

How to track **ATTENDANCE** at organizational events on CampusLink



DEPARTMENT OF
Leadership
& Campus Life

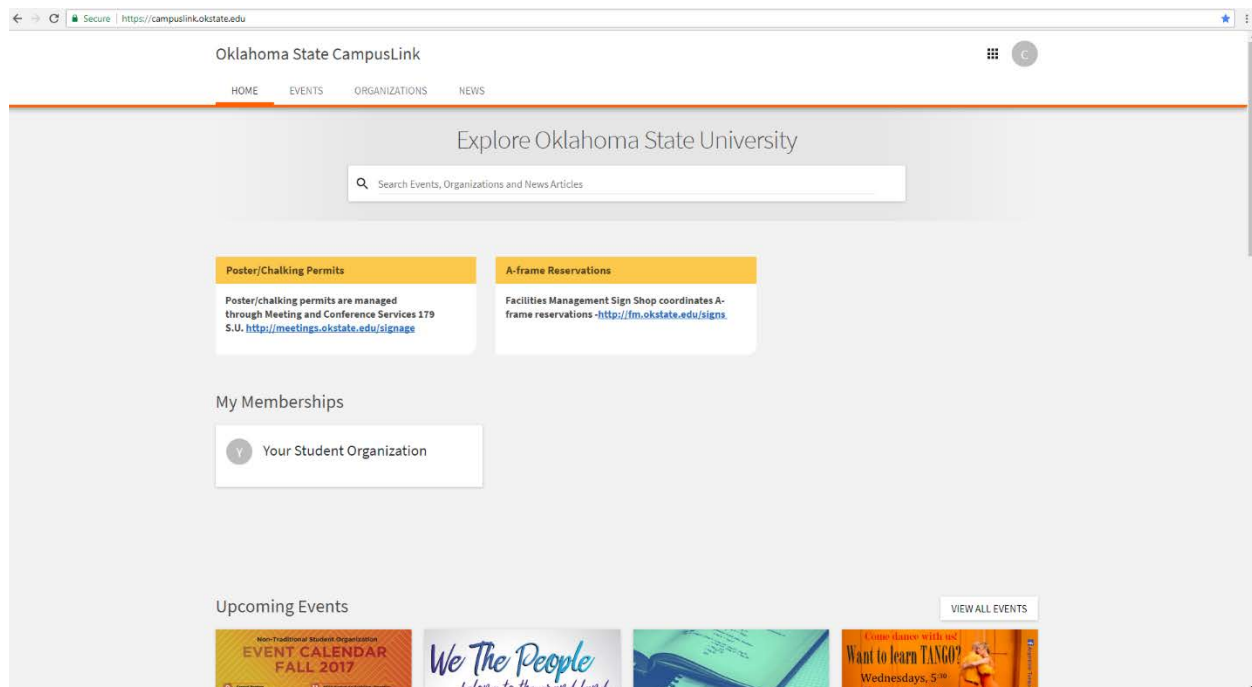
**Campus
Link**
organizing your campus life.

How to Track Attendance at Organizational Events

If at any time you are having difficulties with the following, feel free to stop by the Campus Life front desk for assistance. Or you may call 405-744-5486 or you may reach us at campuslife@okstate.edu.

In order to track attendance at an event, you will need to check out an ID card reader. These can be found in 211 Student Union (the Campus Life Office) at the front desk.

Step One: Log in to CampusLink using your OKEY username and password. If you are having trouble logging in, please contact OSU IT. Upon login, you should be directed to the home page for CampusLink.



The screenshot shows the Oklahoma State CampusLink website. The browser address bar displays "Secure | https://campuslink.okstate.edu". The page title is "Oklahoma State CampusLink". The navigation menu includes "HOME", "EVENTS", "ORGANIZATIONS", and "NEWS". The main heading is "Explore Oklahoma State University" with a search bar below it containing the text "Search Events, Organizations and News Articles".

There are two featured content boxes:

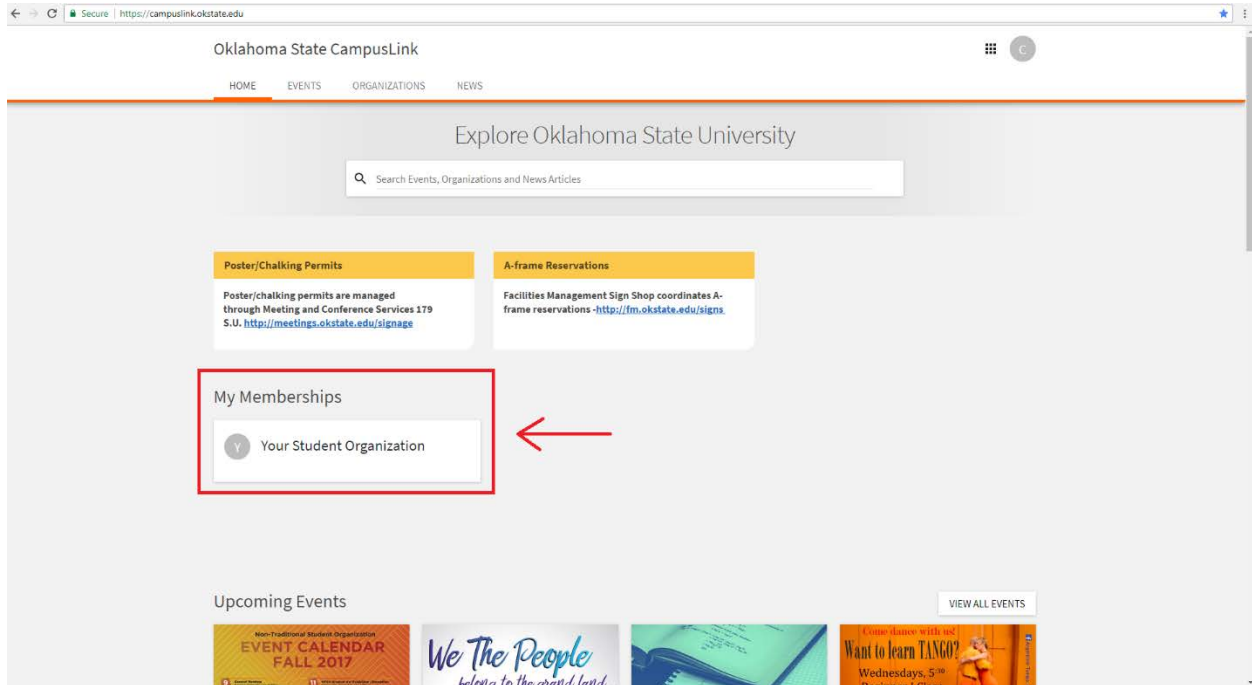
- Poster/Chalking Permits:** "Poster/chalking permits are managed through Meeting and Conference Services 179 S.U. <http://meetings.okstate.edu/signage>"
- A-frame Reservations:** "Facilities Management Sign Shop coordinates A-frame reservations -<http://fm.okstate.edu/signs>"

