



Welcome to EventCamp's Quick Tips Series for event and association managers.

We are here to assist our event and association managers with managing their events as efficiently as possible!

This EventCamp Quick Tip shows event managers where to set up QR Scanning and to help their on-site staff prepare for scanning.

On-Site QR Scanning

Event Manager Set-Up Steps

In the event menu (Edit Mode) 

1. GO TO *Tickets/Ticket Scanning* and set your QR Code scanning preference (One-way, or Check-In | Check-out) and your PASSCODE
2. GO TO *Sharing* and share the event with all front-line QR scanning staff.

Note:

All QR scanning staff must have a registered EventCamp account:

<https://www.eventcamp.ca/user/register>

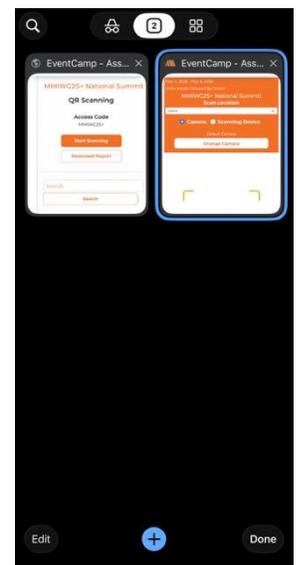
QR Scanning Staff Steps

From a mobile device or computer with a camera setting

1. Login <https://www.eventcamp.ca/user/login>
2. Go to My Events/Shared Events
3. Click on the QR icon 
4. On the next screen, click Start Scanning
5. Enter the QR scanning code; and select a camera on your device
6. Scan an event QR code to capture the entry
7. Show Me - [Video](#)

Troubleshooting and Helpful tips

1. Allow the camera to scan and read one (1) QR code at a time
2. If inside a plastic holder, ensure the QR code does not have glare
3. If your camera stops scanning QR codes, close the camera browser tab and go back to the Start Scanning browser to reset the camera
4. Preferred QR scanning browsers are Google Chrome and Safari.



Built by an event manager,
FOR association and event managers

www.eventcamp.ca