Check-in App

A product by plazz AG

The first impression of an event is already created during the check-in process.
Long queues at the counter and a complicated procedure at the entrance quickly leads to impatience
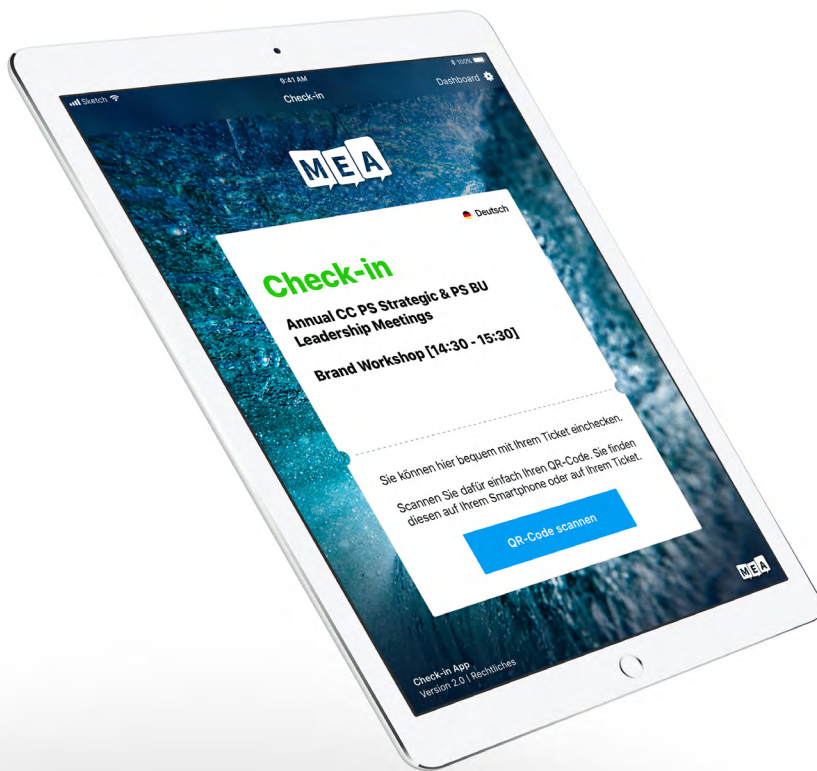and the increasing dissatisfaction of the participants. Meanwhile, a fast check-in process not only allows your guests a quick start into the event day, but also lightens your staff's workload.

With the check-in app for iPads you primarily reduce the queues at the entrance and at the same time keep track of the number of your guests. The participant is checked in and out by scanning his digital or printed QR code ticket. The comparison of the person is carried out automatically via the system without the long search in printed lists and the necessity of dozens of paper stacks. In this way you present yourself and your event in a more sustainable way.

> Reduction of queues at the inlet

> Overview of present and expected guests

> Paper-saving

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Use of the Check-in App

The use of a check-in app is not only practical for access control to your event but is also particularly useful if you want a precise overview of your participants and the rush hours at the entrance/exit.
Thanks to the overview in the Content Management System, you receive a detailed evaluation of your event and can even keep an eye on all relevant figures and times during it.

The check-in app can be installed on several devices and can be operated parallelly. This makes it suitable not only for a use at small in-house events, but also for large conferences.

By creating bookable sessions, check-in and check-out can also take place for individual workshops or lectures. This provides you with information about the most frequently visited sessions and allows you to plan seats for future agenda points accordingly.

Since it often happens, that participants do not stay until the end of an event, you can use the check-out function to ensure that certificates are only issued for visitors to the entire session.
In combination with the booking feature of the Mobile Event App, you can also ensure that certain lectures and events are only attended by registered persons and thus increase the exclusivity of your content.

