**How to track an organization's event attendance with an ID reader or QR code**

1. Login to Campuslink.okstate.edu with your OKEY credentials. Click on the menu icon in the top left corner to access the management functions for your organizations. If you do not see your organization or if you are an advisor or officer but you do not have a gear icon next to the organization, contact campuslife@okstate.edu

2. Click the gear icon next to the organization hosting the event and select "Events." On the "Events" page, click on the event you want to track attendance for.
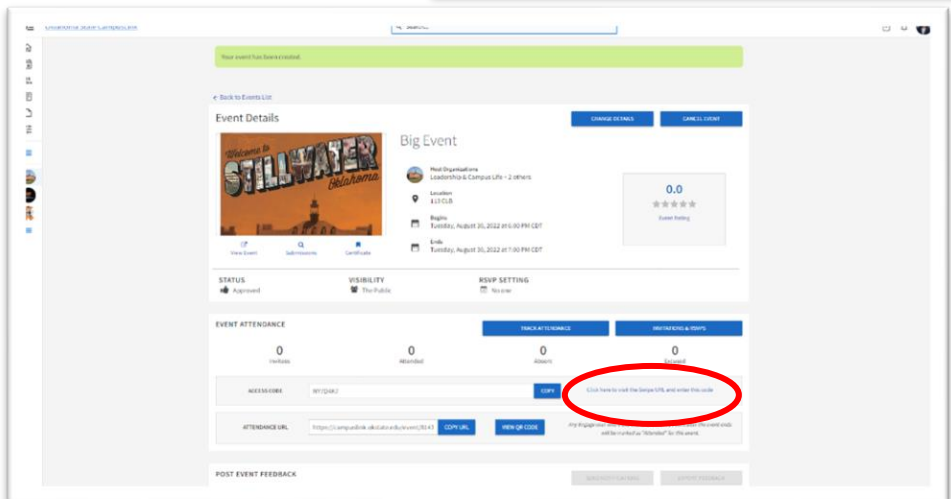

To track attendance using an ID reader (available for loan at 211 Student Union) -
1. From the "Event Details" page, click on Click here to visit the Swipe URL and enter this code. This will take you to the "Event access code" page.
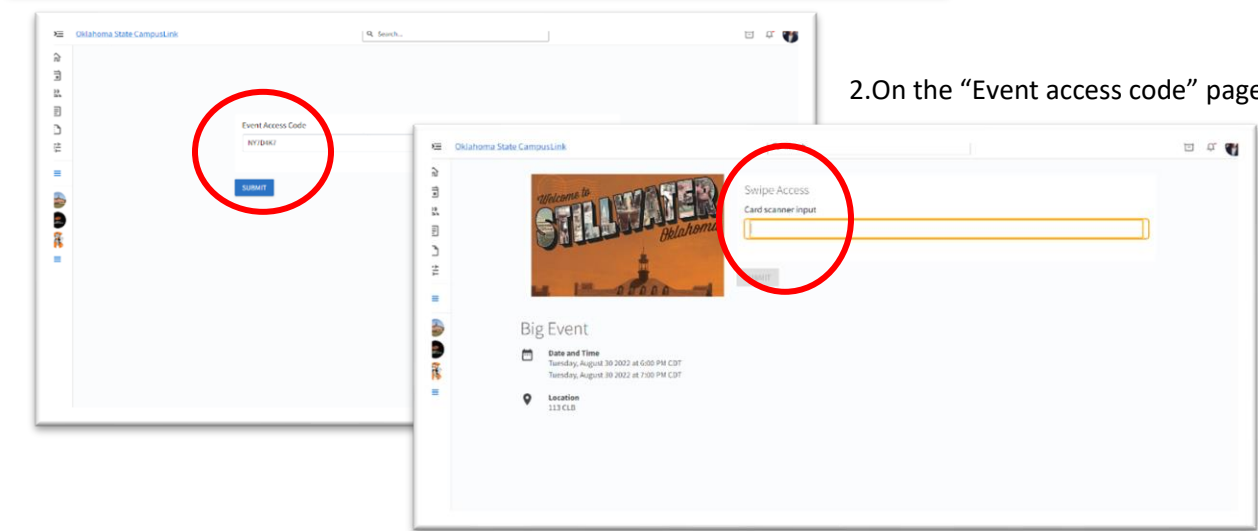
2. On the "Event access code" page, simply click "Submit" to move to the "Swipe Access" page.

3. Confirm that the ID reader is plugged into a USB port (or USB C or Micro USB if using an adapter) and the green light is on.

4. Confirm that the cursor is in the card scanner input field and scan IDs as attendees arrive.
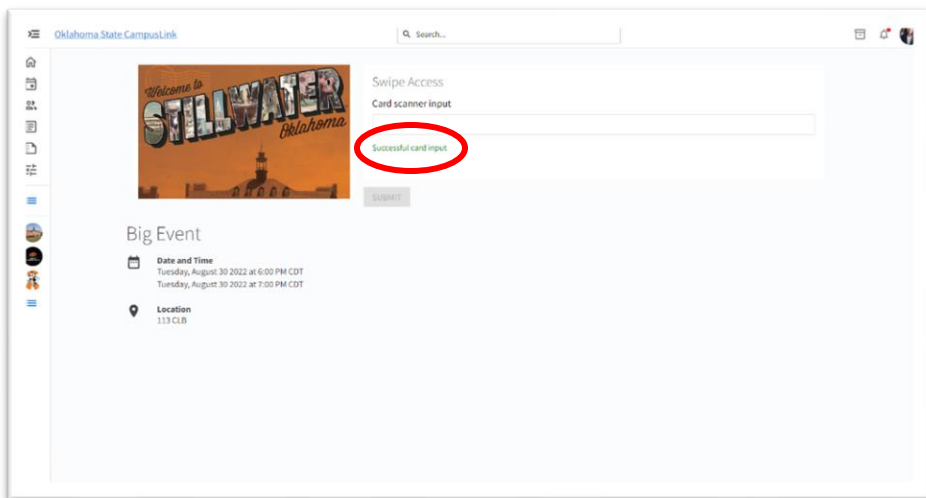
5.As IDs are swiped you will see the words "successful card input" appear under the input field.

