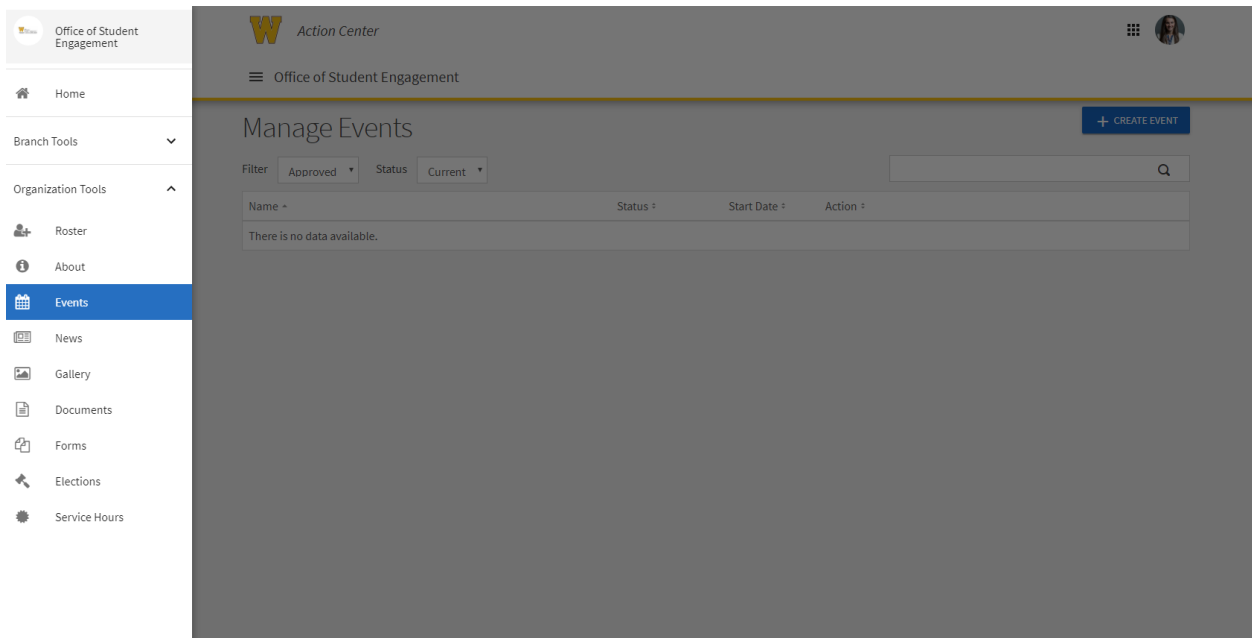
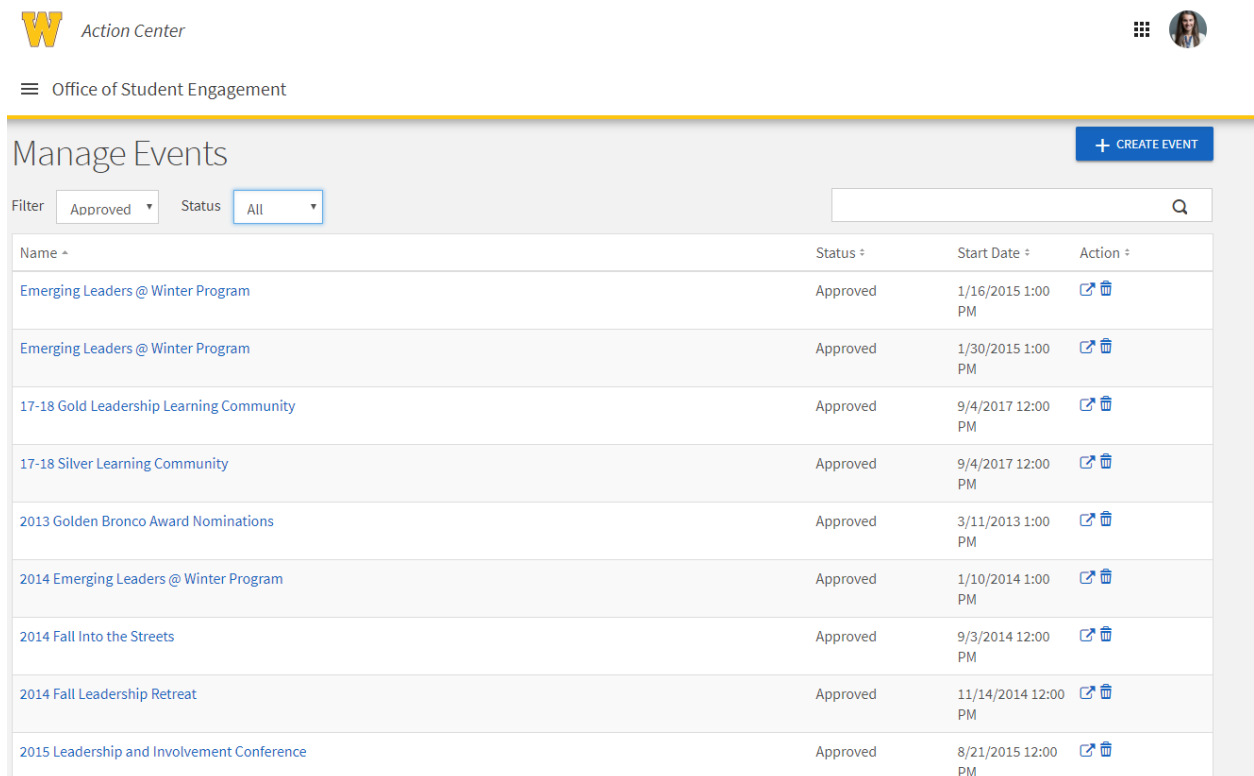


