

## Tracking Attendance with Card Reader 2017-2018 - Student Organization Office

Card readers can only be checked out by the first three officers listed on SunDevilSync and returned to Memorial Union 3rd Floor as soon as the event concludes or by 10 am the following business day.

If the card reader is damaged or lost, the student organization may be charged a \$75.00 fee. Failure for an organization to return the card reader could result in the loss of future privileges.

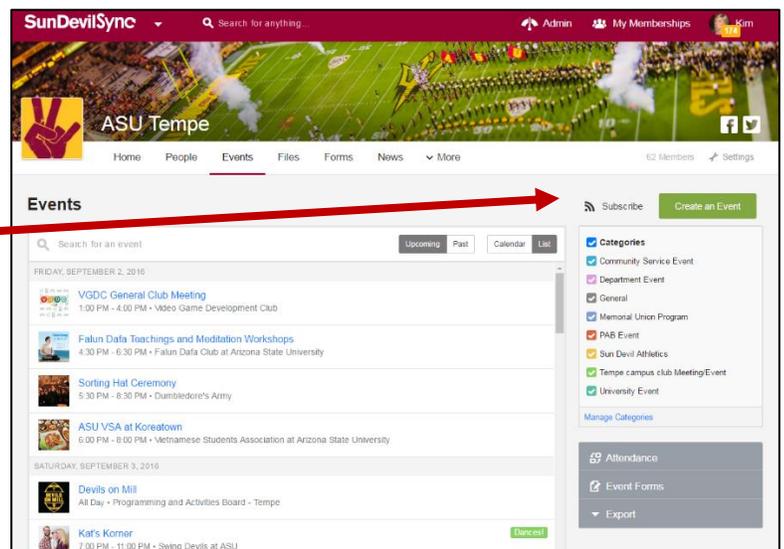
### Step 1:

Stop by the Student Organizations Office in Memorial Union 3<sup>rd</sup> Floor near the Stairs to check out the Card Reader



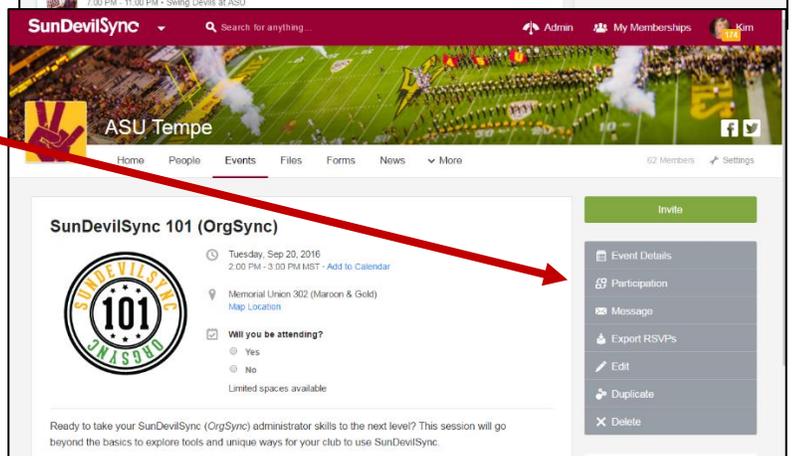
### Step 2:

Log into SunDevilSync, click on your organization's portal and create an event.



### Step 3:

Once the event is created, you can track attendance through the "Participation Tab"

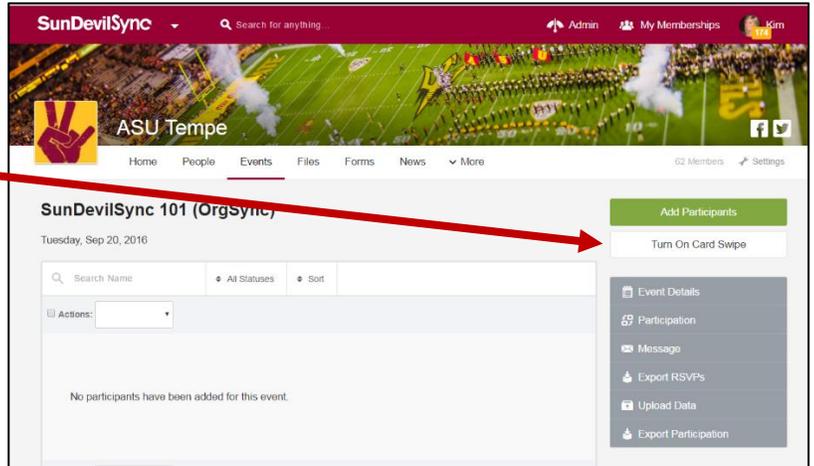


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### Step 4:

