Card Swipe Use Instructions

Create the OrgSync Event

The card readers use OrgSync to pull information from the students. In using the card readers, you will need to create your event in OrgSync.

1) Navigate to your organization in OrgSync.
2) Select “Events” and click “Create an Event.”
3) Complete this form with the necessary information for your event.
   a. You will be able to share this event on social media, so be detailed in your descriptions of the event.
   b. “Who can see this” governs who is able to view the event details. If this is a public event your organization is hosting, you should select “Public” so that anyone can see the event’s information (even those not associated with SIU). If this is an executive board meeting, you would likely only want this to be visible for your organization.
   c. The “Advanced Options” will let you send reflection forms and surveys to your participants. Student Involvement can help you if you are interested in exploring these features.
4) Once you have entered all of the needed information, select “Create Event.”

Tracking Participation Option 1: “Online”

There are two main ways to track participation at your event on OrgSync. The “Online” method requires you to use the card readers directly with OrgSync. You will need to be logged in to OrgSync in doing this process, and it will require an internet connection. This process may be simpler to set up, but it is slightly harder to troubleshoot errors.

1) Connect the card reader to a USB port on your laptop/computer.
   a. Note: The card readers should work with the student Windows 8 tablets, but likely will not work with other tablets. Always test your check-in setup before the event.
2) Navigate to your organization in OrgSync.
3) Click on “Events” and then select the appropriate event from “Upcoming Events”.
4) From “Admin Tools” on the right, select “Participation”.
5) Click “Turn on Card Swipe”. This menu will ask if you are using the card reader to track attendance or to record check in/out times (such as for volunteers at an event). Click “Save Card Swipe Settings”.
6) Swipe student IDs for your event.
   a. If there is an error in swiping an ID, OrgSync will bring up a dialog box saying so.
b. If a student does not have their ID, you can ask them to write their name on a piece of paper or you can click “Add Participant”.

7) Once you are done, select ‘I’m Done Swiping’.
8) See below for further instructions on accessing your participation list.

Tracking Participation Option 2: “Offline”

The “Offline” method does not require you to have an internet connection while recording participation at your event. This method will have you create a spreadsheet containing ID numbers of those who have attended your event. You can then upload this later to OrgSync. This method is slightly more difficult to set up, but is a bit easier to troubleshoot errors. This method may not work if you want to track check in/out times.

1) Connect the card reader to a USB port on your laptop/computer.
   a. Note: The card readers should work with the student Windows 8 tablets, but likely will not work with other tablets. Always test your check-in setup before the event.
2) Open “Excel” or any other spreadsheet management software.
3) Swipe student IDs for your event.
   a. If there is an error in swiping an ID, you will see “;E?” in the cell. Simply delete this cell and swipe the ID again.
   b. If a student does not have their ID, you can ask them to write their name on a piece of paper.
4) After you are done tracking attendance, save the spreadsheet as a “.csv” file
5) Navigate to your organization in OrgSync.
6) Click on “Events” and then select the appropriate event from “Upcoming Events”.
7) From “Admin Tools” on the right, select “Participation”.
8) From “Admin Tools” on the right, select “Upload Data” and upload your spreadsheet.
   a. You can use the “Add Participants” to add anyone who did not have their ID at your event.
9) See below for further instructions on accessing your participation list.

Accessing your Participation List

Now that you have logged participation, you can export the full list of students who attended your event. This will give you the names and e-mail addresses of your event participants. Your group can use this list to promote future events or gain feedback for your events.

1) Navigate to your organization in OrgSync.
2) Click on “Events” and then select the appropriate event from “Upcoming Events”.
3) From “Admin Tools” on the right, select “Participation”.
4) From the “Admin Tools” on the right, click on “Export Participation”.

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