

Check-in Process with eveeno

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eveeno.de

Organize
events online

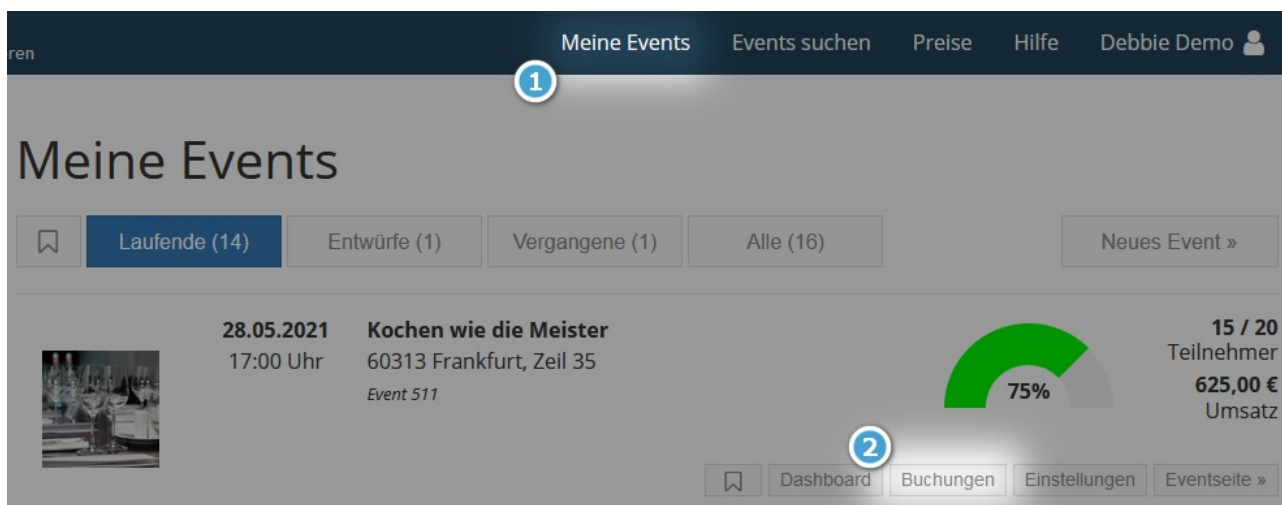
With this easy step-by-step instruction you can check in participants at your event.

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/login>, fill in your mail address and password and click the button "Einloggen!"

2) Navigate to your event. First click on "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!





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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 ⓘ

2 Datensätze < 1 / 1 > Anzeigen: 10

Nr	Teilnehmer	Firma	Ticket	Bezahlt?	Checkin
53	Hartmann, Ida	VEBA	Normal	ok	Einchecken
45	Hartmann, Klaus-Peter	Deutsche Telekom	Ermäßigt (Schüler, Studenten, Arbeitslose)	ok	Einchecken