HOST MANUAL

HOW TO CONFIRM YOUR ACCOUNT ...

YOUR USER DASHBOARD ...

HOW TO PRE-REGISTER VISITORS ...

BY MY GUEST

HOW TO CONFIRM YOUR ACCOUNT ...

BYGUEST

STEP 1
SET A PASSWORD ...

Everybody in contact with BmyGuest has a personal account. Your BmyGuest administrator has created an account for you as a host. We need you to confirm it.
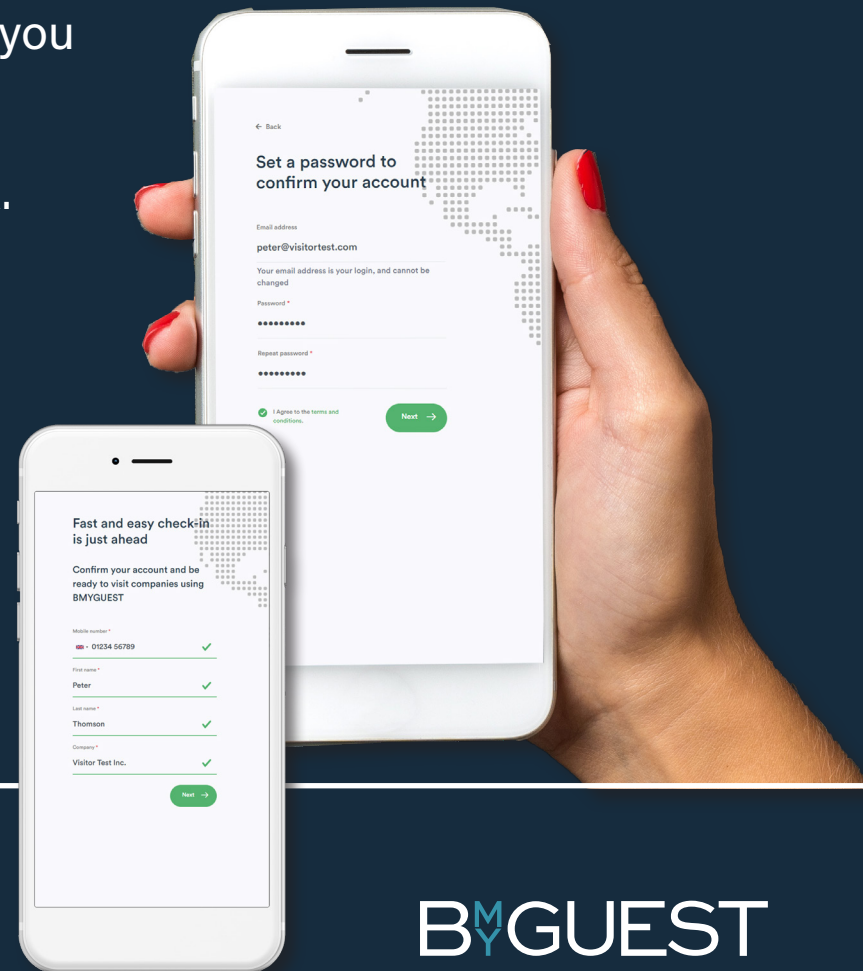
Find the email we sent you and click the confirmation link.

- Set a password
- Accept Terms and Conditions

If you cannot find the email go to app.bmyguest.eu and register with your email address.