> Conferences and congresses

> Exhibitions

> Gatherings

> Company-internal events

> Conference of doctors with certifications

> University events
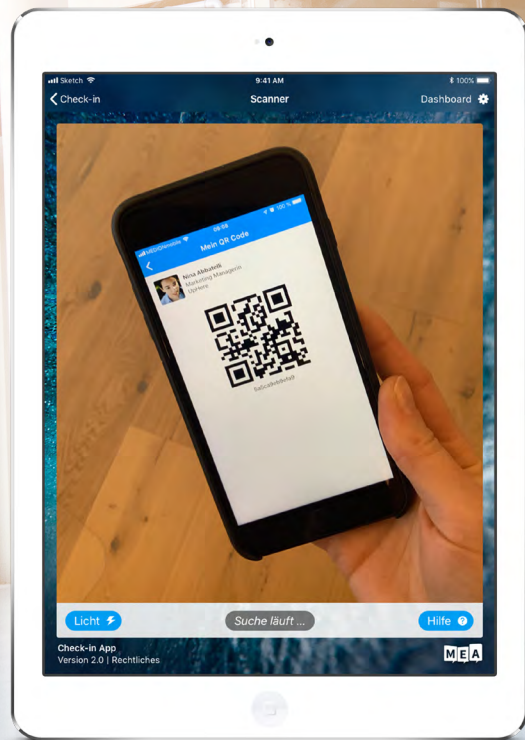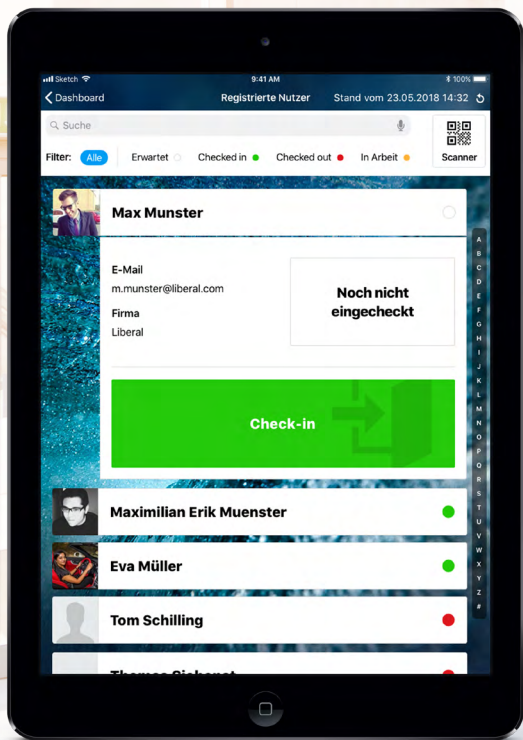
How does the check-in work?

Before a participant can be checked in, they must be deposited in the Content Management System behind the application. This can be done, for example, by using the excel-import for the participant lists or via a database interface of your registration tool. The CMS then creates an individual QR code for each participant or draws on the ticket-data of the connected interface.

At check-in, the QR code is scanned with the iPad camera and the participant is automatically checked in. If a participant has forgotten his digital or printed code, the guest can be searched in the participant list of the app and checked in manually.

Since the check-in app works with both the front and back camera of the iPad, you are free to decide whether to use the self-service mode and check-in/check-out participants independently or whether the process at the entrance is supervised and carried out by your staff.

> CMS participant list through Excel import or an interface to an external system

> Self-check-in and check-in by event staff possible

> Scan of digital or printed ticket

> Using the iPad camera eliminates the need for additional scanners and hardware
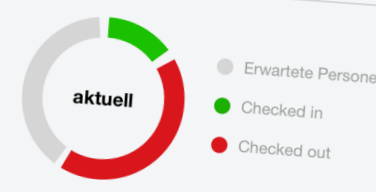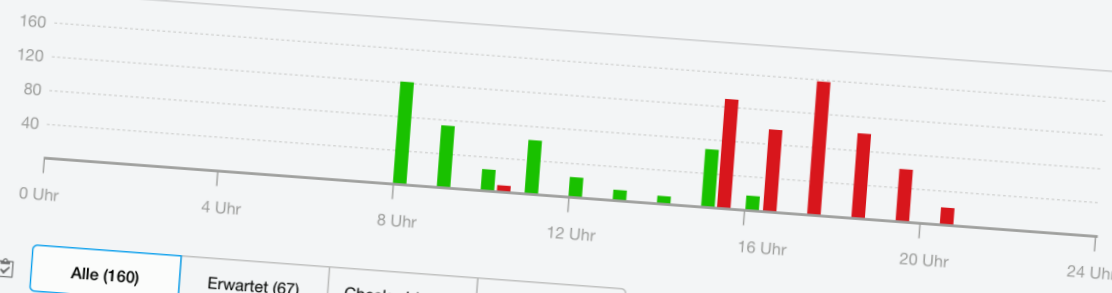
Person		Status	Timestamp	Bearbeiten
Matthew Burke Actor, Piano Tree				
Bobby Ross Full Stack Developer, Noname	✅ Checked-in		14.09.2018 10:23 Uhr	Check-out
George Smith Actor, Piano Tree	🟥 Checked-out		14.09.2018 16:01 Uhr	Check-in
Nell Lindsey Full Stack Developer, Noname	🟥 Checked-out		14.09.2018 08:25 Uhr	

