



# The Conference Tracker App Operator Checklist



## How to log into Conference Tracker

Enter your conference information provide in the format below from your conference administrator:

**Domain:**        **My Conference Name**

**E-mail:**        **your@email.com**

**Password:**    **(Password will be provided)**

## Using Conference Tracker during a Workshop/Session:

### 1. Select correct Room

You should set the device to the Room you are located at for signing in/out attendees so the device can pull the schedule from the conference.

### 2. Select correct Session/Workshop (if necessary)

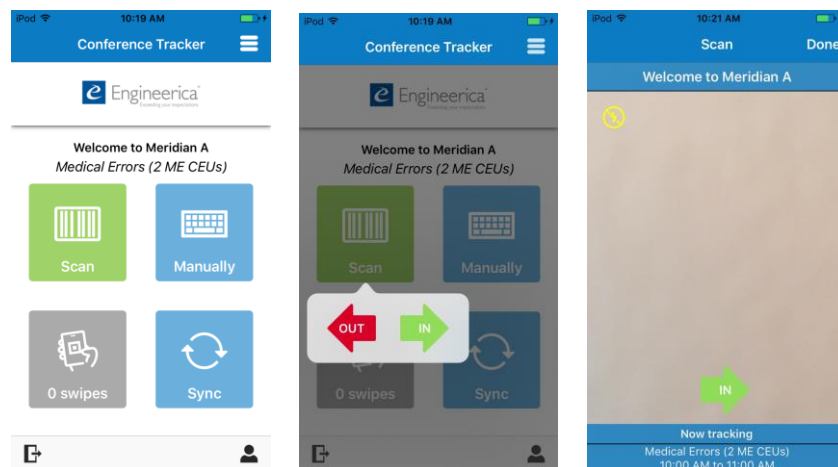
You may not have to set the correct session because it pulls this information from the schedule.

If there is no Session shown or the wrong Session shown, please choose the correct one by:

Tapping **Options**, tapping **Change Workshop**, and select the correct Session

### 3. Select correct Sign-in Mode

- 1) Select either **IN** or **OUT** (Tap the arrow to switch back and forth)
- 2) Select either **SCAN** or **MANUAL** mode (SCAN mode if using barcodes)





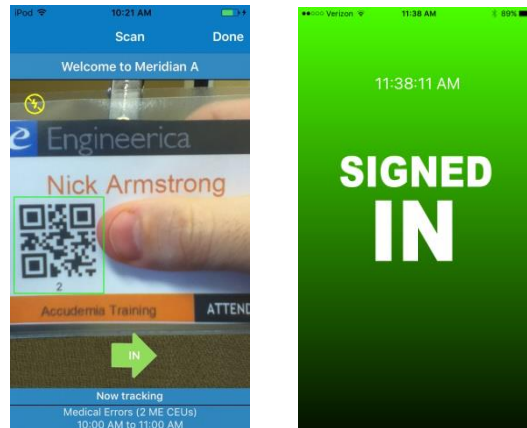
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## Signing IN/OUT Attendees:

### SCAN mode

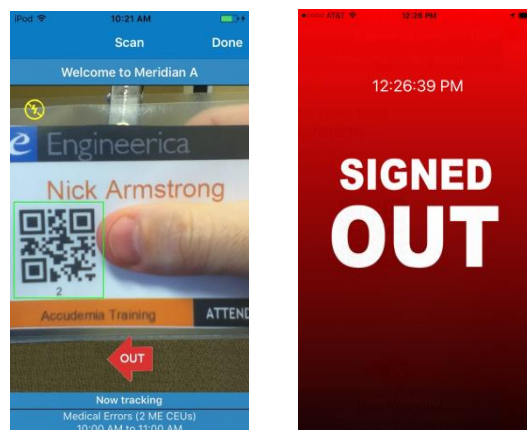
- 1) Ensure that workshop name is correct.
- 2) Verify the SCAN mode is properly set to **IN** or **OUT** by looking at the arrow. Click on the arrow to change from IN to OUT. **IMPORTANT:** Improper data collection will occur if you have not selected the correct IN or OUT mode.
- 3) Place badge in front of camera and it will sign in or out attendees.



- 4) Once all scans are complete, tap the **Done** button to exit **SCAN** mode.

### MANUAL entry mode

- 1) Ensure that workshop name is correct.
- 2) Verify the SCAN mode is properly set to **IN** or **OUT** by looking at the arrow. Click on the arrow to change from IN to OUT. **IMPORTANT:** Improper data collection will occur if you have not selected the correct IN or OUT mode.
- 3) Type the QR code ID of the attendee and hit ok.



- 4) Once all scans are complete, tap the **Done** button to exit **MANUAL** mode.