
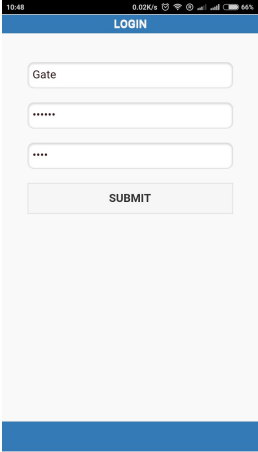


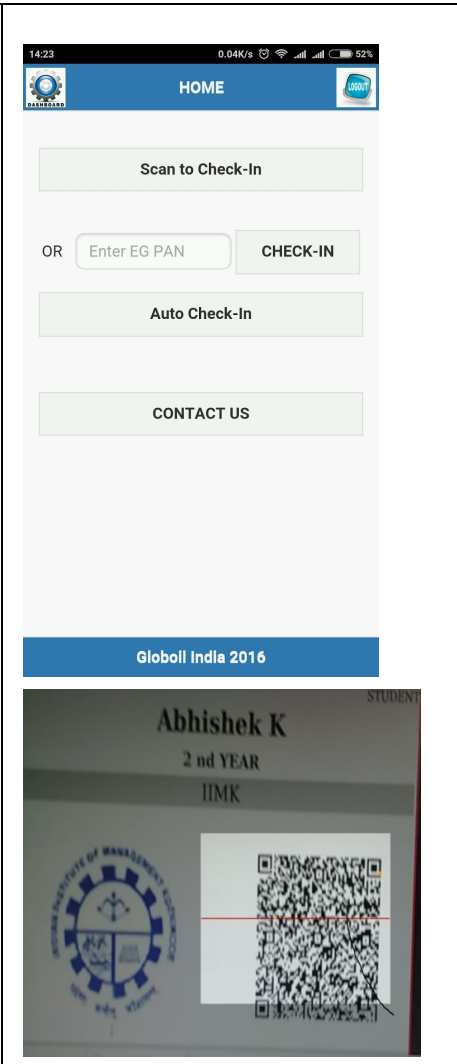


Event Gatekeeper App Directions

<p>1. Either follow this link: http://eventgurus.net/app or navigate to the Apple or Google App Store and search for "Event Gatekeeper" and download the app and install.</p>		<p>You will see this logo. Please download the app.</p>
<p>The first screen you will see when you open the app will be the login screen, you can login with the username that is associated with your registration, the password and the secret code which will be the code for the registered event</p>		



After login the press on the 'Check-In Attendee' and point the square at the QR code on an Attendee's badge.

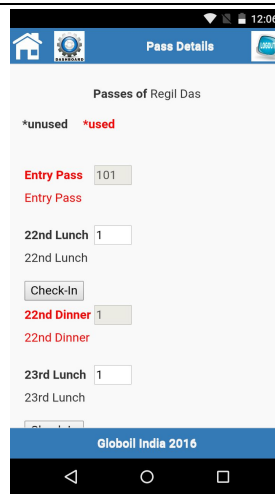


When scanned, you will see the Pass details of the attendee you have scanned. You have to click the check in button to mark the attendee as checked

if the attendee has checked in for all the passes, the

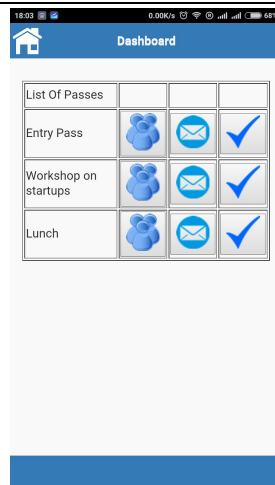


in your system. You can do partial check in by editing the textbox next to the passes and clicking check in button.



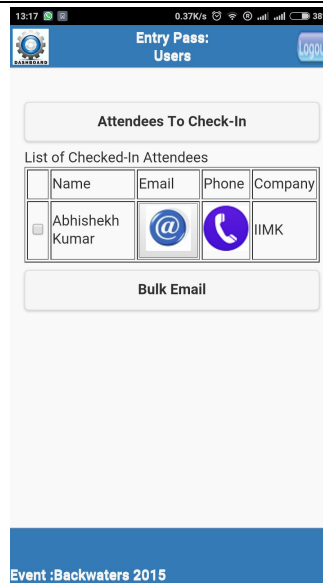
passes will be shown in red color and is not editable

You can view the various passes for the event by clicking the "Dashboard" button at the home screen. You can see three buttons next to each pass 1. shows the attendees to check in and the attendees who have checked in 2. To Bulk email attendees regarding the delay and change of venue of the pass 3. To update the admin regarding change of the time of the pass.



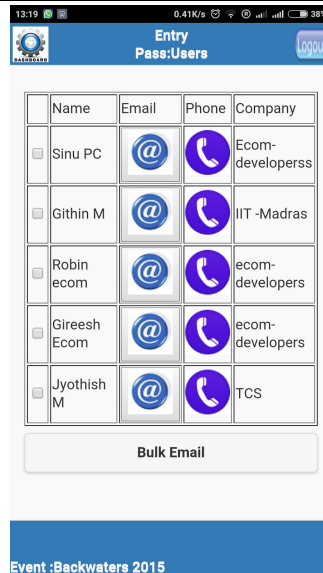


You can see the attendees who have check in and email or phone the attendee



Please note that your contacts will be sent to the email address /phone number is the one imported to eventgurus.net

To see the list of Attendees to check in click 'Attendees to check in' button, you can email or phone the attendee by clicking the email/phone button



Please note that your contacts will be sent to the email address /phone number is the one imported to eventgurus.net



Bulk email attendees regarding the delay and change of venue of the pass

18:24 0.23K/s 64%

Bulk Mail Attendees

Email Attendees Who Have Not Checked-In Yet

Will Start By Will Close By

5:23 PM

Delayed By

5 2

At Venue

Audi1

Email

To update the admin regarding change of the time of the pass.

12:18 0.02K/s 38%

Lunch Event Status

Start Time End Time

SAVE SAVE AND EMAIL

Event : Backwaters 2015