PLEASE NOTE:
- Click 'Back' to check that your personal data is correct
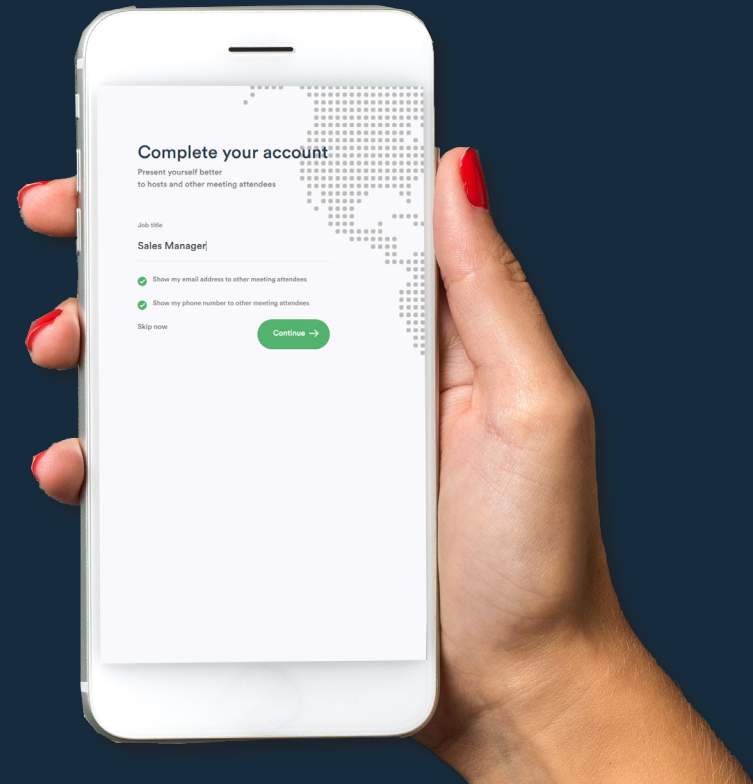
B^M_YGUEST

STEP 2
COMPLETE YOUR ACCOUNT ...

- Fill in your Job Title

PLEASE CHECK THE BOXES (OR DON'T):
✓ Show your email to other meeting attendees
✓ Show your phone number to other meeting attendees

Complete your account
Present yourself better
to hosts and other meeting attendees

