How to Track Attendance in Anchor Link using a Card Swipe

Getting to the Track Attendance Page

1) Go to www.anchorlink.vanderbilt.edu.
2) Click the grid at the top right and go to the “Manage” section of Anchor Link.

3) Scroll down to “My Memberships” and click the organization the event is registered under.
4) Click the three horizontal lines at the top left corner of the page.
5) Click “Events” in the sidebar.

6) In the Manage Events page make sure the filter is set to “Approved” and the status is “Current”. Your event must be approved and current in order to track attendance.

7) Click the event name that you will be tracking attendance for.

8) Click “Track Attendance” in the middle of the screen.
Tracking Attendance at Events

You should now be on a screen that looks like this:

1) Copy the code to the right of the Swipe Access Code.

2) Copy the code either using (Ctrl-C) or right click and copy.
3) Click on the **Swipe Page** link.

4) Paste the code in to the space that says **“Enter access code”**.
5) Click **“Submit”**

Your page should now say **“Ready to swipe”** and the event name will be listed at the top of the page.

6) Plug your card reader in to a USB port on your computer. After a few seconds there should be a **green light** on the top of the card reader and the card reader will **beep**.

7) Ensure your cursor is inside the card swipe box.
8) Test a Vanderbilt ID Card by swiping. If done correctly you will see the word “Success” in green above submit.

FAQ:

*What happens if my internet does not work?* We recommend swiping cards into an excel spreadsheet. You swipe as you normally would and the card reading automatically transitions to the next cell with each swipe. You can upload the card ID numbers by going to the [Track Attendance page ➔ +Add Attendance ➔ Text Entry ➔ Card ID Number.](#) Paste all the card numbers (one per line) and click Add.

*What if someone forgets their card?* You can have them enter their email address or Card ID number in the Text Entry option. Go to Track Attendance page ➔ +Add Attendance ➔ Text Entry and choose E-Mail Address. Then click Add.