How to:

Set-up and use WebScanning

EventReference User Guide #17

EventReference

How to set up WebScanning

Firstly, you need to make sure your scanner is paired with your device.

Turn on Bluetooth on your device.

Press and hold the dash button on the scanner until it bleeps and starts flashing.

When you see the scanner appear on the list, select this and it should pair.

If the scanner doesn't appear in the device list, toggle Bluetooth off and on again and the list of available devices should refresh.

Press and hold the dash button on the scanner again and it should bleep and stop flashing.

You should only need to go through this pairing process once.

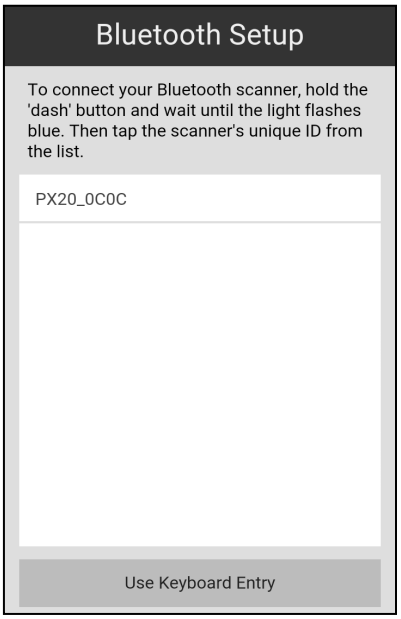
How to Use WebScanning

Open the WebScanning app.

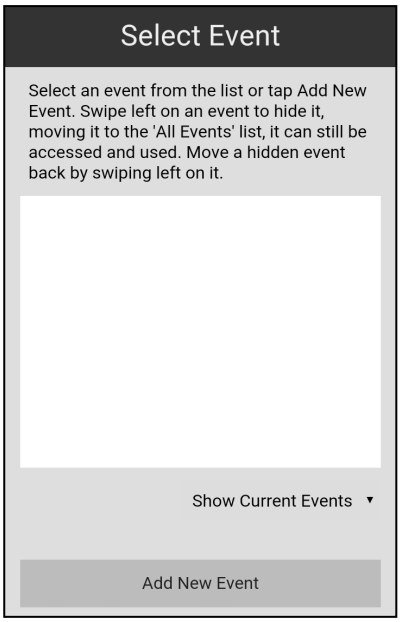
Even though you have already paired your scanner with your mobile device, you'll need to link it to the app to allow it to talk to the system.

Press and hold the dash button on the scanner until it bleeps and starts flashing.

Tap the ID of the scanner from the list.

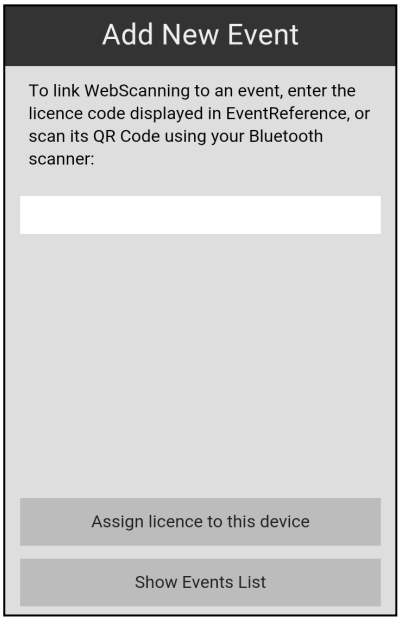


The app will connect to the scanner which will bleep and stop flashing. You'll then be shown the Select Event screen



Adding a New Event

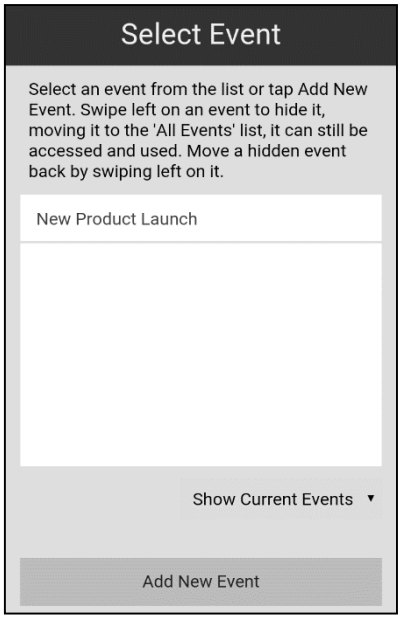
Select Add New Event.



