



Step-by-step

Paperless Check-in Checklist




Checklist

One month before the event

- ☐ Decide on the digital check-in method you'll use (e.g., mobile apps, QR codes, NFC badges).
- ☐ Choose a check-in platform or software that suits your event's needs.
- ☐ Create an online registration system for attendees to pre-register and find necessary information.

One week before the event

- ☐ Ensure all attendee data is accurately entered into your check-in system.
 - ☐ Ensure strong and stable Wi-Fi connectivity at check-in stations.
 - ☐ Download and set up the check-in software on designated devices.
 - ☐ Check tablets, smartphones, or other devices for functionality.
 - ☐ Generate attendee-specific QR codes or NFC tags for seamless check-ins.
 - ☐ Educate event staff and volunteers on the check-in process and software.
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One day before the event

- ☐ Ensure all team members understand their roles and responsibilities.
- ☐ Arrange check-in stations strategically for efficient traffic flow on the day.
- ☐ Conduct a final check of all equipment and software before the start of
- ☐ your event.

The morning of the event

- ☐ Hold a pre-event meeting to review procedures and address any last-minute questions.
- ☐ Remember to pack device chargers and spare cables for the devices.
- ☐ Have spare devices on standby in case of equipment failure.

During the event

- ☐ Continuously monitor the digital check-in system for seamless operation.
 - ☐ Quickly assist attendees with digital check-in queries or issues.
 - ☐ Update digital attendance lists in real-time for accurate tracking.
 - ☐ Ensure all digital check-in stations are fully operational and manned.
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- ☐ Provide QR code scanning assistance for swift attendee processing.
- ☐ Address any technical hiccups promptly to avoid queues or delays.

After the event

- ☐ Collect feedback from attendees and staff regarding the check-in process.
- ☐ Analyse check-in data to identify any bottlenecks or areas for improvement.
- ☐ Create a report of what worked well and what can be enhanced for future events.

