How to use swipe reader at RSO Events

1. Go to the drop down menu on your organization’s homepage and click “events.”

2. Click on the event you would like to edit
3. Click “Manage Event”. If you do not see the manage event button, you do not have enough access to the page. You can talk with your RSO president or primary contact or email the RSO Development Graduate Assistant at ose-rsodevelopment@wmich.edu for help.
4. Click “Track Attendance”
5. Click the url listed as “Swipe page” This will take you to a new tab (step 6). You will need to copy the swipe access code and paste it in step 6.

6. Copy and paste the swipe access code from step 5.
7. Now you are ready to swipe! Plug the swipe reader into the usb drive on your laptop and put your cursor in the space below. Then you can swipe student IDs OR type in a student’s WIN.