Job title
Sales Manager

✓ Show my email address to other meeting attendees

✓ Show my phone number to other meeting attendees

Skip now

Continue →

B MY GUEST

STEP 3
PUT A FACE TO YOUR NAME ...

- Please snap a photo or...
- Select a photo from your library or...
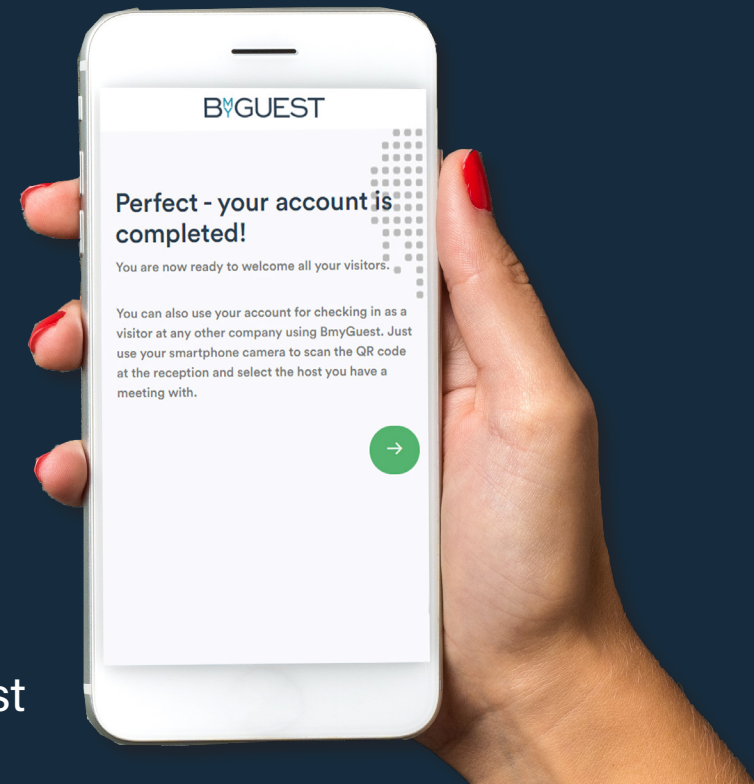- Upload your photo from LinkedIn
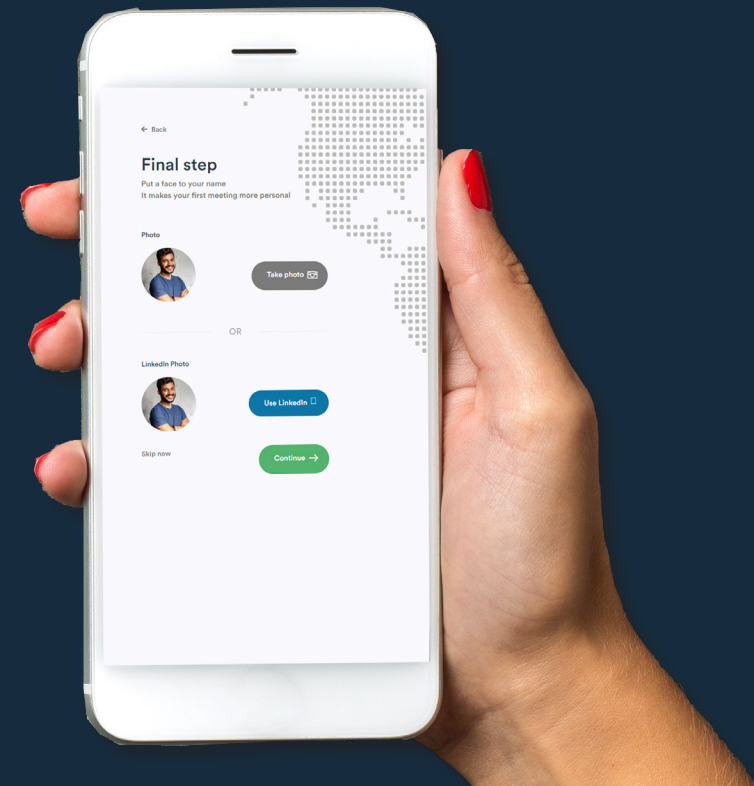
BYGUEST

