

# Check-in Process with eveeno

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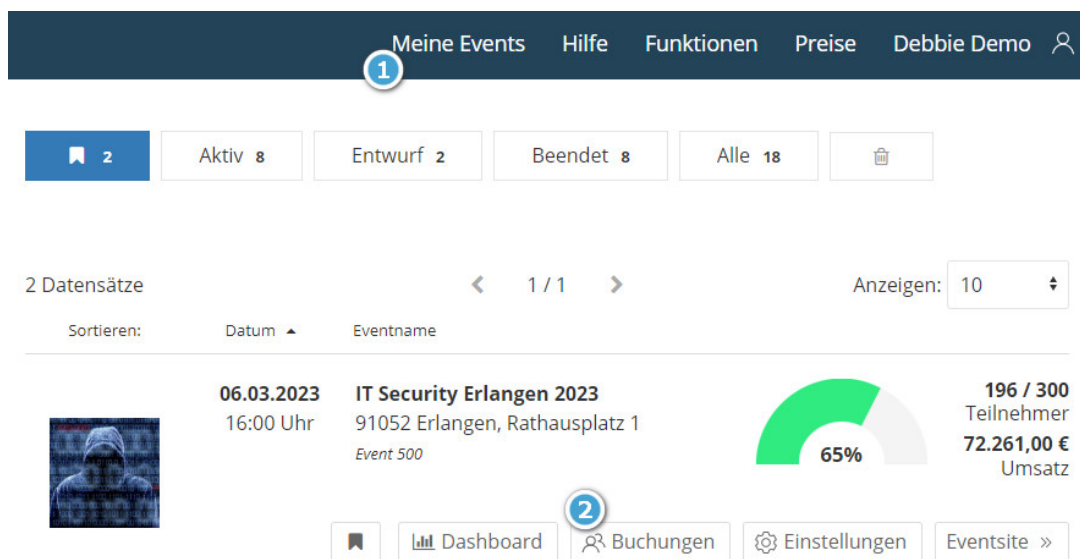
With this easy step-by-step instruction you can check in participants at your event.

## Preparation

**1)** Log in to your eveeno account (either the account that created the event or an account that has the right to access it).

For logging in, follow the link <https://eveeno.com/de/user-login>, fill in your mail address and password and click the button "Einloggen"

**2)** Navigate to your event. First click "Meine Events" at the top of the page, then click the button "Buchungen" as indicated below.

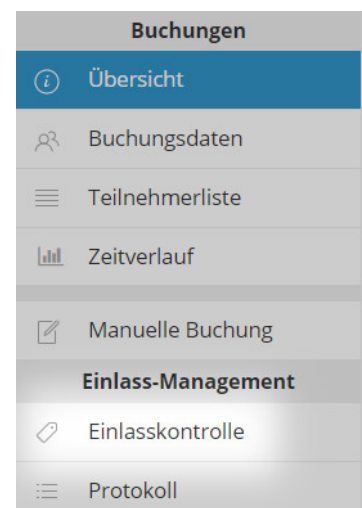


**3)** Choose the option "Einlasskontrolle" in the left menu:

If you are using a mobile scanner device for the check-in process, connect it to your laptop or tablet computer.

**You are ready to start the check-in!**

If you are using a tablet or smartphone with a QR code scanning app, simply scan the first ticket or a test ticket. You will automatically be navigated to login and subsequently to the check in page.





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## Check-in

Please follow the instructions depending on which check-in method you are using. You will be able to see the number of currently checked in participants at any given time.

### A) Check-in with QR code scanner

The participants will have a ticket either printed at home or on their mobile device. Simply scan the QR code on the ticket. A sound will indicate whether the scanning was successful and the ticket is valid.



### B) Manual check-in

For a check-in without QR code scanner, search for the name or booking number on the ticket and type it into the search bar. When you have found the ticket, click "Einchecken" (check-in) or "Auschecken" (check-out).

## Einlasskontrolle ?

Nur Einlass für folgende Tickets ?

Alle Tickets

Aufgabe dieser Station  
☒ einchecken  
☐ auschecken  
☐ Tickets freigeben

Name, Firma, Buchungsnummer x

hartmann 1

5 Datensätze

< 1 / 1 >

Anzeigen: 10

Nr	Teilnehmer	Firma	Ticket	Bezahlt?	Checkin
172	Hartmann, Hugo	Deutsche Telekom	ticket-r	ok	<span>2</span> Einchecken
121	Hartmann, Anja	Kaufhof	ticket-r	ok	Einchecken