Below these is a "My Memberships" section with a button labeled "Your Student Organization".

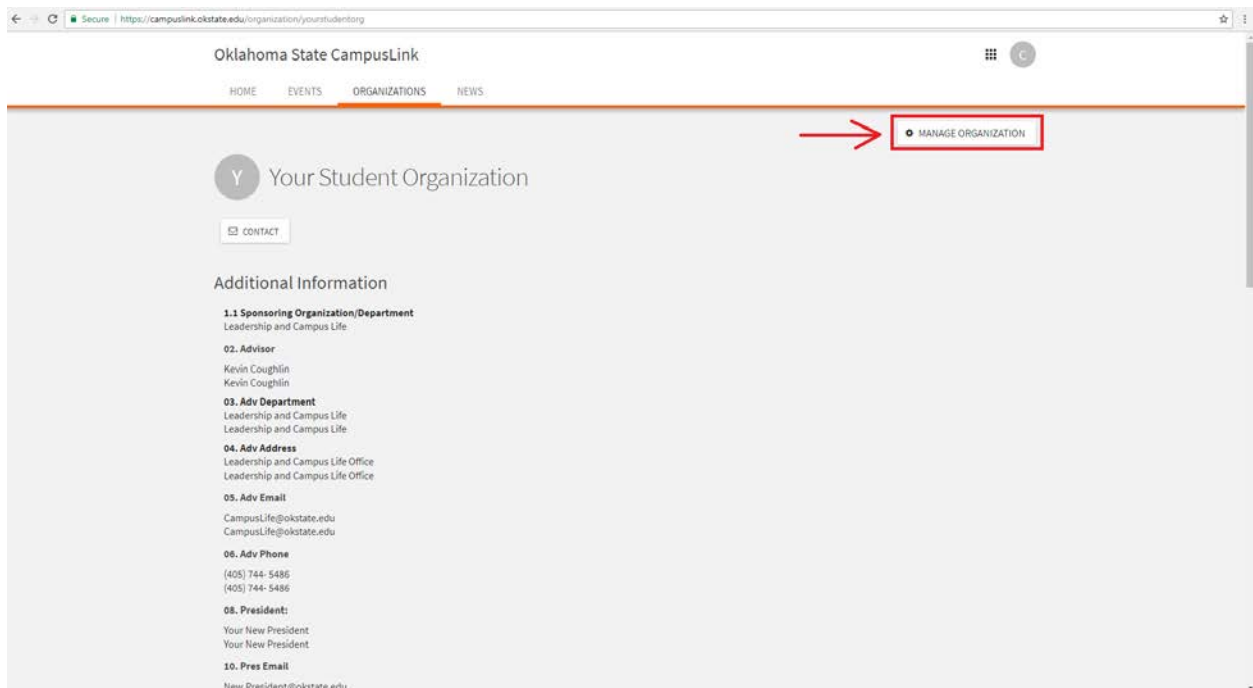
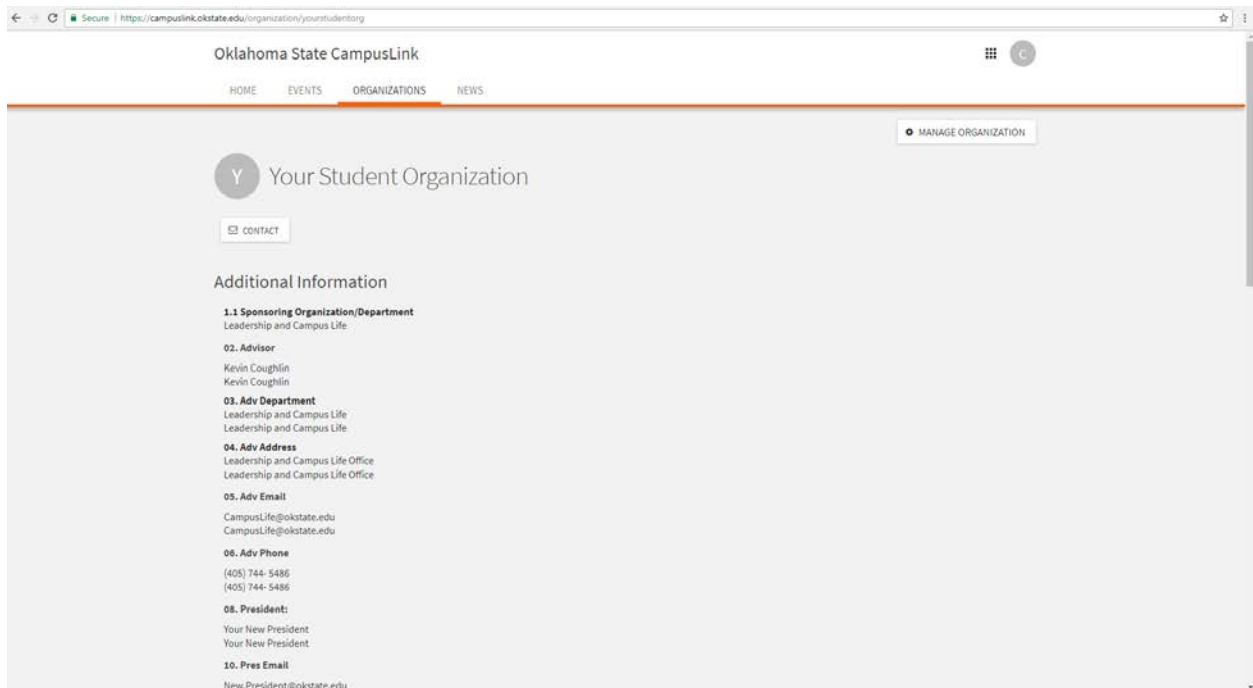
At the bottom, there is an "Upcoming Events" section with a "VIEW ALL EVENTS" button. The event cards include:

- "Non-Traditional Student Organization EVENT CALENDAR FALL 2017"
- "We The People belongs to the shared land..."
- "Want to learn TANGO? Wednesdays, 5:00 Business Class"

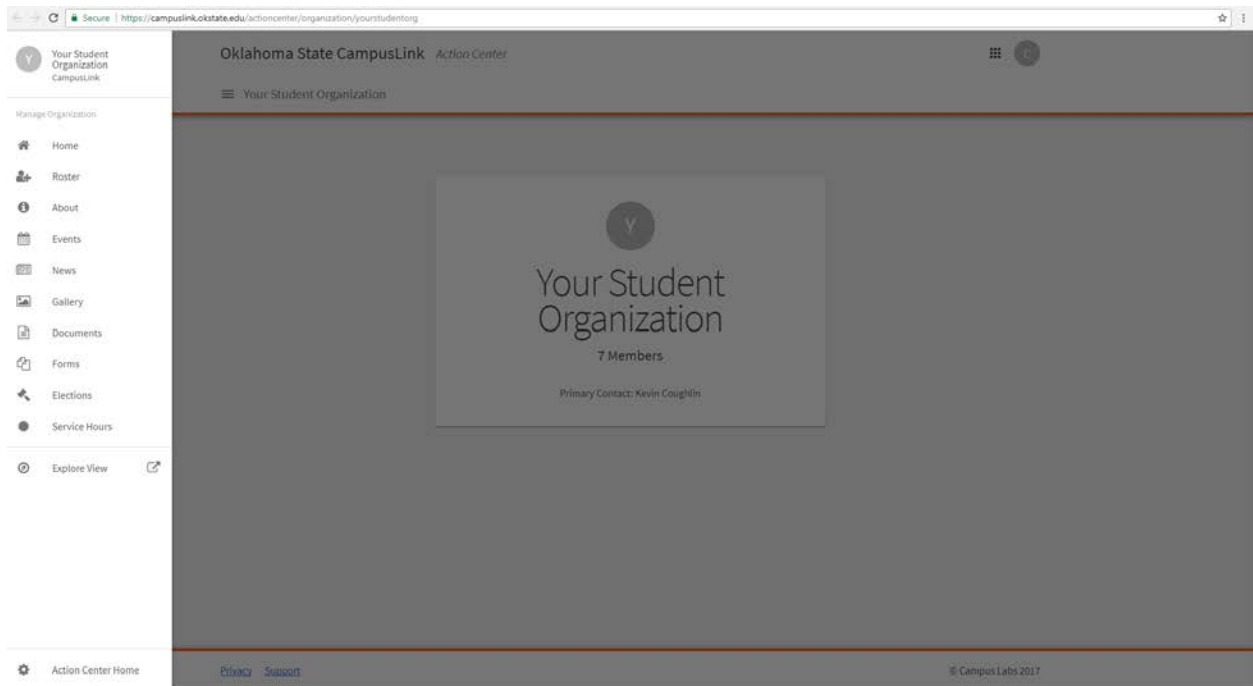
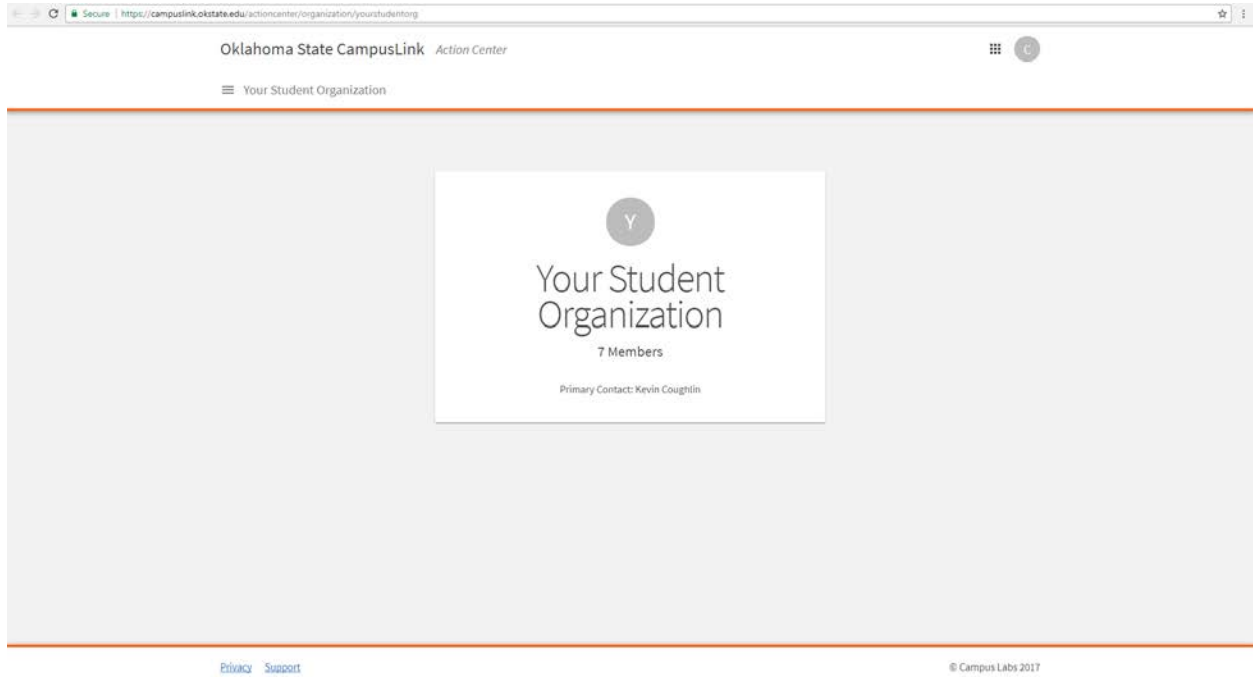
Step Two: From this screen, you will need to find the organization you are looking to update click on it. In the event that you are not a member of the organization on CampusLink, you will need to find your organization through the Organizations tab and request to be added.

