1. Enter the URL

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

1. Enter your UC Merced Net ID
2. Enter your UC Merced Password
3. Then Click Login
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 acquiring 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.
5. Create a Event

Click on "Create Event" to create start creating a iCatCard Tracking Event.
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 to be placed in a user group.

The feature is for departments that need to share events across 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".
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.

![Create Event](image)

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