

Check-in Process with eveeno

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Organize
events online

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.

The screenshot shows the eveeno dashboard. At the top, there is a navigation bar with 'Meine Events' (marked with a blue circle '1'), 'Hilfe', 'Funktionen', 'Preise', and 'Debbie Demo'. Below this, there are buttons for 'Aktiv 8', 'Entwurf 2', 'Beendet 8', and 'Alle 18'. The main content area shows '2 Datensätze' and a list of events. The first event is 'IT Security Erlangen 2023' on '06.03.2023' at '16:00 Uhr'. It has a progress indicator showing '65%' completion. To the right, it displays '196 / 300 Teilnehmer' and '72.261,00 € Umsatz'. At the bottom of the event card, there are buttons for 'Dashboard', 'Buchungen' (marked with a blue circle '2'), 'Einstellungen', and 'Eventsite »'.

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.

The screenshot shows the 'Buchungen' (Bookings) menu. The menu items are: 'Übersicht' (highlighted in blue), 'Buchungsdaten', 'Teilnehmerliste', 'Zeitverlauf', 'Manuelle Buchung', 'Einlass-Management' (highlighted in grey), 'Einlasskontrolle' (highlighted in grey), and 'Protokoll'.



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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 ×

hartmann 1

5 Datensätze < 1 / 1 > Anzeigen: 10

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