

Auto Event Check In

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This Express Action automates the check-in process using the Attendee App and either a beacon, or a printed QR code (displayed on a sign or wall in the registration area).

Essentially, when an attendee walks into a registration area, and their attendee app is running (and bluetooth operating) a beacon will read their presence and automatically check in the attendee and print their name badge.

Alternately, they could use their attendee app and scan a QR code on a sign or wall to perform the same action of checking in and having their badge printed automatically.

Setting Up Auto Event Check-In

Essentially, you will have one or more PCs running the print service via this express action. You could have multiple print stations that different beacons or QR codes would direct print jobs to. This would be extremely useful if you have large registration areas, or even satellite or multiple locations. Alternately, you can use one PC running multiple print queues at your event.

Your browser's instance of EventsAir will need to be in Kiosk Mode for this to run correctly. *Kiosk mode* is a feature in Windows operating system (OS) allowing a device to run only specified applications and settings. For more information on Kiosk Mode, [read this article](#).

You would enable the Auto Event Check-In print service after all printers are set up and made available to your onsite PCs.

Then, you would simply name your print queue location within the Express Action.

The specific settings for Auto Event Check-In are as follows:

- **Location/Queue Name** – Each PC running this Express Action would be given a unique name, such as Print Queue 1 or Onsite Check-In 1.
- **Printer** – Select the printer to be assigned this print queue.
- **Action** – Choose either Print Badge and Check-In, or Check-in Only, depending on your specific requirements.
- **Process Check-Ins from** – Choose the Registration Types that you wish to make available for Auto Check-In and Badge Printing.
- **Successful Event Check-In App Message** – Enter the heading and message you wish to display in the Attendee App when the attendee has been successfully checked-in.
- **Unsuccessful Event Check-In App Message** – Enter the heading and message you wish to display in the Attendee App when the attendee is not checked in, due to incomplete payment, or other reasons.
- **Optional Personalized Check-In Message** – Enter the Note Type you would use to write a personal message to a specific attendee. Upon successful check-in, the personalized message would be displayed in the attendee app.

Setting Up the Auto Check-In in the Attendee App

[Click here](#) to view details about setting up Auto Check-In in the Attendee App.

Buying Your Own Beacons?

If you purchase beacons directly from EventsAir, all settings are preset and the beacon is ready to use. If you purchase your own beacons, you will need to program several items within the beacon.

For more information on setting up beacons you have purchased on your own, please [click here](#).
