

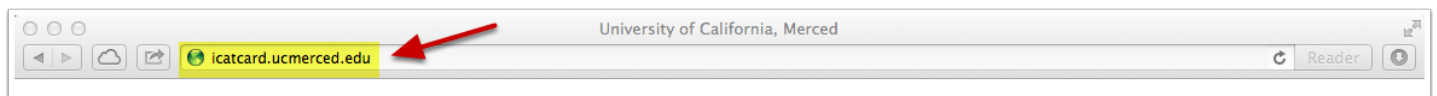
iCatCard Tutorial (How to Create a Event)

1. Enter the URL

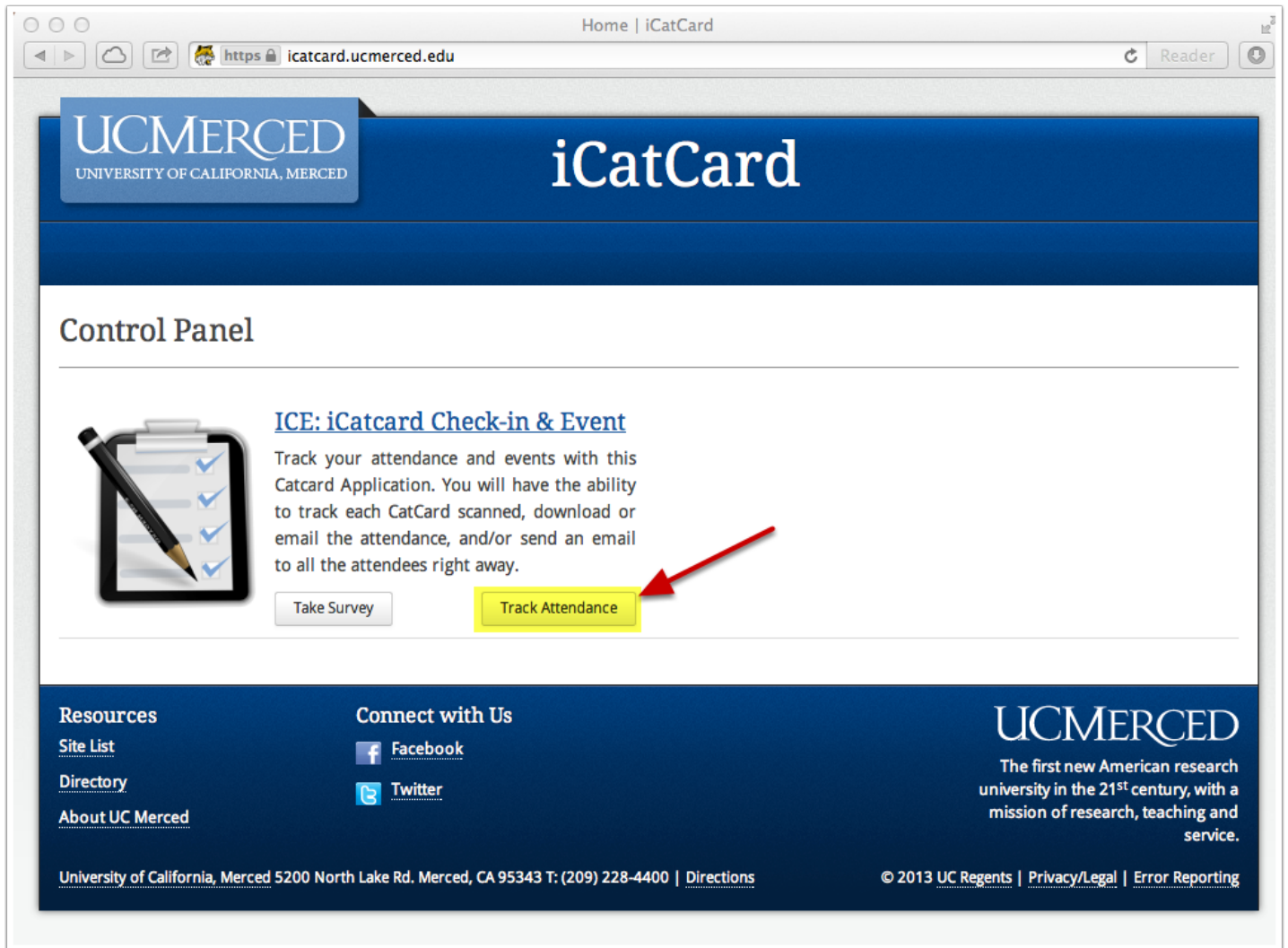
To start, go type in `icatcard.ucmerced.edu` in the the Address Bar and press enter to go the iCatCard System.

