1. Go to UBLinked

2. Log in to UBLinked

**NEW FEATURE**
Get your UBLinked Event Pass by clicking "your account" and select "Event Pass". Follow the on-screen prompts to save your event pass to your phone! Use it to check-in to events!

**NEW FEATURE**
Track attendance at all your events using the UBLinked Mobile Check-In App! Learn how by clicking here! You’re going to LOVE it!

COVID-19 Q&A for Clubs & Organizations
UB has created a Question & Answer document with guidance, protocols and policies related to COVID-19 for clubs and organizations. All clubs must read the document, found here.
Search for and select your student organization
Click MANAGE ORGANIZATION

**NOTE:** Only students who hold a leadership role on UBLinked have access to this button. General members do not. Info on changing leadership roles is later in this document.
Click the three-barred hamburger menu.
Click EVENTS

NOTE: Only student leaders with the ‘Event Coordinator’ title have access to the EVENTS section. You can add ‘Event Coordinator’ to a student, even if they already have a leadership role.

To add or change leadership roles go to ROSTER and use the pencil-shaped edit button next to a member’s name. A student must be a member on the organization’s UBLinked page to alter their role.
Complete and submit the form. Include the link to the liability form in the description. Be sure to submit this form within 14 days of your event to give enough process time.
1. Download the free ‘Campus Labs Event Check-In App from your App Store
2. Once approved you can ‘Manage the Event’ from your organization’s Event section
3. At the event, have the greeter open the Campus Labs Event Check-In App
4. Enter the Event Access Code
5. Begin scanning students in using their Event Pass
To instruct students how to access their Event Pass:
1. Log in to UBLinked
2. Click their profile circle in the top right corner
3. Click ‘EVENT PASS’
4. Save the pass in their Wallet or take a screenshot for the future