

What are the options for self-check-in / staffed check-in (or check out of) functions and sessions using computers, QR codes, Attendee App, Beacons?

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Types of check-in include those listed below, and most event planners consider a combination of these:

AUTO CHECK-IN: Automate the check-in process using the Attendee App's Auto Event Check-in feature. This uses a beacon (usually purchased through EventsAir) and/or QR code displayed prominently in the check-in area. When an attendee walks into a registration area, and their Attendee App is running (and Bluetooth is enabled), your beacon can connect to their app, check them in, and print their name badge. As a back-up, or an alternative, if you don't want to use a beacon, you can display a QR code and instructions. Attendees scan the QR code for instant check-in and badge printing.

SELF CHECK-IN KIOSKS: Attendees type in their name or show their unique barcode/QR code to check themselves in (which works especially well if you've emailed them with instructions beforehand). They then proceed to a badge pick-up point to collect their badge, which has just been printed, triggered by their check-in. You could also withhold badge printing until any outstanding payments have been made. You can set up any number of kiosks using any internet-connected computer, laptop or tablet.

STAFFED CHECK-IN DESK: The Onsite Portal allows you to give your registration team access to some EventsAir functionality. Approved staff members can see and edit basic attendee information, register new attendees (walk-ins), print name badges, and review printing statistics.