Click 'Turn On Card Swipe' at the top right of the page. At the pop-up prompt, choose between tracking only attendance or tracking in and out times.

Swiping in automatically adds the user to the participation list.

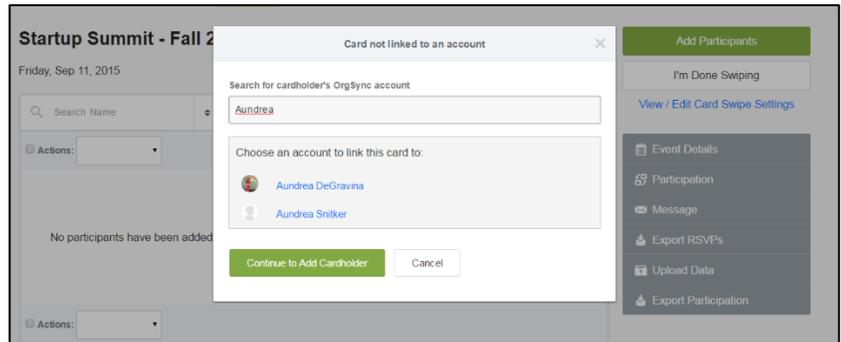


### Step 5:

If a swiped card is associated with an existing account, the user will automatically be logged on the participation list.

- If a card is **not** tied to an existing account, it will generate a pop-up that allows you to search for the user within your community. Clicking on someone from this list will tie the card to the selected user.

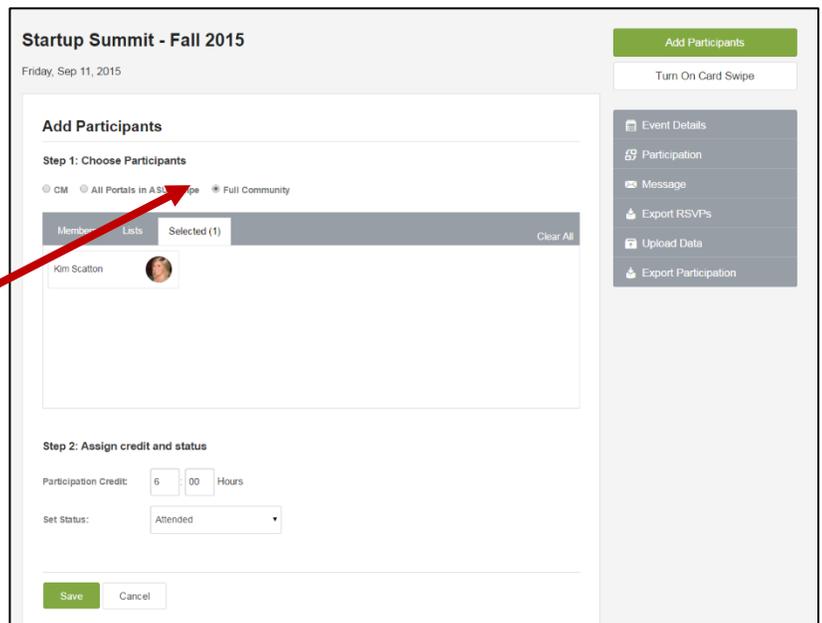
- If the user cannot be found, click 'Continue to Add Cardholder' and enter their email. This will send the user an invitation to your community. After they sign-up, they will be credited with the hours you assigned.



### Step 6:

If a student does not have a Sun Card, you are able to track attendance manually by clicking 'Add Participants' in the top right of the page. This will display a people selector that allows you to search for users within your organization, or entire community.

**USE ENTIRE COMMUNITY**



To review the data collected, click on 'Export Participation', information will be shared in Microsoft Excel