

Using location beacons

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Beacons are small battery-powered devices that transmit a Bluetooth signal to nearby smart phones and tablets. They're a convenient way for attendees to check into your events. Using beacons can help eliminate long lines, and make check-in almost instantaneous via the attendee app.

Beacons can be placed in your registration area so that attendees who've opened their Attendee App and selected Auto Event Check-In (and have Bluetooth switched on) can be immediately registered. Their badge can also be automatically printed if you configure this, and you can send them a message via their phone app, advising them where to pick up their badge.

You can also use beacons to set up location-based goals within your event gamification (including session check-in).

Where do I get beacons?



Bluetooth beacons are low cost and can be easily purchased. EventsAir offer 3-packs of beacons at an affordable price, which can be purchased via your Account Manager. (Reach out to our support team if you're unsure how to reach your account manager.)

If you're using your own beacons, ensure they support the iBeacons and Eddystone protocol, are compatible with recent android and iOS versions, and have an app or program you can use to configure them.

Setting up beacons

NOTE: If you've purchased beacons through EventsAir you won't need to change any settings. Just add the details into the relevant section of EventAir (Auto Event Check-in and/or EventStream Engage) - more details below.

If you buy your own beacons, they should come with a program or app to configure them, or suggest one. If you're

looking for an app to program your beacons, we recommend something like BeaconSet+ ; this will usually include setting up a password. (EventsAir beacons also come with passwords but these aren't usually supplied unless you specifically ask for them because you usually don't need to change them.)

EventsAir beacons include a sticker with information you need: the UUID, and Major and Minor ID (see below). If you've purchased beacons from elsewhere, you'll need to set these up.

Ideally, you'll never need to change these settings but if you do, make sure the values are set correctly.

UUID (Universally Unique Identifier)

The UUID is a 32-digit ID used to connect each beacon to EventsAir. If you're not using an EventsAir beacon, you need to set this value to:

EA123456-EA12-EA12-EA12-EA1234567890

Major and Minor ID

The Major and Minor ID are used to identify each beacon with its specific use. These may already be set on your beacon, but if not, you can make this value anything between 1 and 65000 **provided each beacon's value is unique.**

NOTE: Once you've set these three values, note them on back of your beacon as you'll need them for the next steps.

Testing beacons

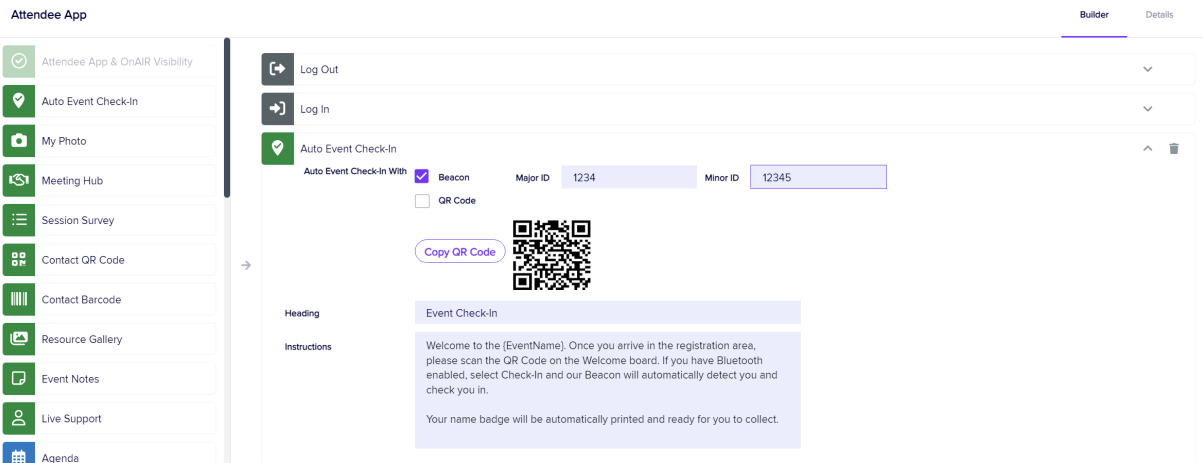
If you have an Android phone or tablet, you can test your beacon using an app such as BeaconBox, which will detect your beacon and display the UUID, Major ID, and Minor ID, as well as estimate the range of the beacon signal. If you're using an iOS device, such as an iPad or iPhone, use the app that comes with or is recommended for your beacon.