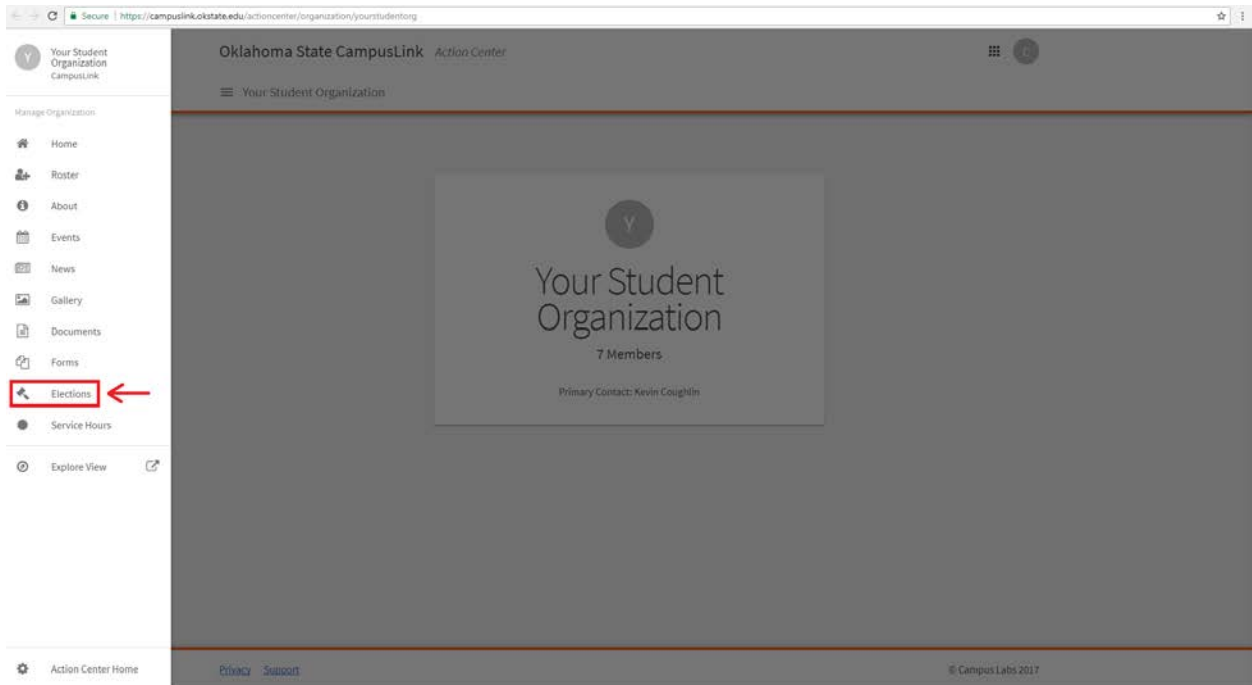


Step Three: After clicking on the organization name, you will be directed to your organization's home page. From this screen, you will need to click the Manage Organization button at the top right corner of the page.