Evaluation possibilities

In the Content Management System, you receive an overview page with your main event and the desired room check-ins. This way you are always informed, how many guests are already present.

The detailed event evaluation enables you to see which participant was checked in and checked out and at which time exactly. You can filter by groups of persons and export the results at any time.

A bar chart allows you to see when most attendees entered the event, while the pie chart gives you a visual overview of the number of check-ins and check-outs.
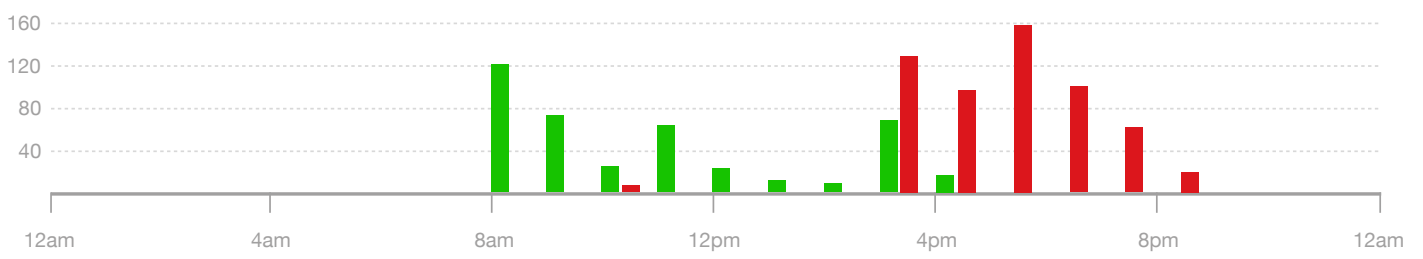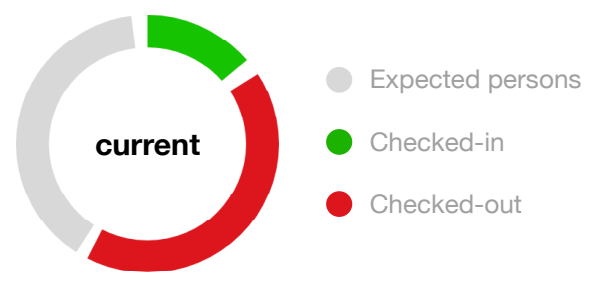
Inlet management with badge printing

The check-in app can also be provided with a badge printer.

The advantage of using a printer is, that an individual event ID is printed out directly at the check-in point, which can be used for further admission and as a name tag. As with the other plazz products, you are flexible in the design of the app and the badges. The latter can be created in portrait or landscape format and show the logo of your event as well as the participant's picture and/or the QR code of the user.