STEP 4
YOU'RE ALL SET ...

You are now ready to welcome all your external visitors.
You will be automatically notified when they arrive.

You can also use your account for checking in as a visitor
at any other company using BmyGuest.

✓ Just scan the QR code at the reception and select your host

BMYGUEST

Perfect - your account is completed!

You are now ready to welcome all your visitors.

You can also use your account for checking in as a visitor at any other company using BmyGuest. Just use your smartphone camera to scan the QR code at the reception and select the host you have a meeting with.

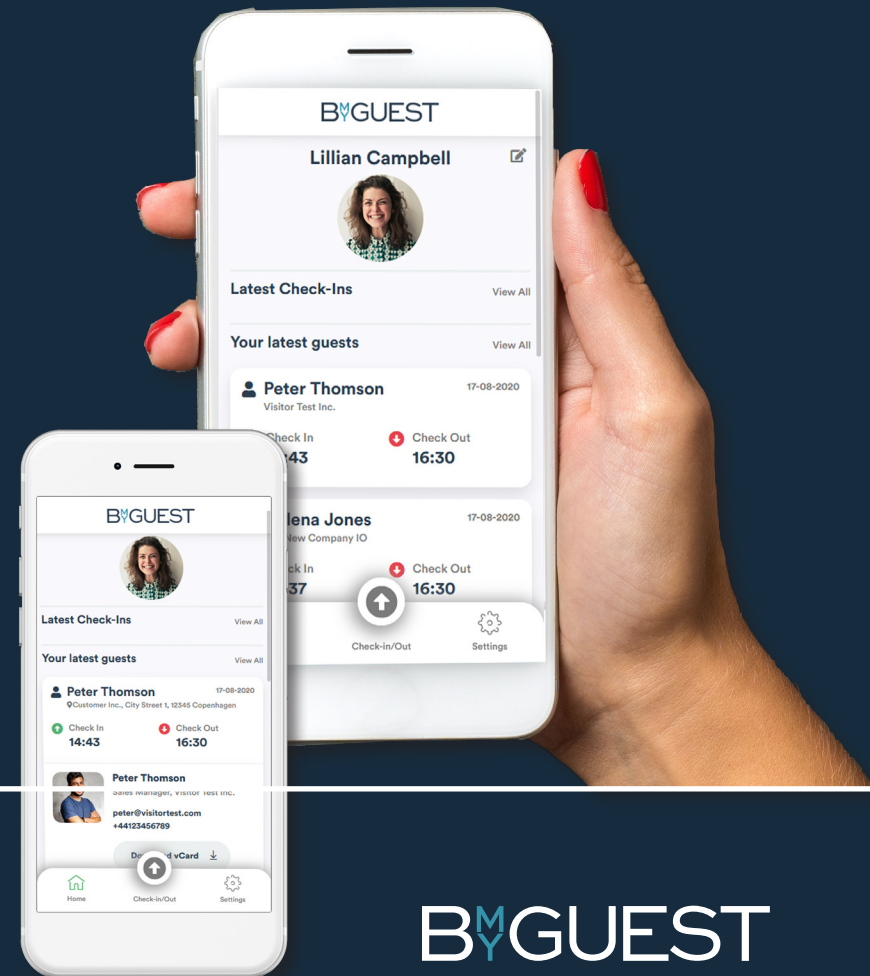**BMYGUEST**

HOST DASHBOARD ...

BY MY GUEST

STEP 1
DASHBOARD HOME ...

You are now in your personal dashboard.

HOME

- Here you have access to:
  ✓ Your visitor history - past, current and upcoming

- Click on a visitor to expand and see all details
  and download contact information (click vCard)
- Click the calendar icon and see all meeting attendees
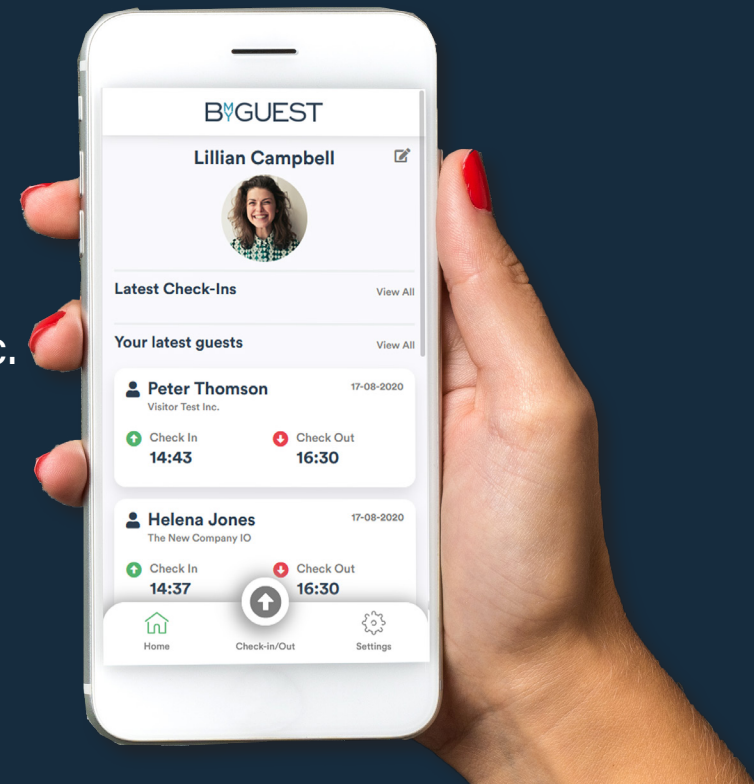 (only available if you pre-registered your visitors)

STEP 2
DASHBOARD SETTINGS ...

SETTINGS
- Here you have access to:
  - ✓ Your personal profile

- **Basic profile:**
  Name, BmyGuest log-in information, photo, LinkedIn URL etc.
- **Visitor profiles:**
  Company name, job title, phone number etc.

PLEASE NOTE
- As a host you automatically also have a visitor profile.
  Use this to check in at any other company using BmyGuest.