Using beacons in your events

There are two ways to use beacons with EventsAir. The first is for checking attendees into your event, sessions or functions. The other use is for custom, location-based gamification goals.

For check-in

1. Open your attendee app builder and drag in the *Auto Event Check-In* module.
2. Expand the Auto Event Check-In module (the little arrow on the right), tick the **Beacon** option and enter in the Major and Minor ID's.



3. When at your event, open EventsAir in kiosk mode and navigate to the Express actions panel.

For more info on using kiosk mode, search this help site.

4. Under **Express Actions**, select the **Auto Event Check-In** option

★ **Auto Event Check-In**
Automatically print attendee badge and complete check-in. This Express Action requires an Event Auto Check-In component to be included in the Attendee App

5. Then, enter a name for the **Location/Queue Name** and, in the **Action** section, select if you want them to only check in or if they can also have their name badge printed.

6. Pick which app you would like to process check-ins from and set a Successful and Unsuccessful message for your attendees.

NOTE: If you have more than one app with the **Auto Event Check-In** module, you may have more than one option for **Process Check-Ins From** .

Auto Event Check-In

Settings

Location/Queue Name*

Action Print Badge and Check-In
 Check-In Only

Process Check-Ins From* NAME
 Attendee App - Event Check-In (Visibility: All Logged In Users)

Successful Auto Event Check-In App Message

Heading*

Message*

Unsuccessful Auto Event Check-In App Message
This could be due to outstanding payment or EventsAir is unable print a name badge

Heading*

- Before you select Start, you will need to turn your beacon on. Press and hold the ON/Off button. A **solid blue** light will appear for a few seconds (for EventsAir beacons) and then disappear.

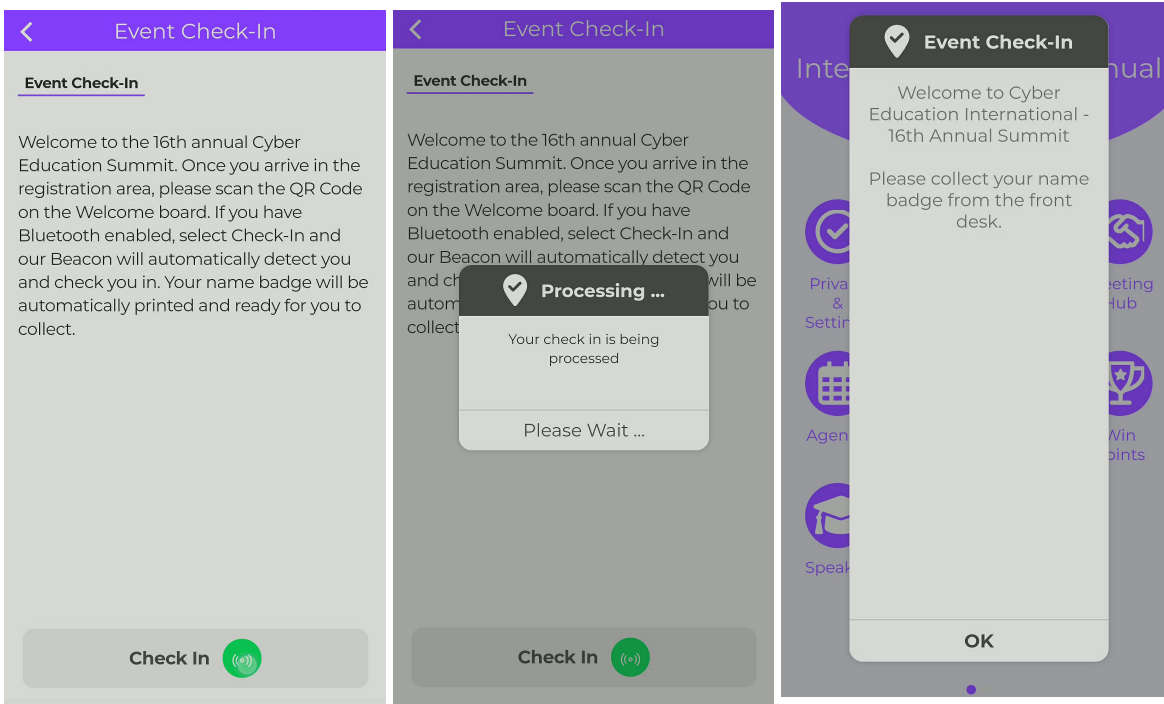
NOTE: You will need to have your beacons turned on before starting the Auto Event Check-in Express Action.