A printed badge offers the advantage that room check-ins can happen more quickly. In addition, the personal contact between the participants is simplified.
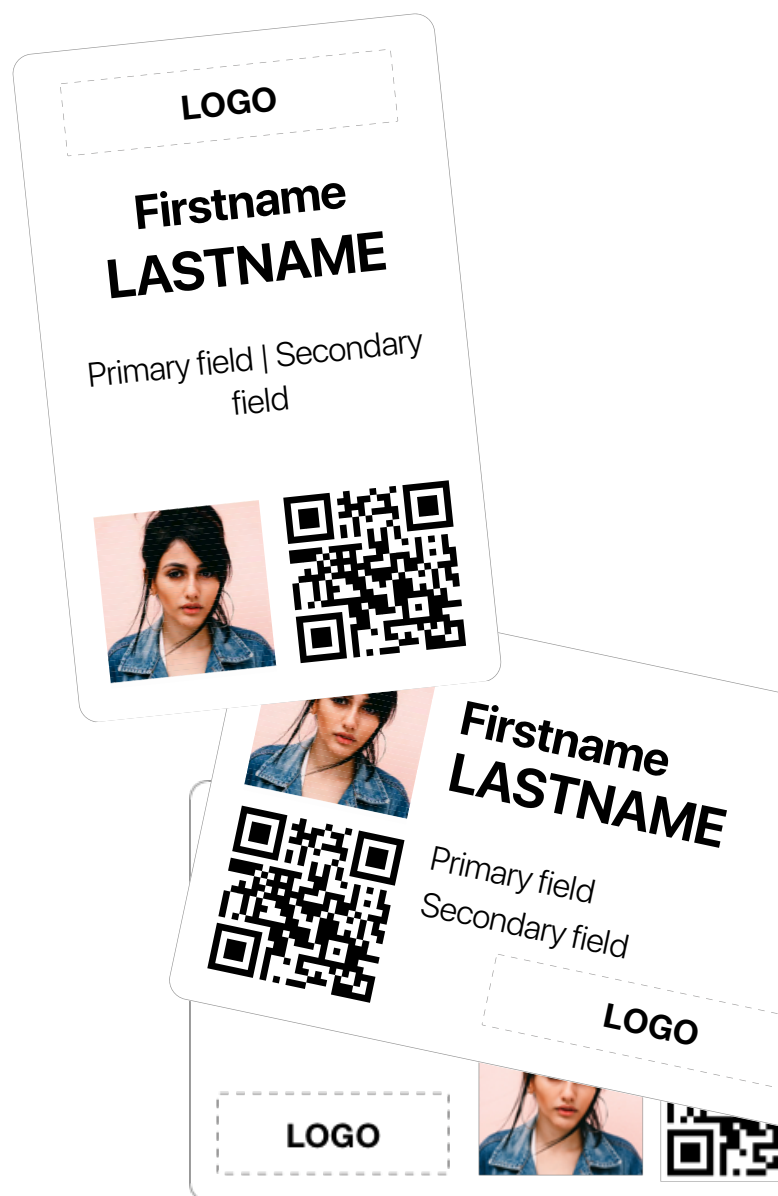
THE ALLROUND SOLUTION FOR YOUR EVENTS!

CHECK-IN VIA IPAD

> Easy check-in & check-out

>> As self-service by attendees
>> Via your reception staff

> Different forms of check-in

>> Via QR code scan via iPad
>> Manually by staff

> Automatic badge printing after check-in

> Ideal for accreditation & certification

BADGE-PRINT

> Various badges to choose from

>> Adhesive label, cardboard cards, plastic cards

> Various customization according to your CI

> Provision of printing systems & materials

> On-site support by our staff
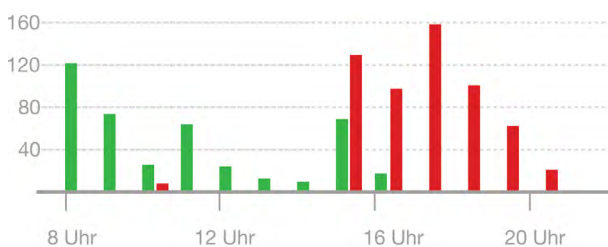
ANALYSIS & EVALUATION

> Recording of check-in/out in real time

> Download of data in the backend

THE RIGHT PACKAGE FOR YOUR BUDGET

STARTER

> Pre-printing of the badges on Avery Zweckform adhesive sheets

> Printing with any common ducker (no extra hardware)

> Sticking the badge on clothes/pre-made cardboard card

> Printing speed: 10 badges per A4 sheet

> Suitable for one-day events (ca. 100 PAX)

