

# Using the Event Tracking Card Swipe System

UNCG Student Affairs has a software to track student event participation using a simple card swipe. The recommended card readers are a MagTek Duo card swipe that can be programmed to read the 16 digit card numbers from the front of the Spartan Card from the magnetic stripe on the back of the card.. These card readers attach via USB to a USB port on a computer, or with an adapter can be attached to a phone or tablet device.

Steps to create the event:

1. Visit <https://studentaffairs.uncg.edu/swipe/index.php>. Log in with your ispartan credentials. If you do not have access, please email Cameron Wilkin [ccwilki2@uncg.edu](mailto:ccwilki2@uncg.edu).
2. Click “add new event” under “my events”
3. Enter Name of Event. Recommended format “(Letters to name function)YYMMDD (event title).  
Example: CAB151008 Dance Party
4. Enter date as date of the event
5. Select name of office
6. Enter code for event, formatted as (Letters to name function)YYMMDD. Example: CAB151008
7. Click “add new event”
8. Click “event list” in the top right corner. you should see all your events.
9. Click the name of the event you just created and check to make sure all details are correct.
10. You can add others who have access to swipe at your event. To add them, type their username.  
Your username is the part that comes before “@uncg.edu” in your email address.

Steps to log events

Option 1: live event swiping in mobile app

1. If you are currently, logged into the event tracking system, log out. Otherwise, go to <https://studentaffairs.uncg.edu/swipe/index.php>
2. Click [Switch to Mobile Interface for Basic Event Swiping](#) on the right side at the top.
3. Login using your Ispartan credentials.
4. Select the event you wish to swipe for.
5. Click in the box that says “type here to begin swiping”
6. Connect the card reader to the computer or mobile device.
7. Swipe the card. You should get an increase each time you swipe a card in the “Your swipes” count.
8. When done, log out!

Option 2: Swiping without using mobile app

1. Open Notepad (Windows->start menu->all programs->accessories->notepad), Ipad Notepad, Google Document (text, not spreadsheet), or even an email.
2. Connect the card reader to the computer or mobile device.
3. Click in the document.

4. Swipe cards. Each time you swipe, you should get a 16 digit number in the doc and the cursor should jump to the next line.
5. When done, create a text file
  - a. In Word, click file -> save as -> select .txt as file type
  - b. In google docs, click download as .txt
  - c. In ipad notepad, email it to yourself and copy numbers to a notepad file (instructions on finding notepad in step 1. Copy numbers into notepad and save.
6. Go to <https://studentaffairs.uncg.edu/swipe/index.php> and login.
7. Find the event you need to update and click it.
8. Beside “attendance”, click choose file, select the file you just created and then click import. The total should update with the number of swipes in your file.

For additional information contact:

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