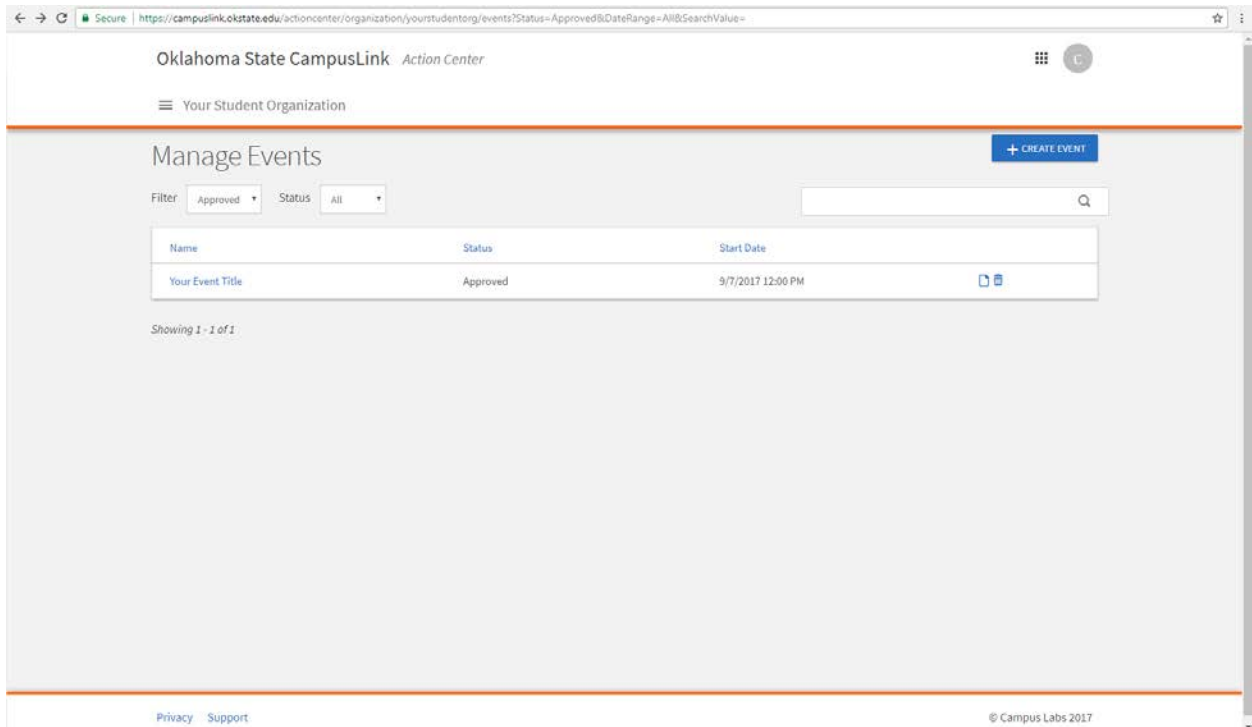


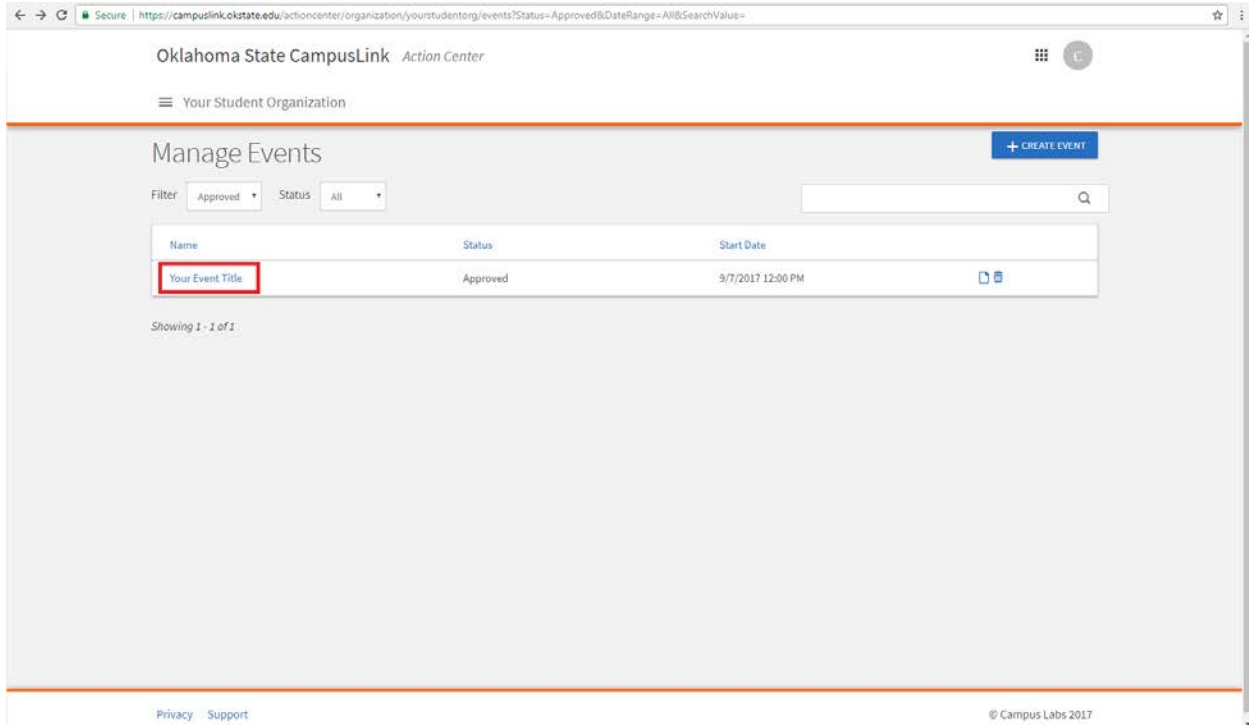
Step Four: After clicking on *Manage Organization*, you will be redirected to the “Action Center.” In order to access the *Events* section, you will click on the menu icon to the left of your Organization’s name.



