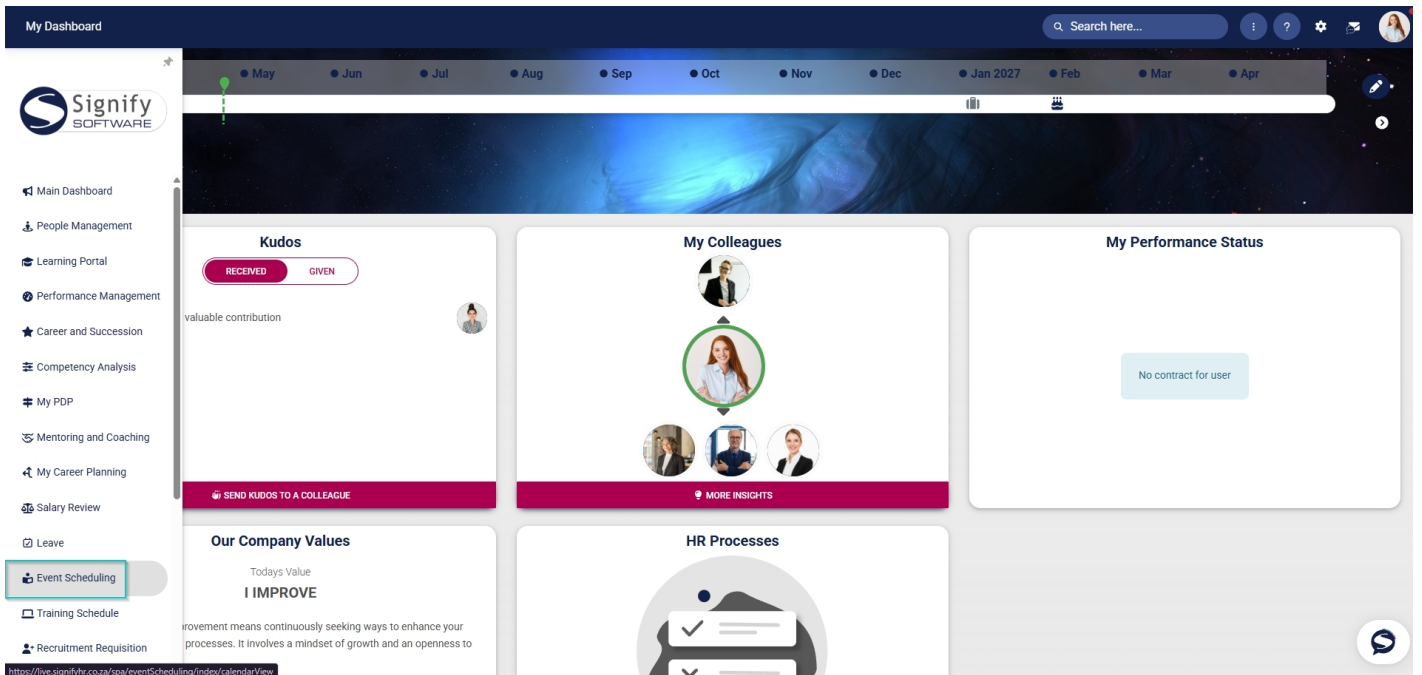


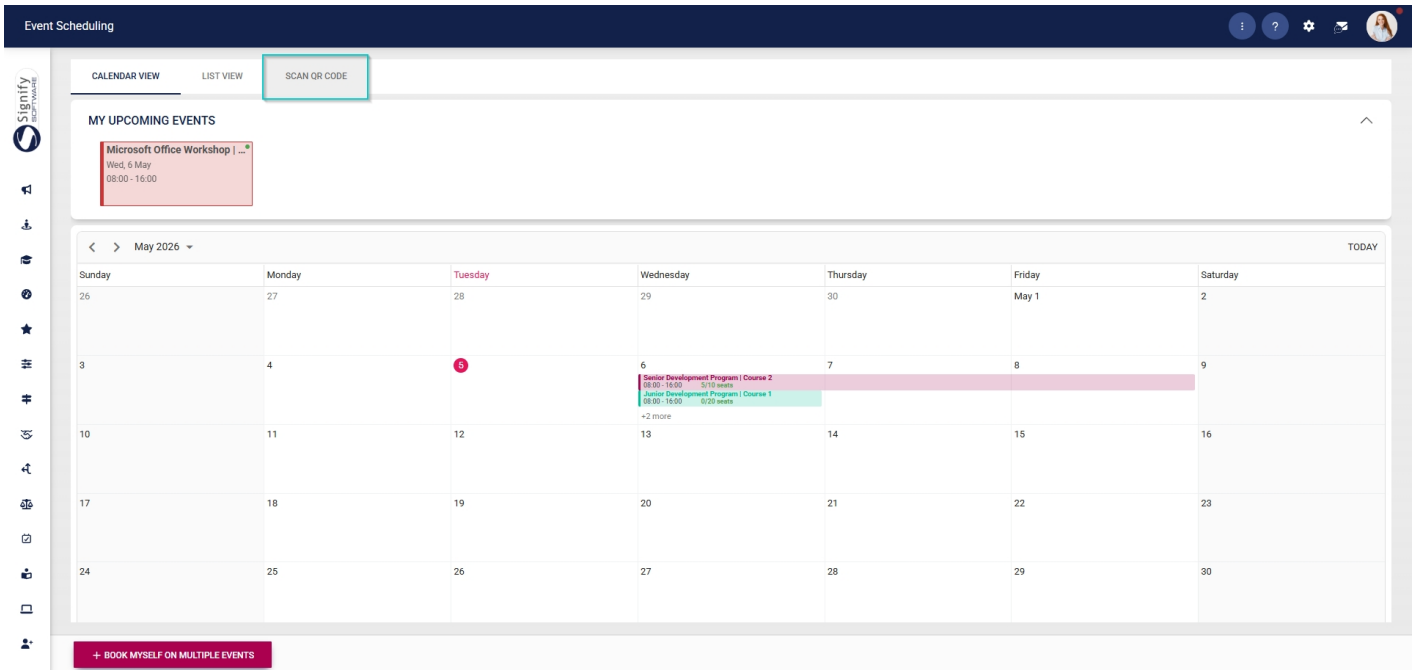
Scan QR Codes for Events

The QR code scanning feature lets event attendees quickly log their attendance.

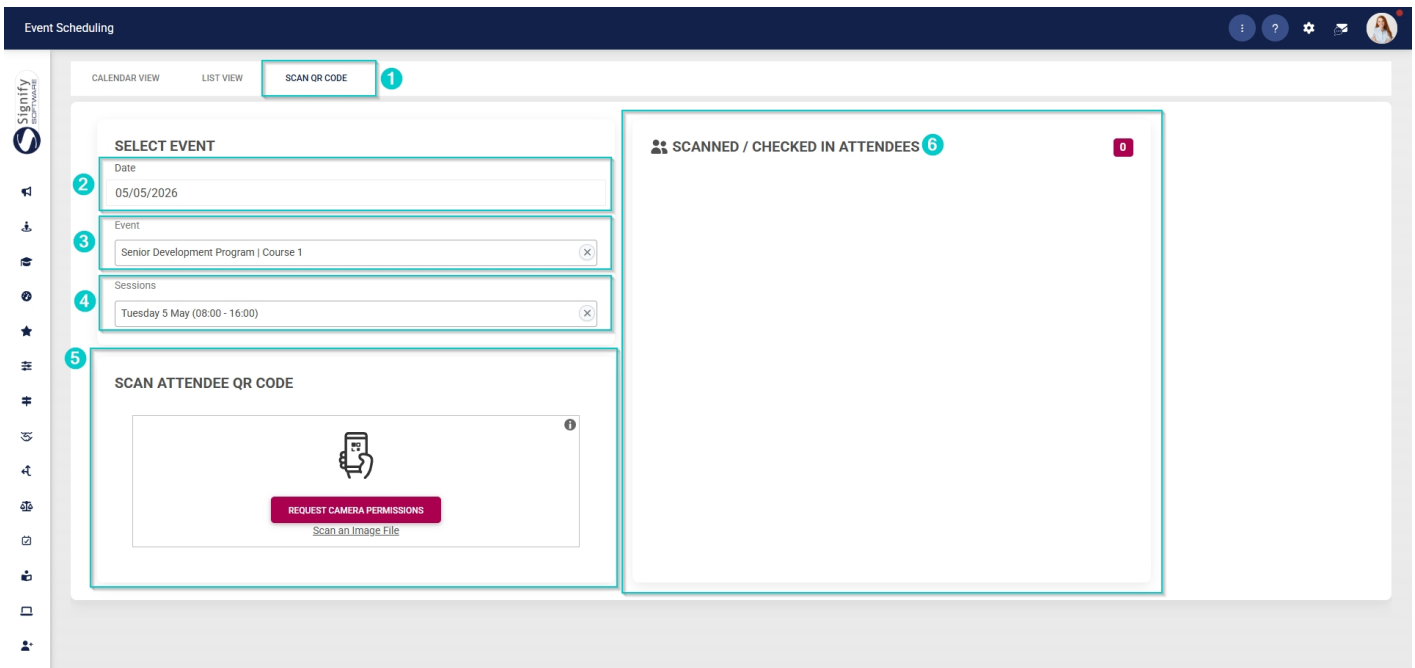
- Hover over the **sidebar** menu, then click **Event Scheduling**.



- Click to navigate to the **Scan QR Code** tab.



- Once an attendee has been booked on an event, they will receive an email containing a unique QR code. The QR code can be scanned to confirm the attendee's attendance at events.
 - Use the **date filter** to find the correct event.
 - Select the event from the **dropdown menu**.
 - Select the **session** you would like to update your attendance for from the **dropdown menu**.
 - Use your phone to scan the **QR code**.
 - Attendees who have successfully scanned in will be displayed in the block on the right.



Revision #2

Created 2026-05-07 13:35:50 UTC by Chanan Stenden

Updated 2026-05-07 15:41:45 UTC by Chanan Stenden