NOTE: If the page does not load, it is because of the following:

- You must be connected to a UC Merced Wifi Network or Ethernet Port
- You must be connected through the UC Merced VPN (`janus.ucmerced.edu`)

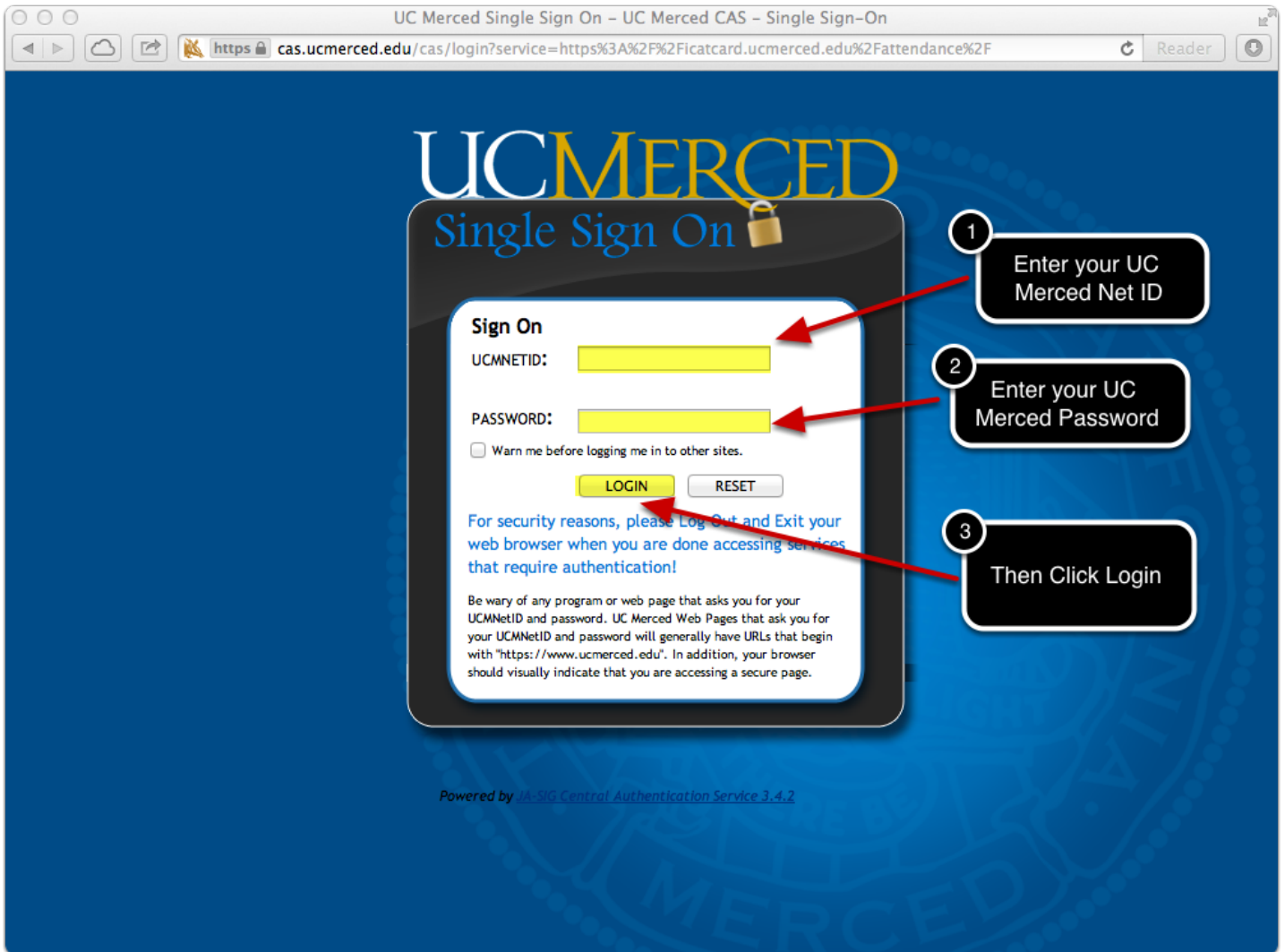


2. Click on Track Attendance.



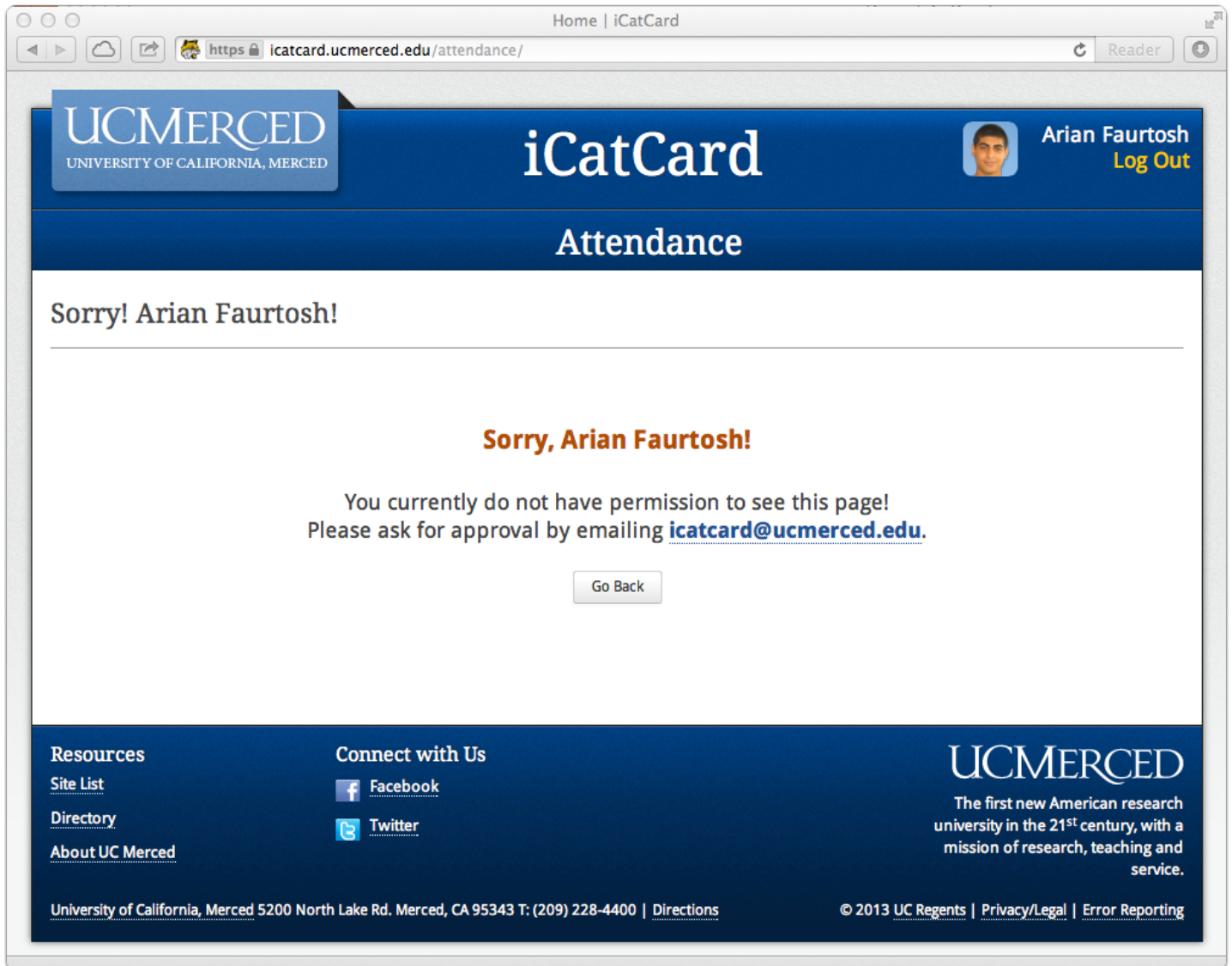
Click the "Track Attendance" button, if this page does not show up please refer to Step 1. Enter the URL Note.