How to use swipe reader at RSO Events

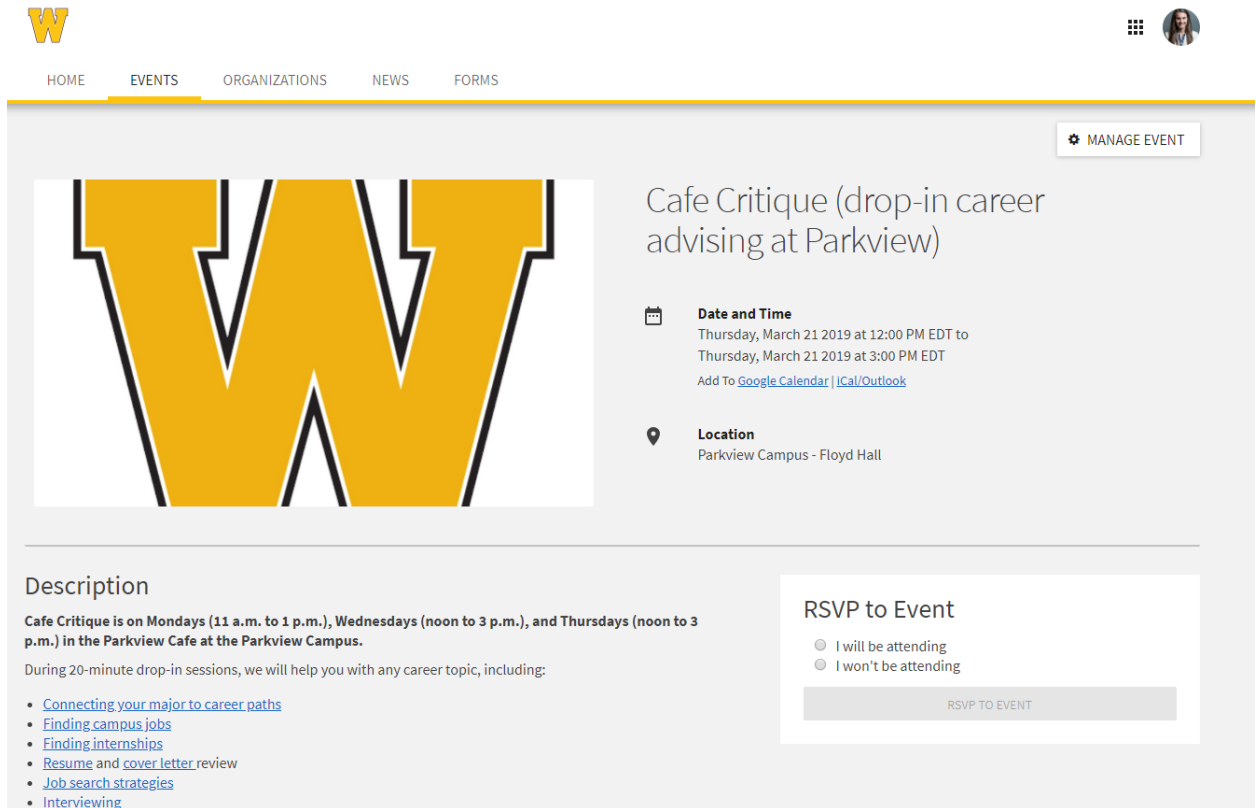
1. Go to the drop down menu on your organization's homepage and click "events."