*If a card does not read correctly or if the person has an old ID, is faculty or staff, or is no longer a student, they *may* appear on the attendance as an unknown user, but CampusLink will still collect the 16 digit ID number from the card's magnetic stripe.
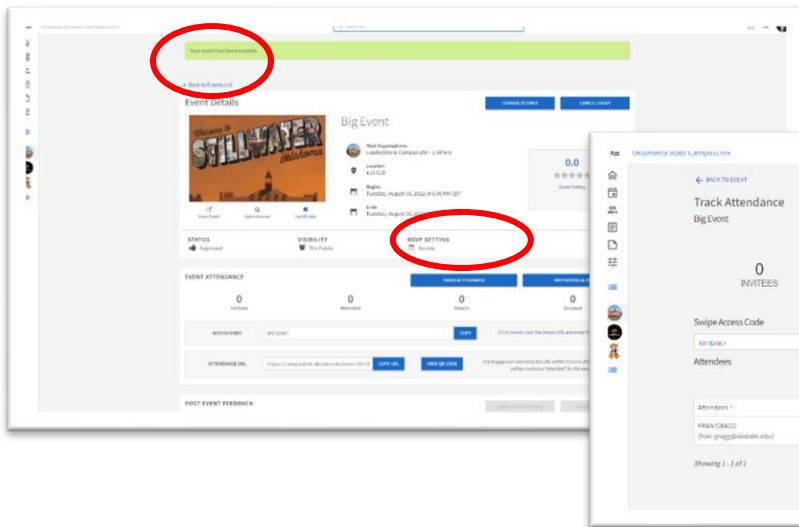
6.Once your event is over, you can return to the "Event Details" page and click the "Track Attendance" button to view who attended.
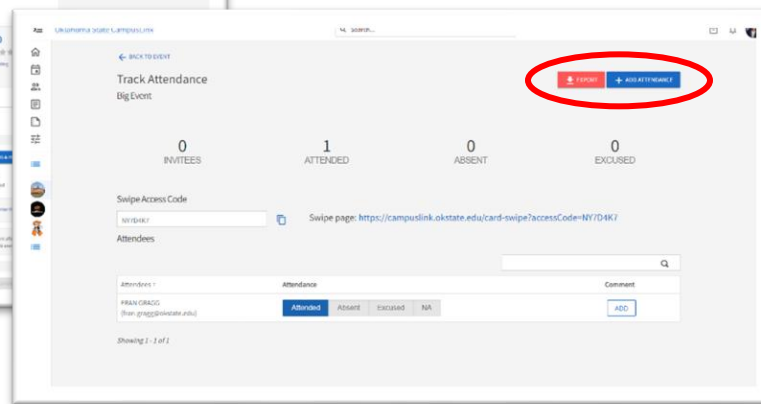
7.From this page you can also **Export** a spreadsheet of the attendance record, **Add Attendance** manually using attendees' OSU email addresses, or add comments or notes to the attendees' records.
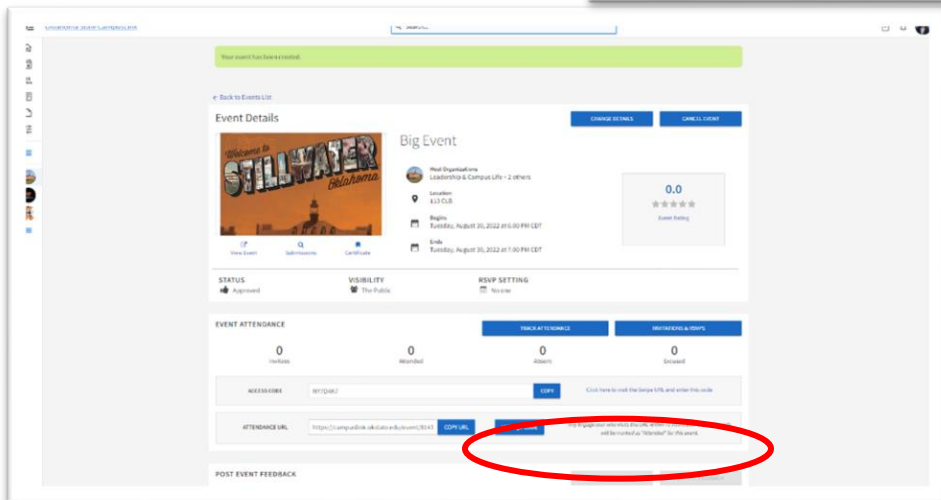
To have attendees record their own attendance using a QR code –

Simply click the "View QR Code" button and post or share the code with the attendees.

1. QR code attendance does not start until the event actually begins, you cannot record attendance any earlier than the event's posted start time.
2. The attendance QR code stays open for 72 hours after the event ends.
3. The QR code is not as reliable as an ID reader for attendance tracking since it requires that attendees scan the code and login with their OKEY credentials to record their attendance.