

Options for Check-In and Check-Out

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Self check-in / check-out options

Self check-in and check-out options let conference delegates use the Attendee App to check themselves into the entire event, and in and out of sessions, functions and Agenda activities/breaks.

When these options are enabled, attendees open the Attendee App and select the Agenda item they'd like to check into (for example, a session). Depending on what's been set up for that session/function, they can check in by scanning a QR code, or their app will be auto-detected by a nearby beacon.

Self check-in to the event can also be done via a Self Check-in Kiosk. [Read more about setting up a Self Check-in Kiosk.](#)

You can also use the Access Control tab when setting up a session or function to limit self check-in access, and create a message to send to those who aren't permitted into the session or function.

Other check-in options

Your onsite team can use the Organizer App / Access Control App to scan attendees' QR codes/bar codes (either on a badge or from their app) as they enter / leave. to the Access Control feature. This will check-in, or check-out, the attendee when they're scanned.

Setting up Check-In and Check-Out (sessions & functions)

You'll find these options in the Details tab of each Agenda item (sessions and functions). You can use different methods for check-in and check-out if needed:

- **Beacon** – Enabling this option and setting up the required beacons allows for the attendee's presence (via their Attendee App) is automatically detected by the beacon when they're within range. **If you're using beacons for both check-in and check-out, you need two different beacons.**
 - **Beacon Major ID and Minor ID** – These are the beacon identifier details (unique to each beacon). [Read more about using beacons.](#)
 - **QR Code** – If using this method, you'd display the QR code prominently near the entry and exit, so it can be scanned using the Attendee App.
 - **Scan Via Access Control App/Organizer App** – Check-in and check-out can be linked to Access Control to manage attendees accessing certain agenda items. This is not mandatory.
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