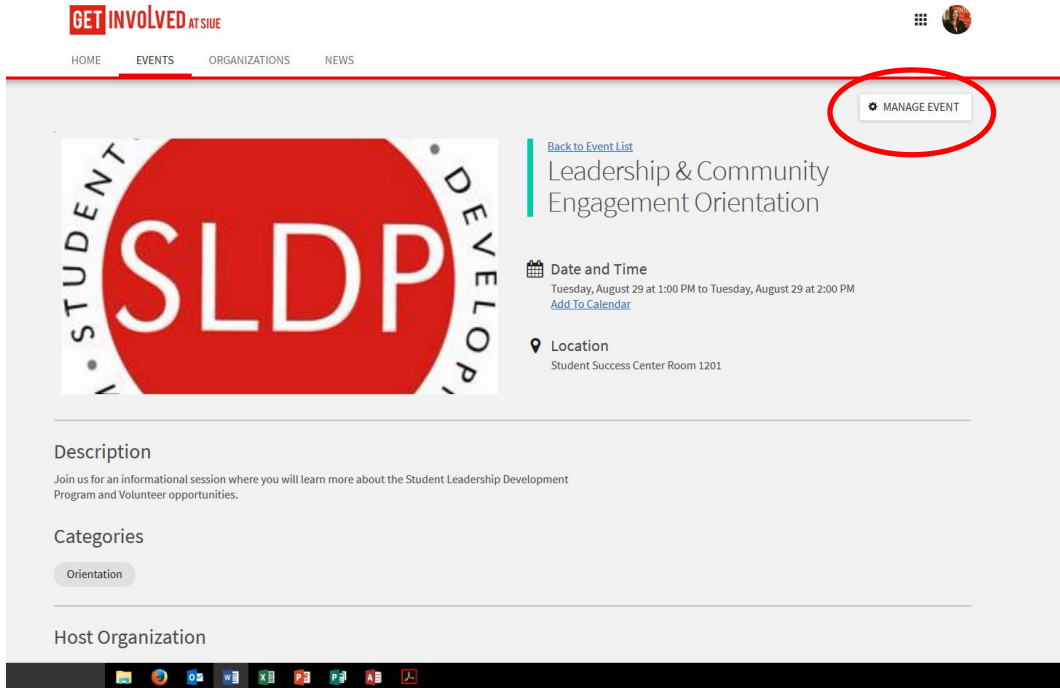
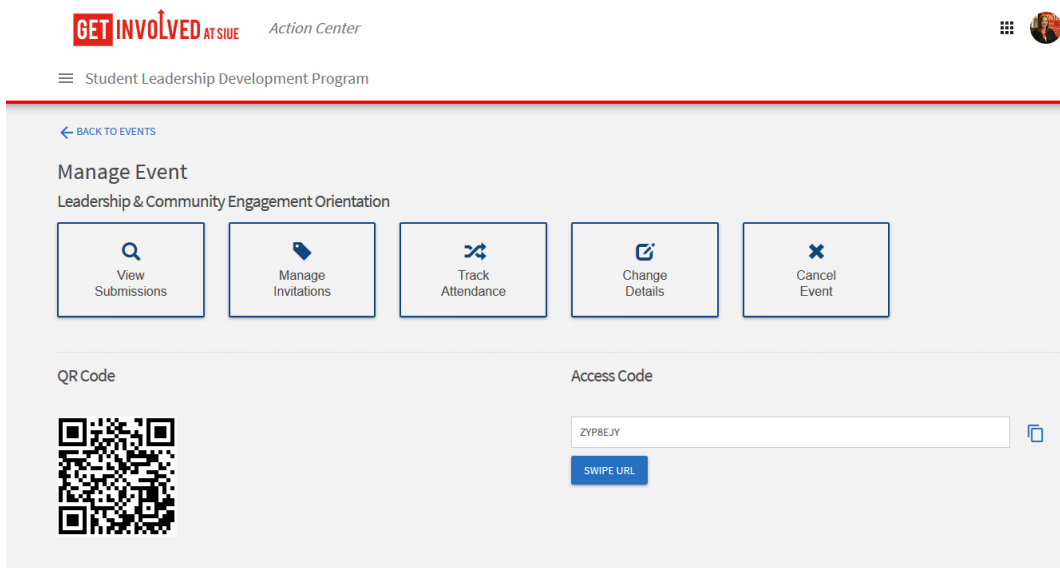


CollegiateLink Attendance Tracking

1. To track attendance at your program, meeting, or event, you must create an event within the CollegiateLink system. Follow the event creation guide to do this.
2. Once your event is approved, you will be able to go to your page, click events, and see it listed in the upcoming events. Click on the event. Your event page will look similar to this. To edit the event or track attendance, click Manage Event.