- Click Start. You will see a little animated wireless icon in your Express Actions panel to indicate the beacon check-in should now be active.



How this looks to attendees

In the Attendee App, an attendee selects Auto Event Check-in, then confirms by pressing "Check In".



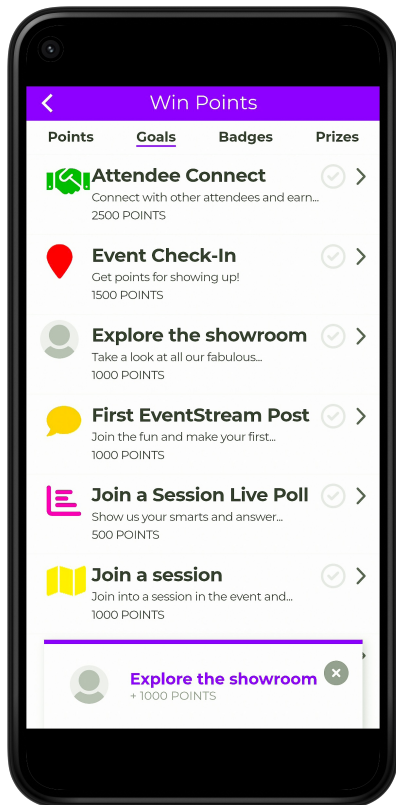
When you've finished checking in attendees, go back to Express Actions and open the beacon item (shown as Front Entrance in Step 8 above). You can then delete it.

Location Based Goals

1. In the EventStream Manager (Communications panel), create a new goal for your beacon.
2. Under Type, select **Location (using beacon)** and enter your Major and Minor ID's.
3. To allow your beacon to continuously check if an attendee has entered the area, enable **Rescan After**. (If your attendees will probably stay for a long time in the area, or it's a large space, you may want to allow more time between scans. This will use less battery but you may miss attendees. A shorter Rescan time will use more battery but you'll be more likely to scan everyone – especially if the area is small and/or attendees are likely to pass through it quickly.)

How this looks to attendees

An attendee who has their attendee app open and Bluetooth activated will automatically be scanned once in range.



Replacing batteries

Your beacon's battery should last for approximately two years, but your specific usage may increase or decrease the battery life. If your beacon isn't turning on, you'll need to replace the battery:

1. Remove the sticker on the side of your beacon (making sure not to damage it) and put it in a safe place.
2. Turn your beacon over so you can see the rubber ring on the bottom of the unit; carefully remove the rubber ring.
3. Unscrew the three screws with a precision Philips head screwdriver and keep them safe (e.g. in a small container).
4. Remove the bottom half of the beacon, then carefully lift the beacon unit up out of the top half
5. Remove the battery and replace it with a new **CR2477** button battery.

NOTE: This battery is not usually not found in retail locations so we recommend purchasing replacement batteries well in advance!

6. Return the beacon unit to the top half, making sure the power button is slotted into the opening on the side, and the screw posts line up correctly.
7. Place the bottom half back on the beacon, making sure the power button is aligned correctly, then put the three screws back in.

8. Put the rubber ring back on the beacon and put the ID sticker back on.
 9. Switch on the beacon and test it.
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