In a browser (Internet Explorer or Chrome, this will not work with Firefox) go to:
http://eventtrac.oregonstate.edu/. Log in using the name and password you were given for your event. Be sure to use the, “Account Name and Password” option rather than “Guest Account.”

If using iPad, select FileMaker Pro app and log in using same login in screen.

After logging in, the Event information is listed on the left side of the screen. Once you start tracking for the event, the Patron Info will display on the right side of the screen.

Gatekeeper mode only allows for attendance tracking. The “Switch to Layout” menu will not provide any other options.

The upper right-hand corner will list the profile and user name of whomever is currently signed in. You can Exit out of the application by clicking on Exit, or you can exit and prompt the log in for a new user by clicking Change User.

Once the application has loaded, choose your Event by dropping down the menu selection next to “Location.”
Next, choose the **Event** name.

**NOTE:** You may need to double-click on the drop-down menus to have them display.

If you hover over the Event field, you will see information related to the eligible list of participants.

Once you select a Location and Event, you may see the image for the event displayed to the right:

Automatically record OSU ID using provided card reading device, or by manually entering the OSU ID in the field and pressing **TAB** (do not use the Enter key).

**NOTE:** The cursor needs to be in the OSU ID field prior to automatic card reading.

The last 4 digits and date/time for the most recent participant displays below the field name.

The Clear button clears the OSU ID field. Use it to clear the current entry or to reset the field for the next entry.

**HINT:** If you accidentally click on the Enter key instead of the Tab key, click on Clear and try again.
If the attendee does not have their card and does not remember their OSU ID, you can use the Name Search button to look them up by last name:

Enter the first, last or any part of the name in the Search for field and click Search.

**NOTE:** This may take a few seconds to load depending on the number of search results.

Double-click on the entry once you find the person you are looking for, or click **Done** to exit.

If you click on the name to choose it, the attendee information will load in the Patron Info section.

**NOTE:** A red frowning face indicates the patron was not eligible for the event.

If the participant is eligible, you will see a green smiley face.
For events where participant information is private, you will see the following:

If the participant is eligible, you will see the green figure.

If the participant is not eligible, you will see the red figure.

If patron information is displayed, you will see the following sections:

**Eligibility** – Displays list of any changes to the status of the patron’s eligibility.

**Activity History** - Displays a list of when a patron card or ID number was entered for an event and will let you know if they already attended or why they are ineligible.

**Optional Note** – if you need to note any information about this patron, enter the text in the field and click on the “post note” button (the information will be recorded in the event data)

This button will cancel and delete a patron entry.

A password is required to delete a record. Gatekeepers are not authorized to set or change passwords.
Users with Back Office access are able to set and change passwords.

Web browsers generally time out after 30 minutes.

If you are required to log back in after the session times out, close the browser window or app, reload EventTrac and log back in.