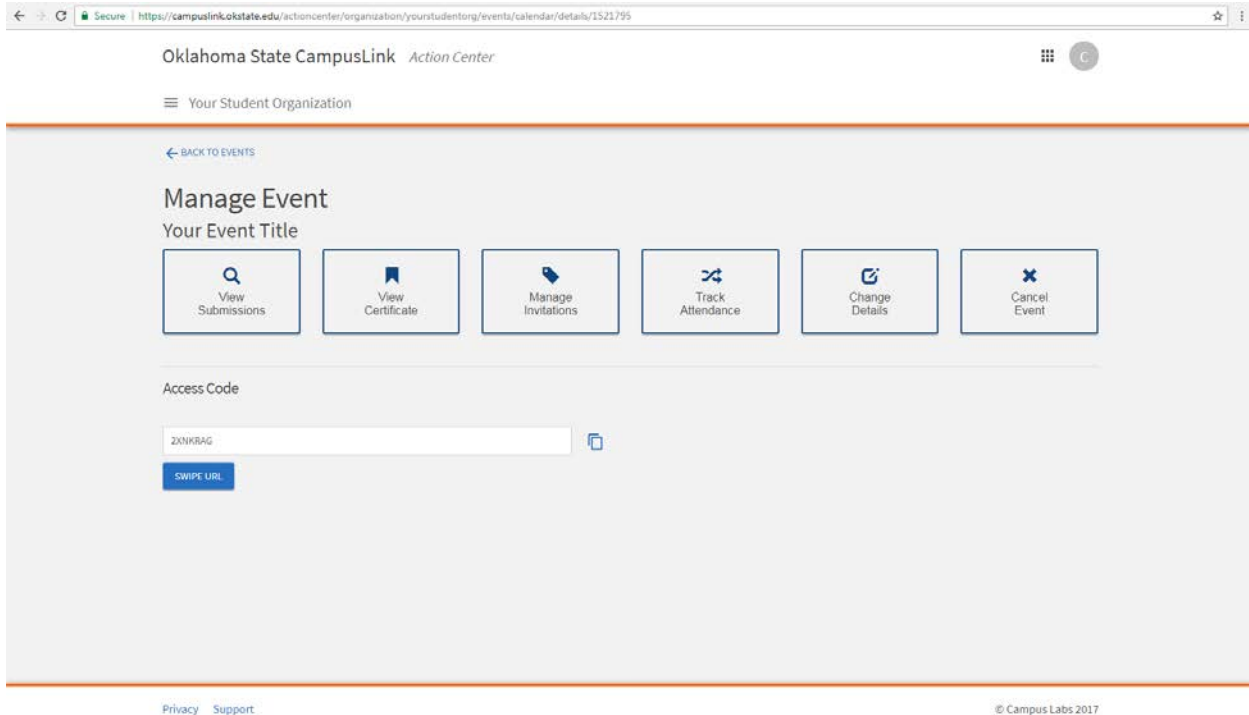


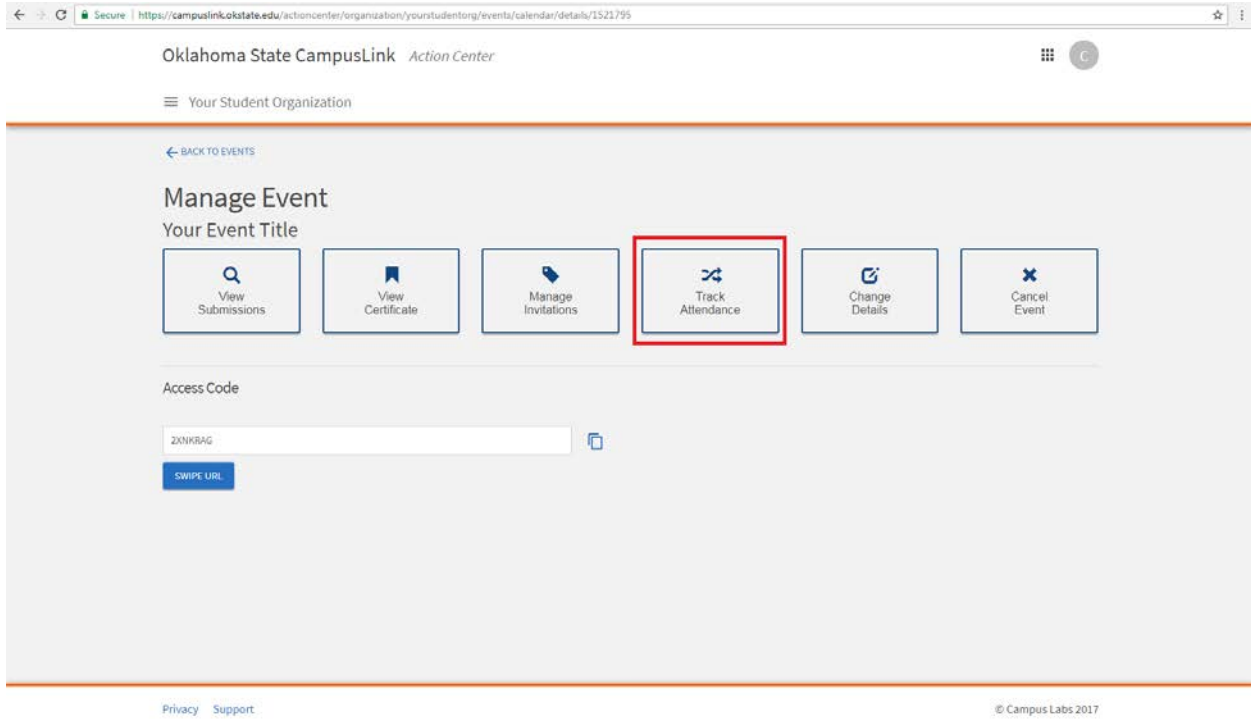
Step Five: From the Action Center, you will be directed to the *Manage Events* section of your CampusLink page. In order to set-up attendance tracking, click on the name of the event.