Enter the code from EventReference or scan the QR code (if you have one) with your scanner.

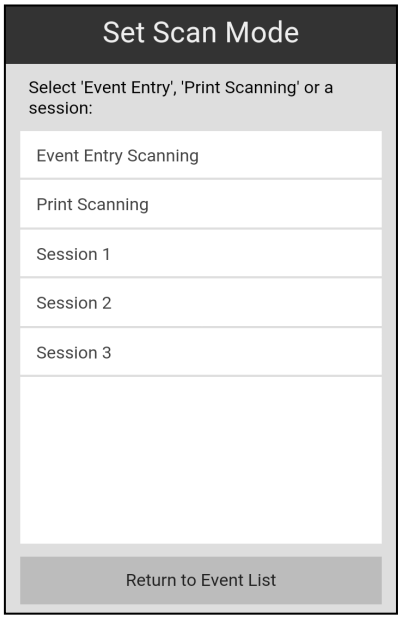
Select Assign licence to this device.

You'll then see the event in your list.



Select the event.

You'll then see a list of all the options you have.

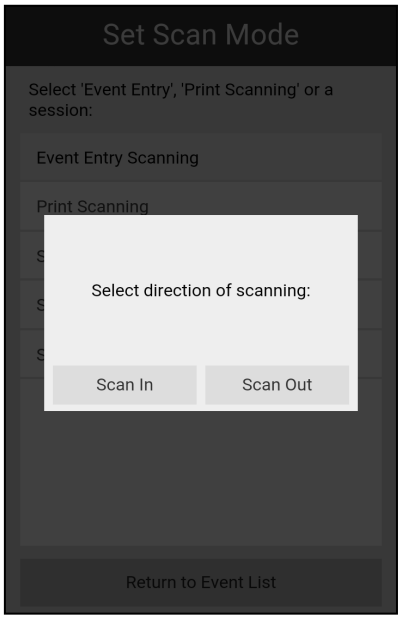


For assistance with setting up sessions, please see the *How to: Set up Sessions in EventReference* guide.

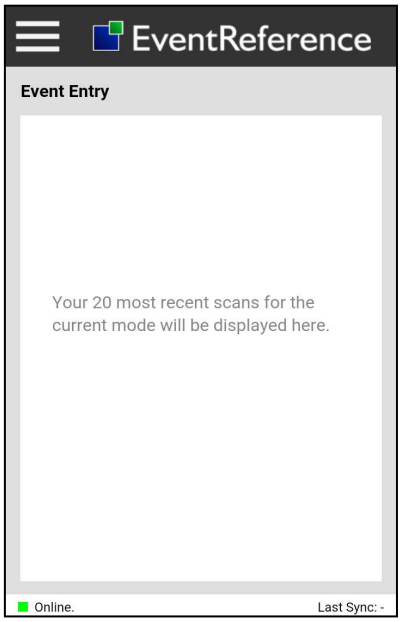
Select which mode you want to use.

Event Entry Scanning

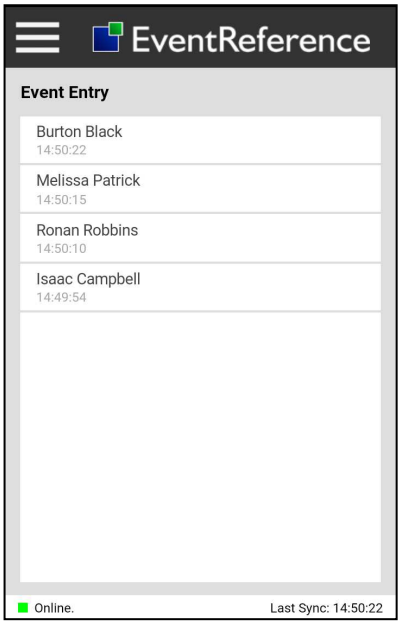
When you select Event Entry Scanning, the next option you will have is to select whether you are scanning in or scanning out.