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.



The screenshot shows a web page for an event titled "Cafe Critique (drop-in career advising at Parkview)". The page features a large yellow "W" logo on the left. The event details include the date and time (Thursday, March 21, 2019, from 12:00 PM EDT to 3:00 PM EDT) and the location (Parkview Campus - Floyd Hall). A "MANAGE EVENT" button is visible in the top right corner. The description states that the critique is held on Mondays, Wednesdays, and Thursdays in the Parkview Cafe. Below the description is a list of topics: "Connecting your major to career paths", "Finding campus jobs", "Finding internships", "Resume and cover letter review", "Job search strategies", and "Interviewing". On the right side, there is an "RSVP to Event" section with two radio button options: "I will be attending" and "I won't be attending". A grey "RSVP TO EVENT" button is located below these options.

W

HOME EVENTS ORGANIZATIONS NEWS FORMS

MANAGE EVENT

Cafe Critique (drop-in career advising at Parkview)

Date and Time
Thursday, March 21 2019 at 12:00 PM EDT to
Thursday, March 21 2019 at 3:00 PM EDT
Add To [Google Calendar](#) | [iCal/Outlook](#)

Location
Parkview Campus - Floyd Hall

Description

Cafe Critique is on Mondays (11 a.m. to 1 p.m.), Wednesdays (noon to 3 p.m.), and Thursdays (noon to 3 p.m.) in the Parkview Cafe at the Parkview Campus.

During 20-minute drop-in sessions, we will help you with any career topic, including:


- [Connecting your major to career paths](#)
- [Finding campus jobs](#)
- [Finding internships](#)
- [Resume and cover letter review](#)
- [Job search strategies](#)
- [Interviewing](#)

RSVP to Event

I will be attending
 I won't be attending


RSVP TO EVENT


4. Click "Track Attendance"


W Action Center ☰ 


☰ Career and Student Employment Services



[← Back to Events List](#)
Cafe Critique (drop-in career advising at Parkview)

 **Host Organization**
Career and Student Employment Services




 **Location**
Parkview Campus - Floyd Hall

 **Begins**
Thursday, March 21, 2019 at 12:00 PM EDT

 **Ends**
Thursday, March 21, 2019 at 3:00 PM EDT



[EXPLORE VIEW](#) 


Event Details


STATUS  Approved	VISIBILITY  Organization members	RSVP SETTING  Anyone
---	---	---


ATTENDANCE <table style="width: 100%; text-align: center;"><tr><td>0 Invitees</td><td>2 Attended</td><td>0 Absent</td><td>0 Excused</td></tr></table>	0 Invitees	2 Attended	0 Absent	0 Excused	ACCESS CODE <input type="text" value="Z7E7JN3"/> COPY SWIPE URL
0 Invitees	2 Attended	0 Absent	0 Excused		


Event Actions


View Submissions


Track Attendance


Change Details


Manage Invitations


Cancel Event

Assigned Path Items [Add/Edit Assigned Items](#)

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.

W Action Center

☰ Career and Student Employment Services

← BACK TO EVENT


Track Attendance

Cafe Critique (drop-in career advising at Parkview)


EXPORT **+ ADD ATTENDANCE**

0 INVITEES 2 ATTENDED 0 ABSENT 0 EXCUSED

Swipe Access Code

 Swipe page: <https://wmich.campuslabs.com/engage/swipe>

Attendees



Attendees	Attendance	Comment
Barry Earby (barry.e.earby@wmich.edu)	Attended Absent Excused NA	ADD
Dhiraj Anand Shetye (dhirajanand.shetye@wmich.edu)	Attended Absent Excused NA	ADD

Showing 1 - 2 of 2

6. Copy and paste the swipe access code from step 5.

ExperienceWMU

Submit

Contact an event administrator to get an access code.

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.

ExperienceWMU

Cafe Critique (drop-in career advising at Parkview)

Ready to swipe

Submit