

Calculating Event Attendance Time Using Excel and the Event Check-In App

Article Number

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Information

Step 1: Export Event Attendance Data

1. Within Engage, navigate to the Branch within which the desired Event was hosted. Once in the Branch Admin view, select "Event List" in the left-hand menu. From the Event List select the event you want to analyze.
2. Export the event attendance data by selecting the ellipses at the top right of the Event List. This will download a CSV or Excel file containing the event check-in and check-out details for all participants.

Step 2: Format the Data as a Table

1. Open the downloaded file in Excel.
2. Highlight the data you want to work with (including headers).
3. On the **Home** tab, select **Format as Table** and choose a style that suits your preference. This will make it easier to filter and analyze the data in the next steps.

Step 3: Filter for "Checked Out" Actions

1. In your table, locate the column labeled **Action** (Column N).
2. Click the drop-down arrow on the **Action** column.
3. Deselect everything except for **Checked Out**. This will allow you to focus only on users who have checked out of the event. The Checked Out rows include both the Checked In and Checked Out times, allowing you to calculate duration of time spent at the event.

Step 4: Calculate Time at Event

1. In Column P, label the header row as **Time at Event**.
2. In cell P1 (or the first cell in the "Time at Event" column), enter the following formula:
$$=(([@LogTime]-[@MarkedOn])*1440)/60$$
 - **[@LogTime]** refers to the check-out time.
 - **[@MarkedOn]** refers to the check-in time.
 - The **"*1440"** converts the difference into minutes, and **"/60"** converts it into hours.
 - Drag the formula down through the entire column by selecting the small square at the bottom-right corner of the cell and pulling it down. This will calculate the time for all rows where a user checked out.

Step 5: Sum Total Time for Users with Multiple Check-In/Check-Out Actions

1. Select any cell within your data and click **Insert** from the ribbon.
2. Choose **PivotTable**.

- A pop-up window will appear; confirm the table range and choose to place the pivot table in a new worksheet.
- In the **PivotTable Fields** pane:
- Drag **Action** into the **Filters** field.
- Drag **Campus Email** (or your equivalent column for identifying participants) into the **Rows** field.
- Drag **Time at Event** into the **Values** field.

Step 6: Filter to Show Only "Checked Out" Actions

1. Above your pivot table, in the filter field for **Action**, select **Checked Out**. This ensures that your pivot table only includes rows where users have checked out of the event.

Step 7: Review the Total Time for Each Attendee

- The pivot table will now show the total amount of time each attendee spent at the event based on their check-in and check-out actions, including users with multiple check in and check out records.

You've successfully calculated the time attendees spent at the event! If you need further assistance, feel free to reach out to support.

KB Product

Engage

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Summary

This guide will help you calculate the total time attendees spent at an event based on the data captured using the Event Check-In App (ECIA). Follow the steps below to export, format, and analyze the attendance data.

Title

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