Then you are ready to scan.

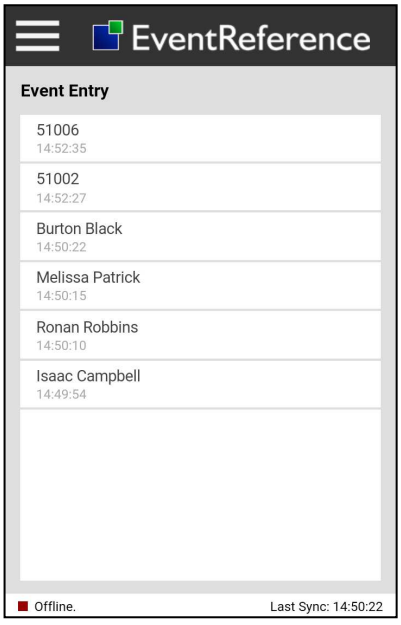


Scan your barcodes.



If you have an internet or data connection, the app will communicate with EventReference and sync all your scans with the server. The names are then sent back and displayed on your device.

If you do not have an internet connection or you lose connection for a while, the scans will be saved and synced with EventReference the next time your device is connected to the internet. You will not see the name preview if you do not have a connection.

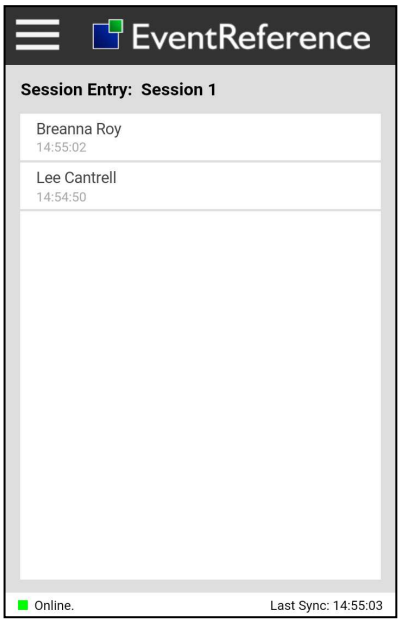


Session Scanning

Select the session you want to scan into.

Select whether you are scanning into or out of the session.

Scan your barcodes.



Print Scanning

Print Scanning links the WebScanning app to WebBadging so you can print your badges from EventReference by scanning an e-badge.

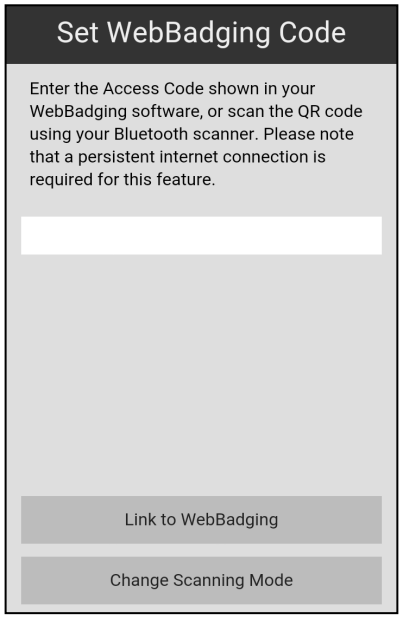
To use print scanning, you need to have the WebBadging app open on the computer you want to print from.

If you have not downloaded this already, please see the *How to: Print badges from EventReference* guide for assistance.