B GUEST

Lillian Campbell

Latest Check-Ins   View All

Your latest guests   View All

👤 **Peter Thomson**   17-08-2020
   Visitor Test Inc.
   ⬆ Check In   ⬇ Check Out
      14:43   16:30

👤 **Helena Jones**   17-08-2020
   The New Company IO
   ⬆ Check In   ⬇ Check Out
      14:37   16:30

🏠 Home   ⬆ Check-in/Out   ⚙ Settings

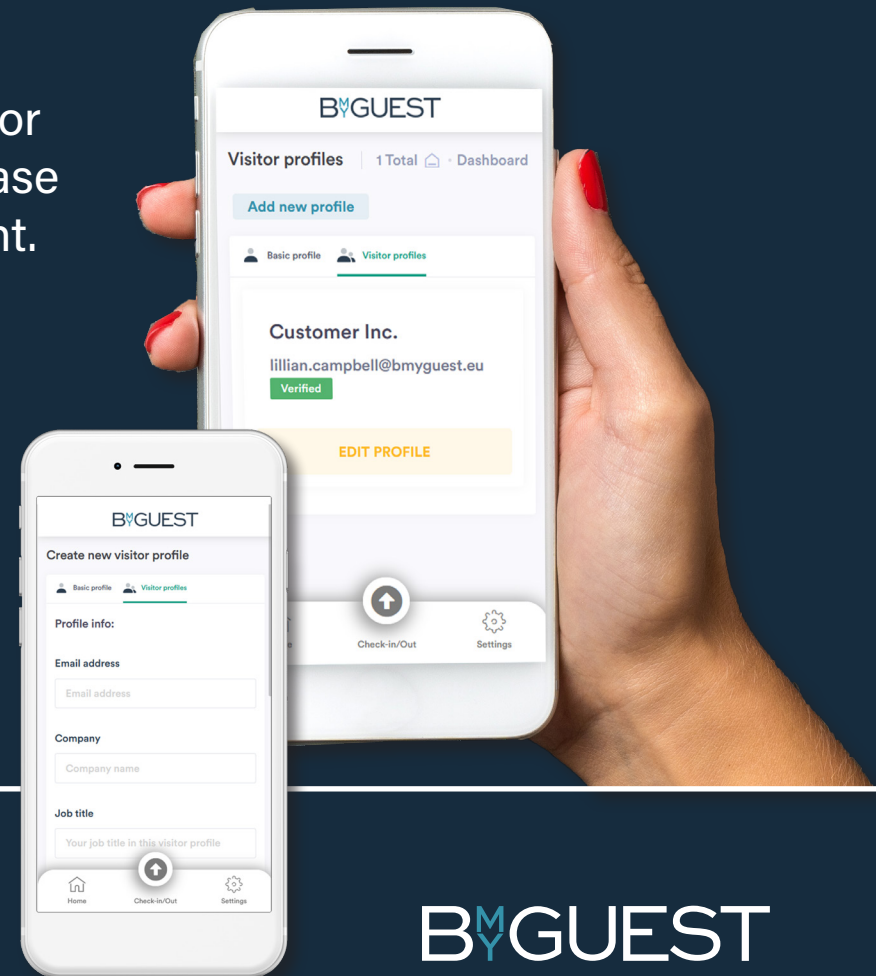**B** GUEST

STEP 3
DASHBOARD SETTINGS ...

Add more visitor profiles:
As a visitor you might represent more than one company or maybe you need to check in as a private person. In that case you can of course add more visitor profiles to your account.

- Click: 'Add new profile'
- Enter your information and select your preferences
- Create profile

