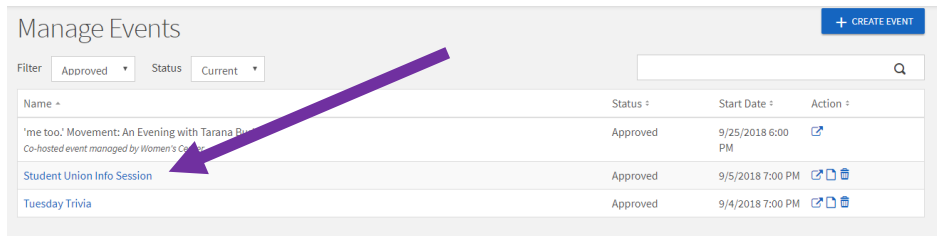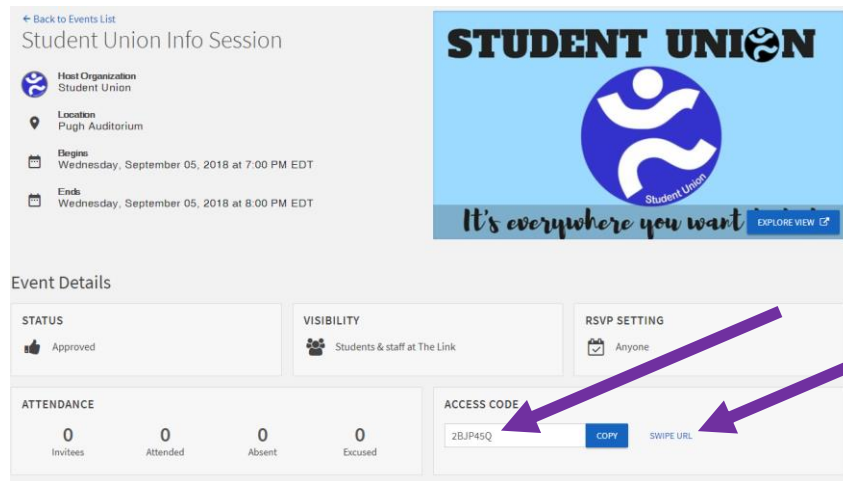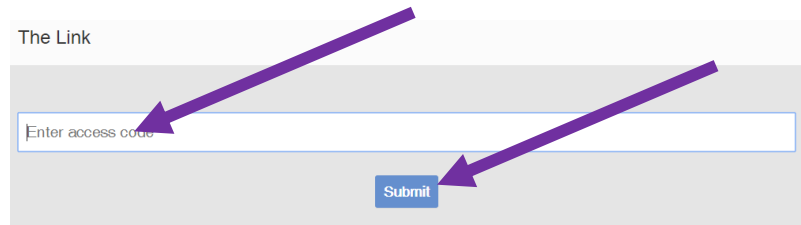# Card Swipe at an Event

1. Navigate to the "Events" page in your organization and select the event.

2. Copy your access code and click on "Swipe URL".

3. Type in your access code and hit submit.

4. Plug in the card swipe into your USB port and start swiping IDs! If the card will not swipe, you can type in a student ID number.