3. Sign On



If you are not logged on to the UC Merced Single Sign on, then enter your **UCMNETID** and your **UCM Password**.

4a. Request Access (skip, if access already granted)



If the screen above is presented after you login to the iCatCard System, it is because you do not have access to the system. Please email icatcard@ucmerced.edu about aquiring access.

4b. Re-Request Access (skip, if access already granted)

If the screen below is presented after you login to the iCatCard System, it is because you have been previously granted access, however your access has been expired. Please email icatcard@ucmerced.edu about acquiring extended access time.

The screenshot shows a web browser window with the URL <https://icatcard.ucmerced.edu/attendance/>. The page header includes the UC Merced logo, the iCatCard title, and a user profile for Arian Faurtosh with a 'Log Out' link. The main content area is titled 'Attendance' and displays a message: 'Sorry! Arian Faurtosh!' followed by a larger 'Sorry, Arian Faurtosh!' in orange. Below this, it states: 'Your membership has been expired for this iCatCard Service! Please ask for extended time by emailing icatcard@ucmerced.edu.' A 'Go Back' button is centered below the message. The footer contains navigation links for Resources (Site List, Directory, About UC Merced), social media links for Facebook and Twitter, the UC Merced logo and mission statement, and copyright information for 2013 UC Regents.

5. Create a Event

Click on "Create Event" to create start creating a iCatCard Tracking Event.

The screenshot shows the iCatCard Attendance interface. At the top, there is a header with the UCMERGED logo, the iCatCard title, and a user profile for Arian Faurtosh with a 'Log Out' link. Below the header is a navigation bar with the word 'Attendance'. The main content area is titled 'Events' and contains three sections: 'Current Events', 'Future Events', and 'Past Events'. Each section has a table header and a message indicating no events are currently listed. In the 'Events' section, there are three buttons: 'Home', 'Create Event', and 'Show Hidden Event'. The 'Create Event' button is highlighted with a red box, and a callout box with the text 'Click Here to create an event' and a red arrow points to it.

UCMERGED
UNIVERSITY OF CALIFORNIA, MERCED

iCatCard

Arian Faurtosh
Log Out

Attendance

Events

Click Here to create an event

Home Create Event Show Hidden Event

Current Events

#	ID	Name	Location	Event Time	Created	Hide	Email	Attendees	Track
There are no current events going on right now for your username or groups you maybe in.									

Future Events

#	ID	Name	Location	Event Time	Created	Hide	Event Info
There are no future events for your username or groups you maybe in.							

Past Events

#	ID	Name	Location	Event Time	Created	Hide	Email	Attendees
We have no past events for this username or for groups this user maybe in.								

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6. Filling in Event Info

Now you are on the Create Event Page. The following are fields that you can enter, so iCatCard can better track your event.