PLEASE CONFIRM
Please remember to confirm this visitor profile as well.
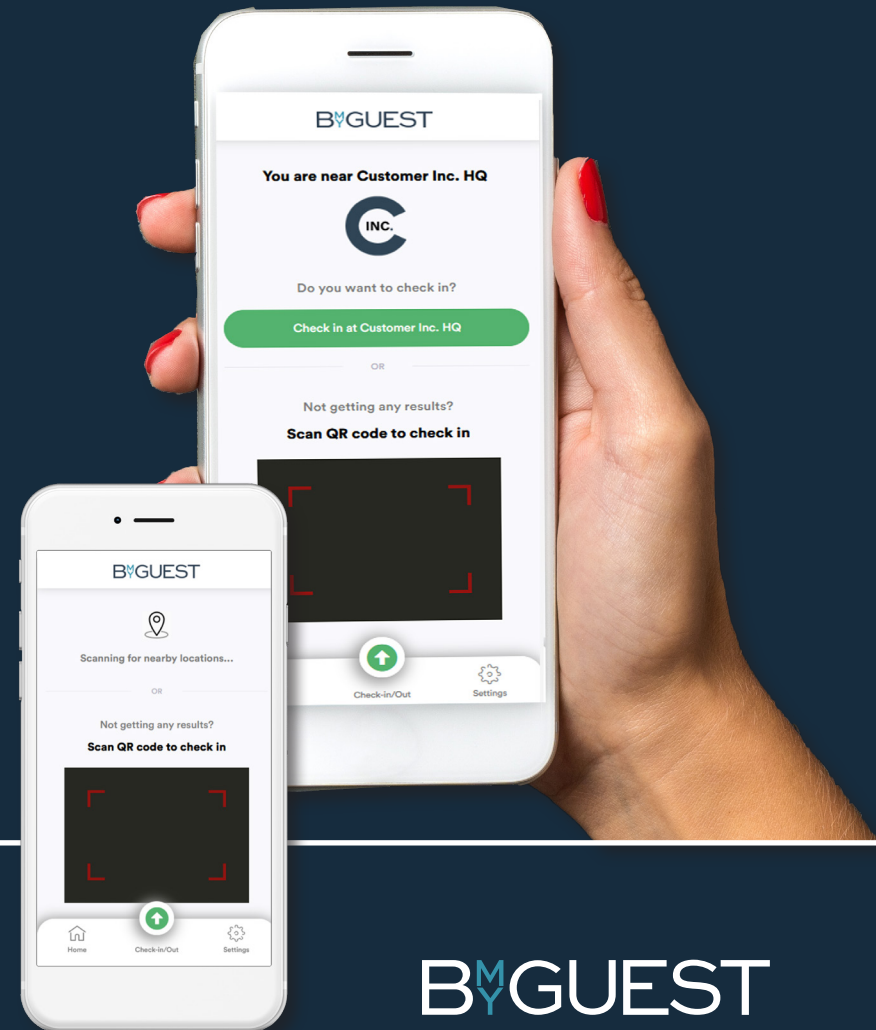Just follow the link in the email we sent you.

STEP 4
DASHBOARD CHECK IN / OUT ...

CHECK IN/OUT

- When you visit other companies using BmyGuest use this button to get to the check-in window.

  1. Scan the QR code in the reception area or...
  2. Check in directly at the company if your phone's GPS locates the reception (requires GPS coordinates in the company's settings)

BMYGUEST

You are near Customer Inc. HQ

C INC.

Do you want to check in?

Check in at Customer Inc. HQ

OR

Not getting any results?
Scan QR code to check in

Check-in/Out   Settings

BMYGUEST

Scanning for nearby locations...