3. Once you click Manage event, you will see the following options:



4. On this page, you can edit the event, invite people, etc. You can track attendance at the event one of two ways. First, you can manually input attendance. To do this, click the "Track Attendance" button in the middle of the page. Then click the Add Attendance button in the upper right hand corner

[← BACK TO EVENT](#)

Track Attendance

Leadership & Community Engagement Orientation

[EXPORT](#) [+ ADD ATTENDANCE](#)

0
INVITEES

0
ATTENDED

0
ABSENT

0
EXCUSED

Swipe Access Code

ZYP8EJY



Swipe page: <https://getinvolved.siue.edu/swipe>

Attendees

There is no data available.

5. Your page will now look like this. From here you can manage invitations, enter attendance manually, or upload a file of individuals who attended.

[← BACK TO TRACK ATTENDANCE](#)

Add Attendance

[INVITATIONS](#) [TEXT ENTRY](#) [FILE UPLOAD](#)

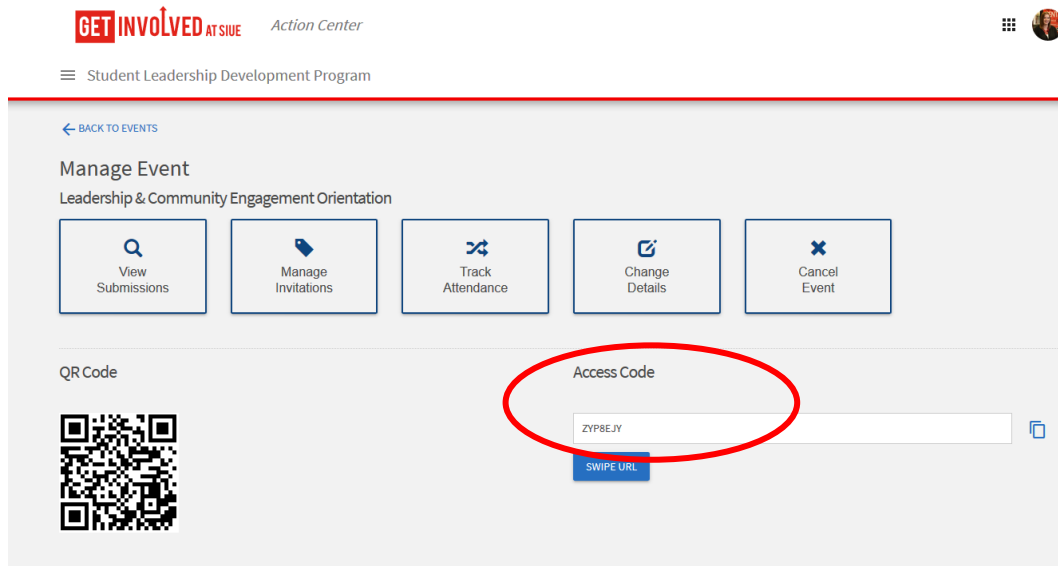
There is no data available.

- Select "text entry" and select whether you want to enter e-mail addresses or Card ID numbers (800#). If you select e-mail address you must enter the @siue.edu after the e-ID. You can enter up to 500 individuals this way and must enter each on a separate line. Click "add".

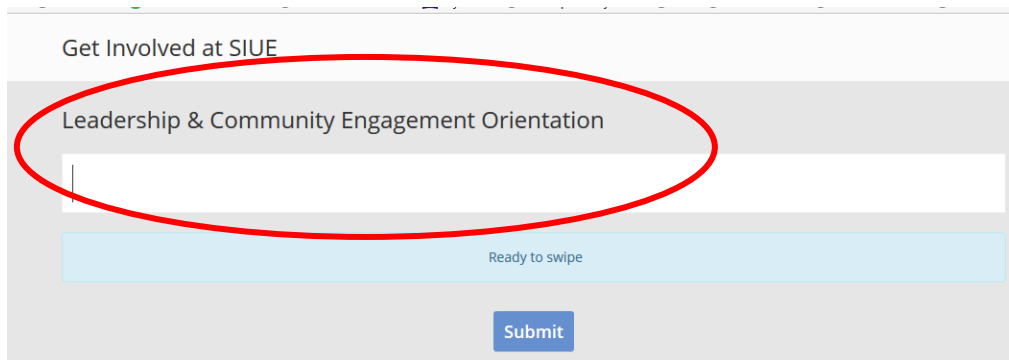
- Once you enter your attendees, if you go back to the track attendance page, you will see everyone that you entered. You can now quickly see a number of people that attended the event as well as a full list of those that attended.