- **1. Event Name** - This is the name of your event, it will be used by you and your attendees to distinguish your event from other events.
- **2. Event Location** - This is the name of the location your event is being held.
- **Username** - This field is not editable (readonly), but make sure the user listed here is the user you want creating the event.
- **Email** - This field is not editable (readonly), but make sure the email listed here is the email you want to get notifications from for this event.
- **Start (3, 4, 5) and End (7, 8, 9) Time** - Please select the Start Time and End Time of your event. If your event is more than one day long, your start time may be after your end time.
- **Start (6) and End (10) Date** - Please enter a Start Date in the format of **yyyy-mm-dd**. Note: It is important for your date and month to have a leading zero if the number is only 1 digit long. For Example, if the month is January and the day is the second, the correct way to enter it is **2013-01-02**, NOT **2013-1-2**.

Filters:

- **11. Status** - Select if you want the status to be: "**Active Only**" or "**Active or Inactive**". If you select Active Only, the system will make any attendees who are Inactive, as Invalid.
- **12. Minor** - This filter is used to require a minimum age of the attendee. Select "**Any**" to disable this filter, "**Above 18**" to require the attendee be above 18, and "**Above 21**" to require the attendee be above 21.
- **13. Pre-Registration** - This filter is used if you want to preregister or have your attendees preregister themselves for your event. You can set this filter to "**No**" which turns this filter off, "**Yes**" which will still allow all attendees to be valid, but it will give a notification if the attendee had preregistered, and "**Require**" will mark any attendee who hasn't preregistered as Invalid. If you selected Yes or Require, you will receive a link in the Confirmation Email to share for pre-registration sign up.
- **14. Pre-Registration Max** - This input will set a maximum amount of people who can preregister for your event.
- **15. Allow Duplicates** - If not checked, the tracking system will mark the attendees first transaction as valid, and invalid for any additional transactions from the same user. If checked, attendees won't be affected by how many times they slide their CatCard's.
- **16. Affiliation** - You can filter your attendees based off their primary affiliation. To select more than one, hold Command for Macs or hold Control for PCs.
- **17. Classification** - You can also filter our based of the attendees classification by units. This filter only works if you selected "**Undergraduate**" or "**All**" in the Affiliation Section.
- **18. Max Attendees** - This input will set a maximum amount of valid people who can attend your event while tracking the event.
- **19. Residence** - This filter is used if you want to require that your attendees be Only On-Campus or Only Off-Campus members. Select "**Any**" to disable this filter.

20. User Groups:

To have this option enabled, you must contact [iCatCard@ucmerced.edu](mailto:ICatCard@ucmerced.edu) to be placed in a user group.

The feature is for departments that need to share events accross multiple users. If you share an event with a user group, that user group will be able to have access to everything for the event. There is no limit to how many user groups you can be in and if you want to have the event private, you can select "None".

21. Create Event - Once you are finished click on "Create Event".

Home > Create Event

Event Name:

Event Location:

Username:

Email:

Start Time: : End Time: :

Start Date (yyyy-mm-dd): End Date (yyyy-mm-dd):

Filters:

Status: Affiliation: Classification:

Minor: Max Attendees:

Pre-Registration & Max: Residence:

Allow Duplicates

User Group: < Select a user group to share this event with.

Click Here Once you have Finished Creating the event.

7. Confirmation Page

Once you have completed creating your event, you are presented with 3 options.

- **Finish** - Takes you back to the homes screen.
- **Create another event** - Allows you to create another event.
- **Track Now** - Allows you to start tracking for this event.

The screenshot shows a web interface titled "Create Event" with a "go back" button in the top right. Below the title is a breadcrumb "Home > Create Event". A green success message reads: "You have successfully created your event **Name** at **Location** from **1:10 PM Apr 17, 2013** till **2:00 PM Apr 17, 2013**." Below the message are three buttons: "Finish", "Create another event", and "Track Now". Red arrows point from callout boxes below to each button. The "Finish" callout says "Takes you to the homepage." The "Create another event" callout says "Allows you to create another event." The "Track Now" callout says "Allows you to start tracking immediately for this event."

8. Next Step

To learn how to use this event that you just created, please check out our "How to use a Event" tutorial.

Thanks!

iCatCard Team