OR

Not getting any results?
Scan QR code to check in

Home   Check-in/Out   Settings

BMYGUEST
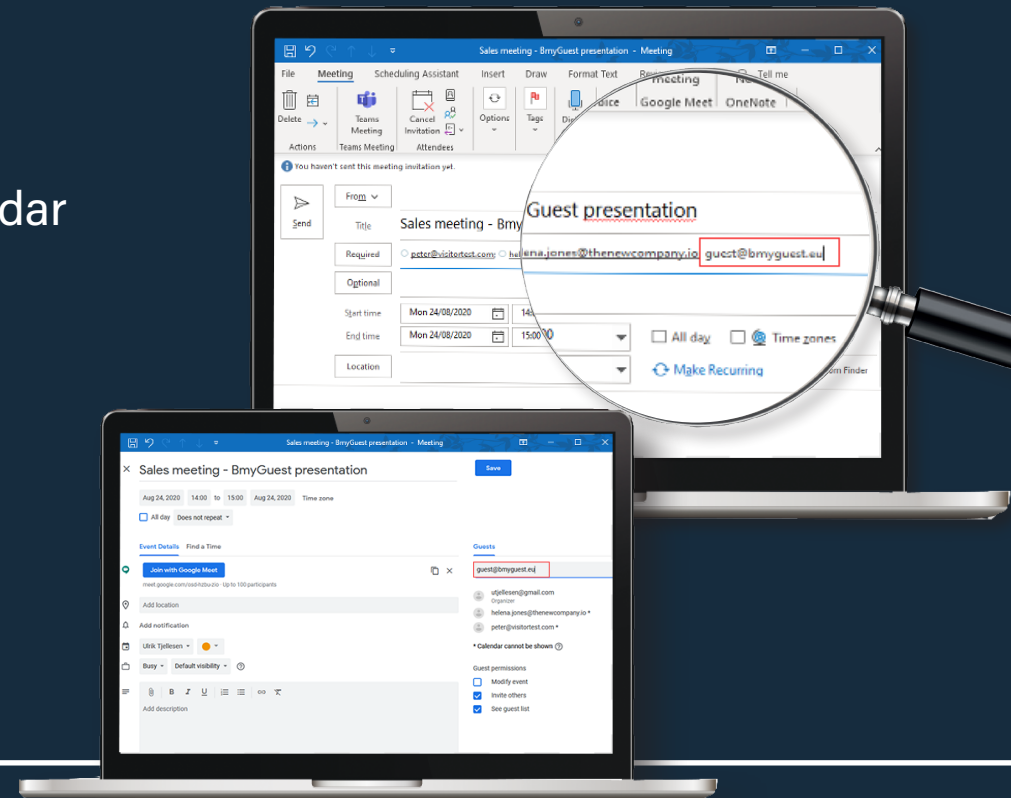
HOW TO PRE-REGISTER VISITORS ...

BYGUEST

STEP 1
INVITE YOUR VISITORS ...

- Create a meeting in your Outlook or Google calendar
- Invite your visitors
- Invite guest@bmyguest.eu as well

HOW IT WORKS
By inviting guest@bmyguest.eu your external meeting attendees automatically get pre-registered as visitors in Bmyguest (your company reception is automatically notified)
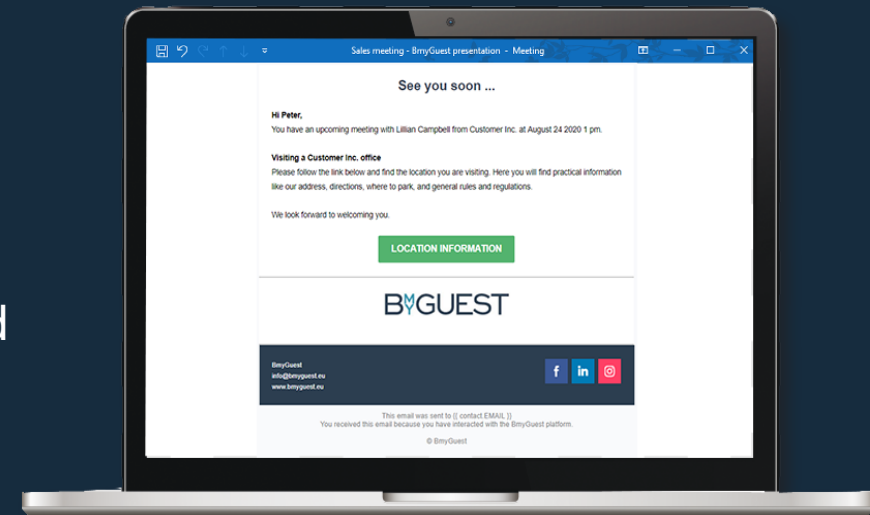

B^M^YGUEST

STEP 2
WELCOMING YOUR VISITORS ...

- Up to 24 hours prior to your meeting your pre-registered visitors receive an email from BmyGuest with practical information (directions, parking info, etc.)

PLEASE NOTE
This email feature needs to be activated in BmyGuest by your BmyGuest administrator.

BMYGUEST

QUESTIONS ...

Feel free to contact us if you have any questions.

info@bmyguest.eu
or call us at
+45 70 60 53 01

Support related issues
support@bmyguest.eu

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