ADVANCED

> Print badges on 50mm labels via AirPrint

>> Color as well as black/white possible

>> Print speed: approx. 10s per badge

> Automatic live printing of the badge at check-in

> Sticking of the badge on clothing/prefabricated cardboard card

> No on-site support necessary

> Low acquisition costs

> Suitable for multi-day events (250-500 PAX)

PREMIUM

> Printing of badges on BIO plastic cards in credit card format

>> Via Evolis Primacy printer in connection with iPad

>> Both color and black/white possible

>> Printing speed: approx. 30s per badge

> Pre-production of cards possible (speeds up printing time)

> Automatic live printing of the badge at check-in

> On-site service + printer setup & hardware rental possible

> Suitable for multi-day events

THE VARIETY OF YOUR BADGES

Through the different materials and designs, you can ensure that your badges have the look and feel you want and are **aligned with your CI**.

Our content management system gives you the possibility to **display certain profile fields**. These include title, first and last name, as well as two fields (primary & secondary) which can be freely determined by you.
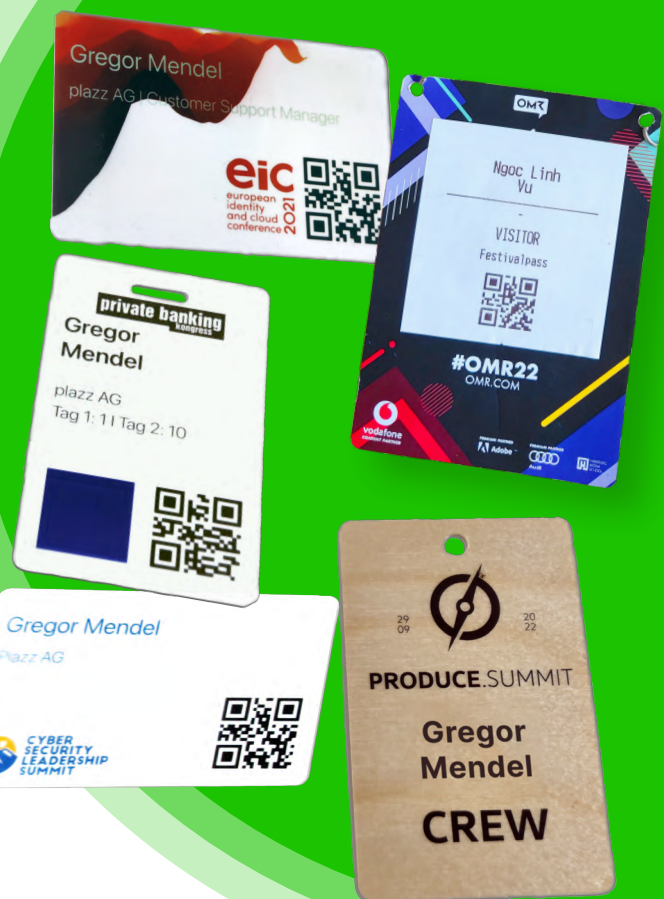
Q&A

How fast can badge prints be realized?

For a smooth process we need a lead time of 4 weeks.

### Is the hardware always provided?

The hardware is provided as part of an on-site service. If you are planning several events through-out the year, we recommend purchasing the printers. Otherwise, the devices can also be rented at a reasonable price for the respective event.

Can you also realize the event/participant registration?

Certainly! We serve a variety of use cases via the mobile event app.
These include addressing participants before the event, participant registration and the event itself.

