more information about when and where it is held.

For most in-person events, you'll have three options for recording your attendance...

### 1. Scan QR

This is the center button at the bottom of the home screen. Click this to put the app into camera mode and scan a QR code that will be made available to you at the event. Generally, the QR code will be available at the end of chapel only.

Even faster, you can simply use your phone's native camera (i.e., open the camera app instead of iAttended) to scan a QR code. Clicking the QR code in the camera will open the iAttended app and process the QR. This can be a good option if you need to pinch and zoom for the overhead screens.

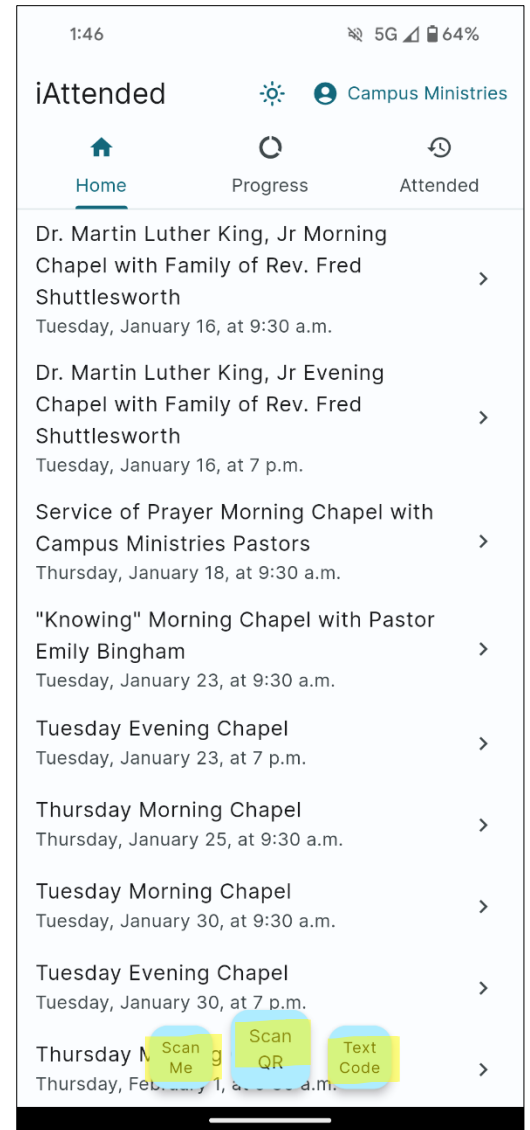
### 2. Text Code

You may be given a five-character text code to record your attendance for an event or to subscribe to an event type so that you see them in your future events list. Attendance text codes will expire within 24 hours so you must enter before then to earn credit.

### 3. Scan Me

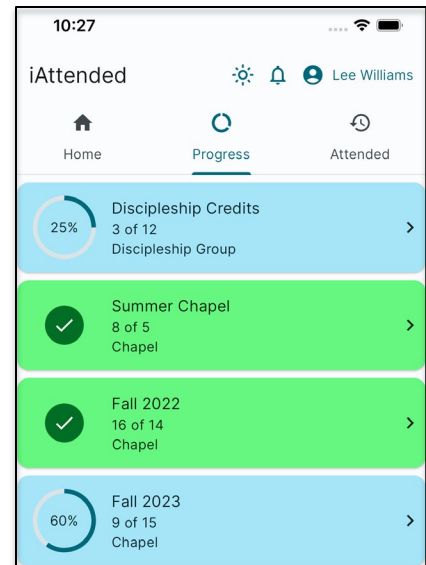
This option turns your screen into a QR code unique to you so that an administrator can scan you in or out of an event. This option is useful if your camera isn't functioning properly.

*At this time, we are not using the features related to tickets, quizzes, or videos.*



## Progress

The Progress tab shows you how you're progressing towards the attendance requirements for a given semester. A panel will show you how many attendance credits are required for you and how many credits you've already recorded (e.g., 3 out of 14). Clicking the panel will give you more information about what events remain in the period, which ones you've attended, and how your credits have been calculated. An information tab shows other data about the period such as its dates and attendance rules.



## Attended

This tab will show you all the events you've attended using the iAttended app. Clicking an event in this list will show you a timestamp of when you attended and how you registered your attendance (QR scan, text code, etc).

## COMMON ERROR MESSAGES

The app will try to communicate with you when there's a problem and tell you what you need to do to fix it, but here are a few instances where the app might need a bit of help or more information.

### Not enough time

If you enter the event too late, you may get a message that there's not enough time to complete your attendance at the event.

### Needs your email address

If you logged in with a personal email address (e.g., xyz@gmail.com), when you attend an event, the app will ask you for your Messiah email address. After you add it, the app will send you an email confirmation link. Once you click that, the app will stop asking you for that information.

## Expired code

Some QR and text codes have built-in expiration times, so you may get a message that the code has expired, even though the event is still in progress. If that happens for a QR code, try again with a fresh scan.

## Offline

In most cases, the app will work even if you're offline, but it sometimes needs a live connection to the internet to process your actions. Sometimes you'll get a notification that the app has saved your activity but will process it fully later. If so, you can open the app again after the event when you have a connection, and we'll send you an email confirming that your attendance has been saved. In other cases, the app will ask you to try again when you have a live connection.

## Already attended

You can only earn credit once for a single event, even if you scan or enter codes multiple times. If you attend an event twice, the app will let you know that you've already attended. This isn't usually a problem, though if you get that message for an event that you know you haven't attended, it may be a sign that the code you scanned is from an earlier event and you have scanned an old code.

## NEED HELP?

If you run into a challenge or problem with the app, **ask for help!** One of the card reader attendants stationed at the exit can assist you. Our website ([www.messiah.edu/ministries](http://www.messiah.edu/ministries)) provides a full description of attendance policies or you can also email [campusministries@messiah.edu](mailto:campusministries@messiah.edu) if you need additional follow-up.