# Calendar Tool with QR option

This guide will help to add an activity to your calendar and generate a QR code for students to use to log the activity into their journal.

Step 1: Choose "Tracker" menu and view "Calendar"
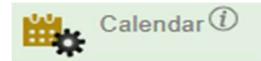
Step 2: Choose the date that the event will be held on. Fill out the required information and hit SAVE.
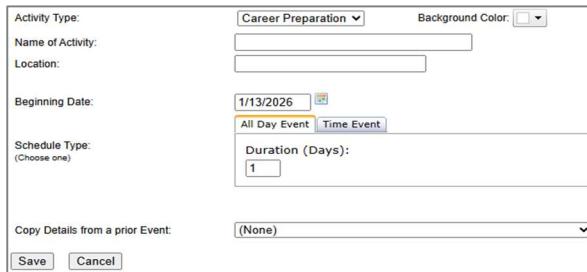
Step 3: Once saved, click on the activity. Click "Participants" in the blue box that the top of the page. Click "QR Code" to generate code. Then fill out activity type and hours before printing.

Step 4: Students can scan, add an "event description" then hit save to complete the process.

This process improves student records and increases the tracking of program involvement!