Pre-Event Website   registr   MEA   Check-In App

CMS

YOUR ONE-STOP-SHOP
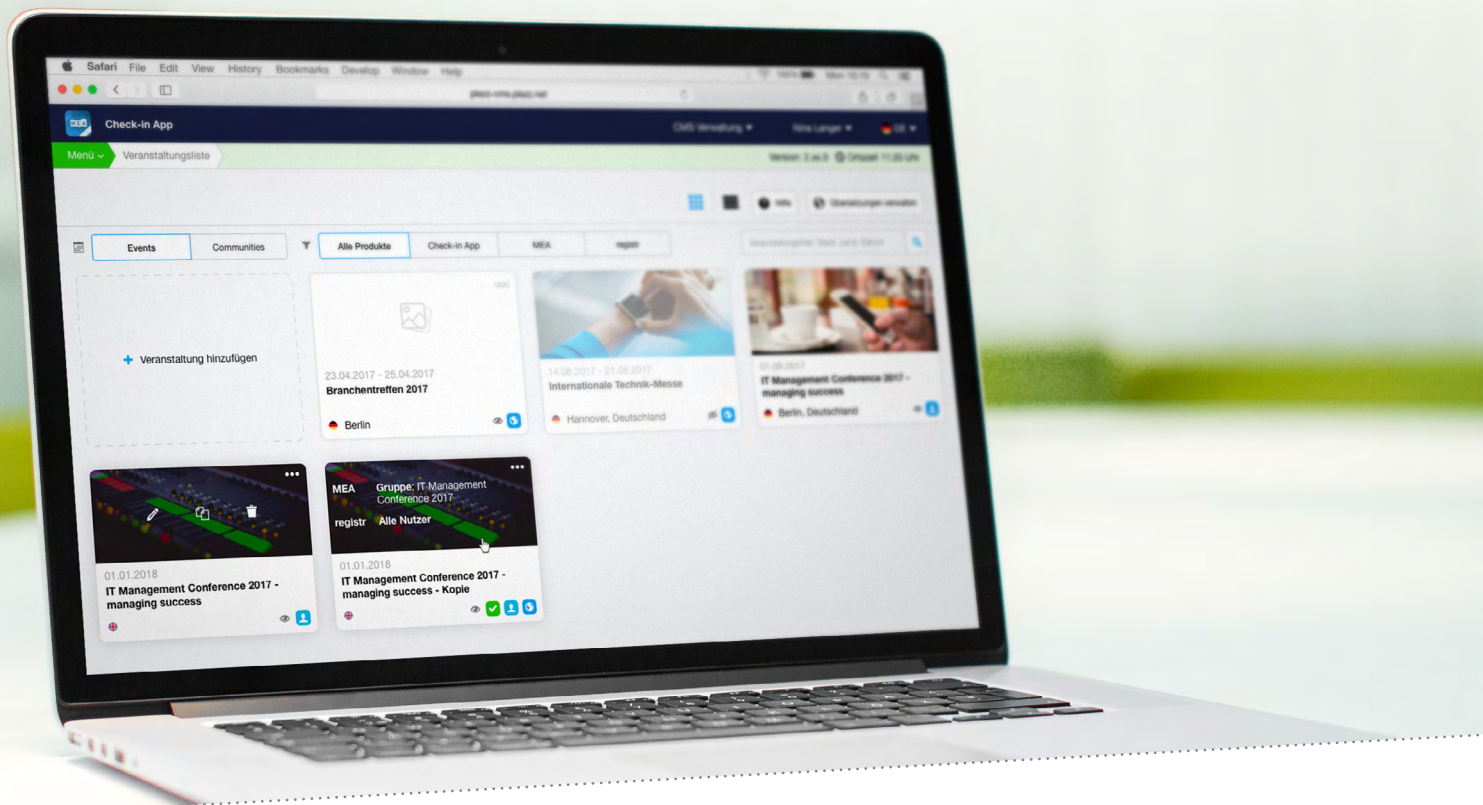
Compatibility with the MEA

If you use the check-in app together with our Mobile Event App (MEA), this brings many advantages. Participant data, for example, only need to be loaded into the system once. If changes are made to the guest list or to individual profiles, these can simply be entered into the MEA and transferred to the check-in app with one click.

Within the Mobile Event App other participants can also see whether guests relevant to them have already checked in at the event or whether they are still arriving.

Advantages of a Check-in App

> Self-check-in and check-in by event staff possible

> Statistics of the participants in real time

> Individual badges tailored to your CI

> High flexibility, quick & easy setup of the app

> Comprehensive possibilities for use at your event

> With the use of the iPad camera no scanner and no heavy hardware are required

Check-in App

Contact us!

If you would like to learn more about the Check-in App, please contact us! We provide you with an individual offer, which is tailored to your needs. Whether individually or in a package with the Mobile Event App: We will find the best solution for you for a successful event.

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