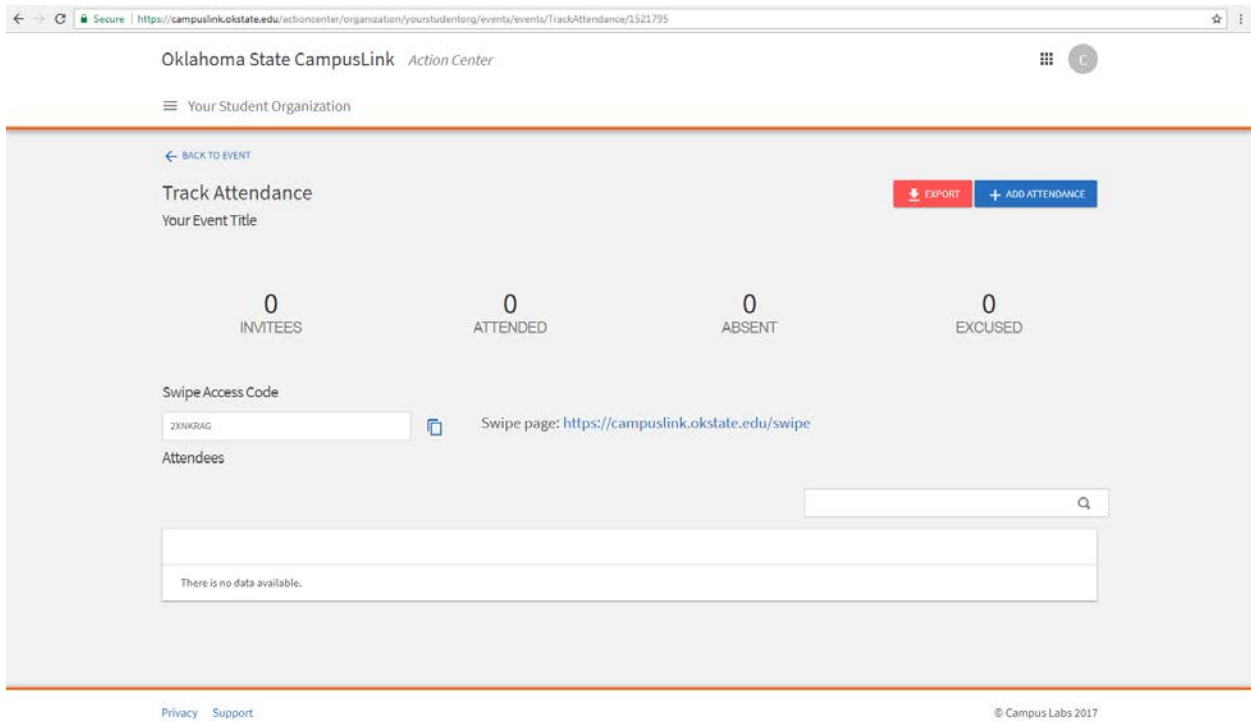


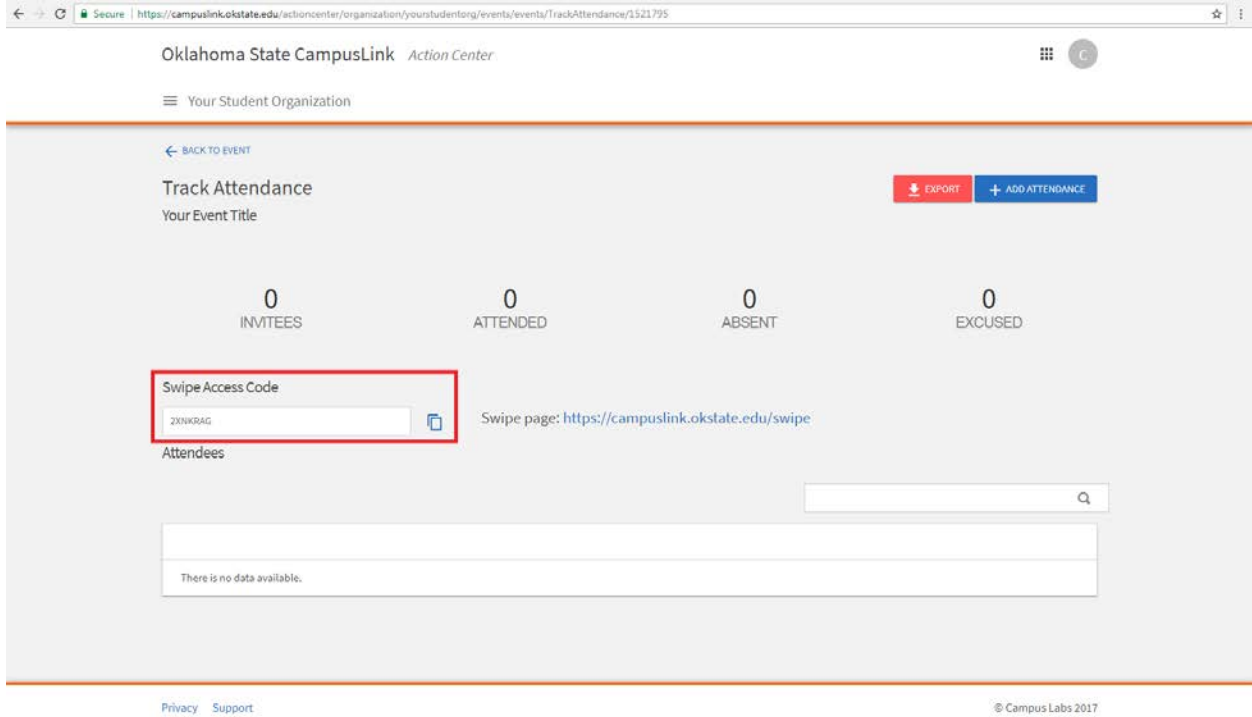
Step Six: Once you have been directed to the second *Manage Event* page that is specific to your event, click on the *Track Attendance* button.