Attendees	Attendance	Comment
Shayna Dixon (shdixon@siue.edu)	Attended Absent Excused NA	ADD
Mengting Liu (meliu@siue.edu)	Attended Absent Excused NA	ADD
Stephanie Redfield (sredfie@siue.edu)	Attended Absent Excused NA	ADD
Amanda Lippner (alippne@siue.edu)	Attended Absent Excused NA	ADD
Taylor Buchanan (tbuchan@siue.edu)	Attended Absent Excused NA	ADD

8. The second way to track attendance is through card scanners. For this, you will need the 7 digit event code. On the manage event page, you will see “access code”. You will need that 7 digit code. You then go to <https://siue.collegiatelink.net/swipe> and enter the code. You can have multiple scanners going at the same time under this number. Individuals DO NOT have to be logged into CollegiateLink to scan, they can just go to the swipe address and enter the number.

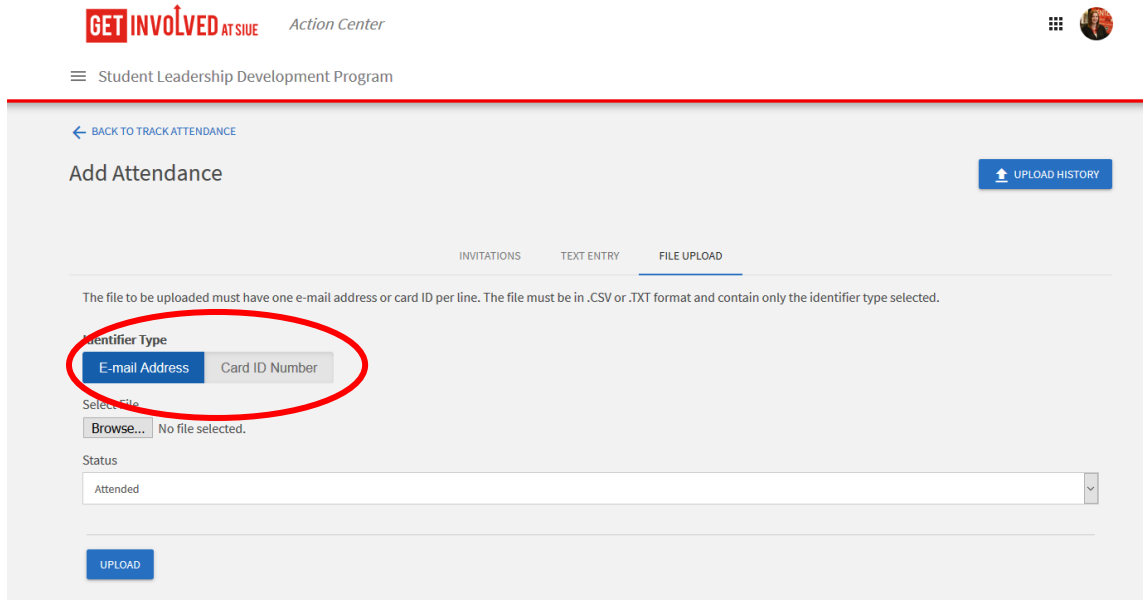


9. Connect the scanner to a laptop with USB cable. This will take just a few moments to load (like any USB device). You do need to be connected to the internet for this to work. For a non-internet option, please skip to step 13. On the swipe page, once you enter your five digit access code, you will see the name of your event on the swipe page:



10. This point, you can start scanning ID's. After every ID is scanned, you will see either “success” or “error/user undefined”. If it says “success” you can move on to the next person. If it says error, rescan the card. The system will never record someone more than once, so even if they double scan, your numbers will still be accurate.
11. If a participant does not have their ID, they can simply type in their 800# into this page and hit submit. It will count them as if you scanned their card.
12. After your event, you can see all the attendees on the “track attendance” page of your event. Please note that when you scan IDs, it does not verify that the individual is a current student. Because of this, when you view the “track attendance” feature, you may see individuals listed as “unrecognized user”. This means that they are not in the system as of that date.

13. If you will not have internet at your event, you can still scan ID's. Simply open up a notepad document on your computer and scan ID's. You will need to hit enter after each scan so the next ID goes on another line. Please note that the system will scan an extra 21811 at the start of the 800 number. This is fine. Leave it on the scan.
14. Save your notepad document as a .txt file.
15. Once you have an internet connection, go to your event page, to the track attendance page. Click Add attendance and then click the "file upload" tab). **Make sure to switch over to the Card ID Number** (it will default to Email address). Then select your file and hit upload.



16. You will then see a message near the top of the page that lets you know if the upload was completed successfully and if there were any errors in the upload.

If you have questions about the scanners, please feel free to contact Michelle Welter at mking@siue.edu or at 618-650-2686.