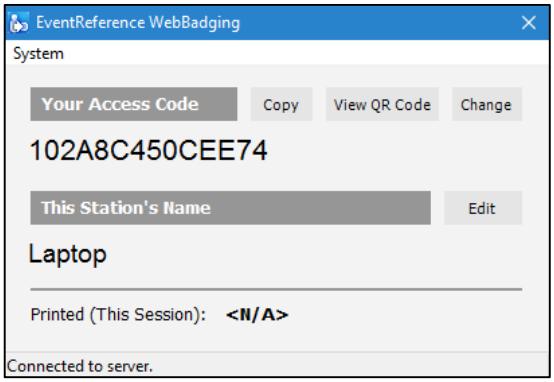
You will also need a persistent internet connection and available WebBadging credits to be able to print badges.

Select Print Scanning from the scan mode screen.

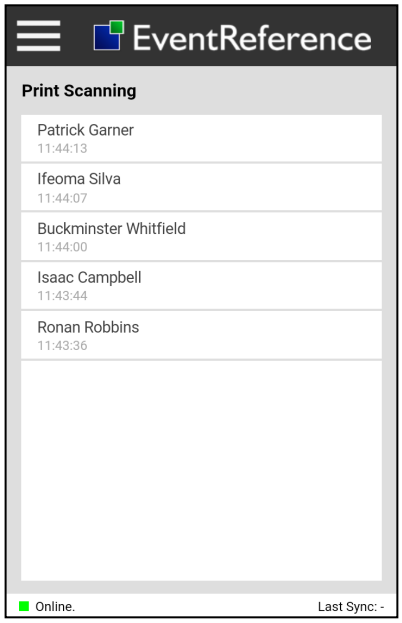
You will be asked to enter the code shown in your desktop app to link the WebScanning app to WebBadging.



You can either type this in or click 'View QR Code' and then scan the code with your scanner.



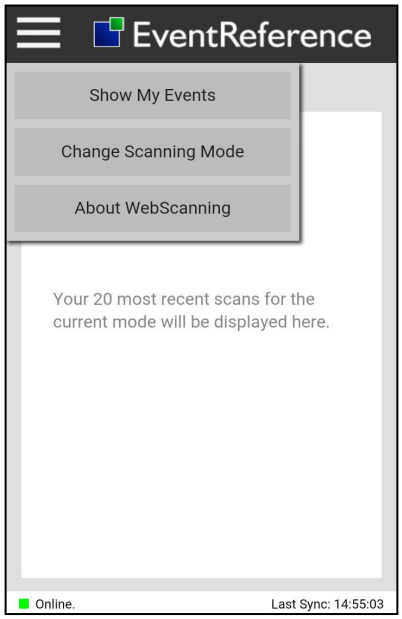
Once the link is made, you can start scanning.



When you scan an e-badge, you should see the name of the person you have scanned appear, the 'Printed (This Session)' number in your desktop app should increase and the badge should be printed.

Change Scanning Mode and Event

To change to a different scanning mode or event, tap the menu option in the top left and select the option you need. This will either take you back to the screen where you select your scanning more or your list of events, depending on the option you selected.



EventReference

- Event Registration
- Paid Registration
- Event Management
- WebBadging
- Event Reporting
- WebScanning

YOUR EVENT. YOUR WAY.

Self-service registration & badging

"I've signed up for EventReference"

"I can't believe how easy it is to get all the reports I need"

"I found it to be fast, powerful and easy to use for my event"

"I was able to extract the information easily, which is perfect"

"Being able to target abandoned registrations helped drive my registration numbers up"

What our customers say...

"We have been using EventReference through RefTech for over two years now and in this time we have seen it develop and progress constantly. As a small, independent conference organiser, Opening Doors & Venues needed a straightforward, pay-per-event platform for gathering registrations, that would be easy to manage in-house - it is exactly what EventReference offered us. We use the platform for both free-to-attend and paid-for registrations with multiple attendee types and varied fee structures and find the interface very user friendly, whether it is for building a landing page or formatting the registration form. We must also applaud the RefTech staff for their patience and promptness in providing the support we constantly require - even though at times we ask the oddest of questions!"

Madalina Marincas, OPENING DOORS & VENUES

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