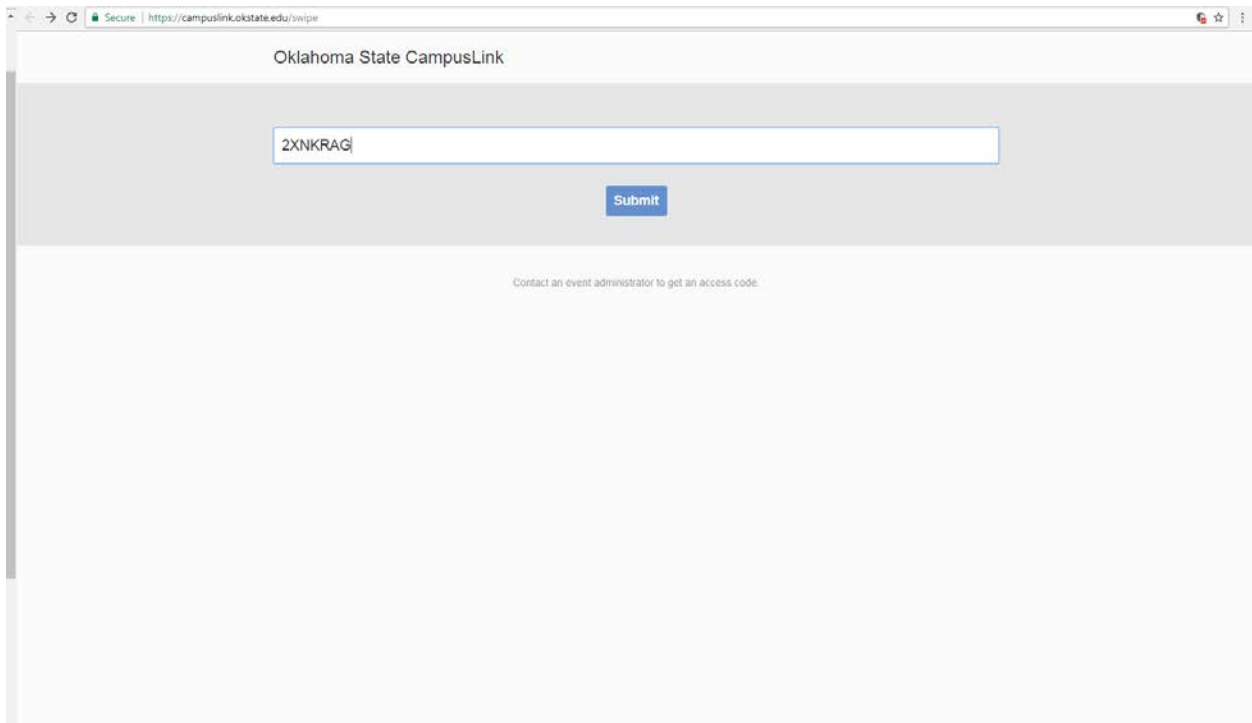


Step Seven: On this page you will see an area that says “Swipe Access Code” and the URL to the “Swipe Page” immediately next to it. Click on the box directly to the right of the code, which will copy the access code to your clipboard.



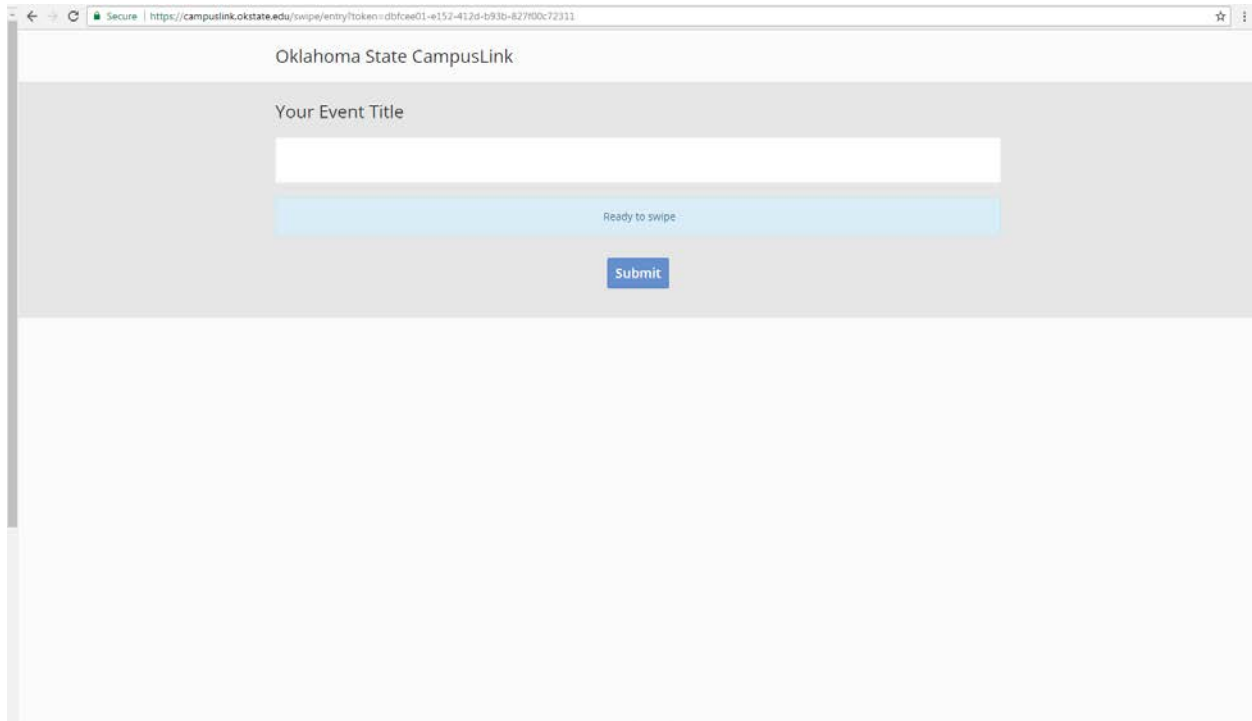


Step Eight: Next, click on the “Swipe Page” URL. You will be prompted to enter in the “Swipe Access Code” which you should be able to right click and paste into the text box. Once the code has been entered, click on Submit.



Step Nine: Once this has been done, you should be given an empty text box with the words, “Ready to Swipe” directly underneath it. Plug the card swipe device into your computer or tablet and wait for the green light to stop flashing. Once this is done, you can begin tracking attendance through swiping an individual’s Student ID card.

Tip: You do not need to click on the Submit button after each swipe. This is only necessary if you manually enter someone’s ID.



The screenshot shows a web browser window with the URL <https://campuslink.okstate.edu/swipe/entry/token=dbfcae01-e152-412d-b930-827f00c72311>. The page title is "Oklahoma State CampusLink". The main content area has a light gray background and contains the following elements:

- The text "Your Event Title" is positioned above a white text input field.
- Below the input field is a light blue button with the text "Ready to swipe".
- Below the "Ready to swipe" button is a smaller, dark blue button with the text "Submit".

Step Ten: Once you have swiped in all attendees, exit out of the Swipe page and refresh the *Track Attendance* page. Once the page has reloaded, you will be able to see all individuals who attended the event and swiped in with the card reader. If you would like to export this information in the form of an excel file, you may do so by clicking the red *Export* button in the top right hand of the screen.

Oklahoma State CampusLink Action Center

Your Student Organization

← BACK TO EVENT

Track Attendance

Your Event Title

EXPORT + ADD ATTENDANCE

0 INVITEES 0 ATTENDED 0 ABSENT 0 EXCUSED

Swipe Access Code

ZXNKRAG

Swipe page: <https://campuslink.okstate.edu/swipe>

Attendees

There is no data available.

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