

# VISITOR MANUAL

**HOW TO CHECK IN ...**

**HOW TO CONFIRM YOUR ACCOUNT ...**

**YOUR USER DASHBOARD ...**

# HOW TO CHECK IN ...

**THE FIRST TIME ...**

# STEP 1

## SCAN QR CODE

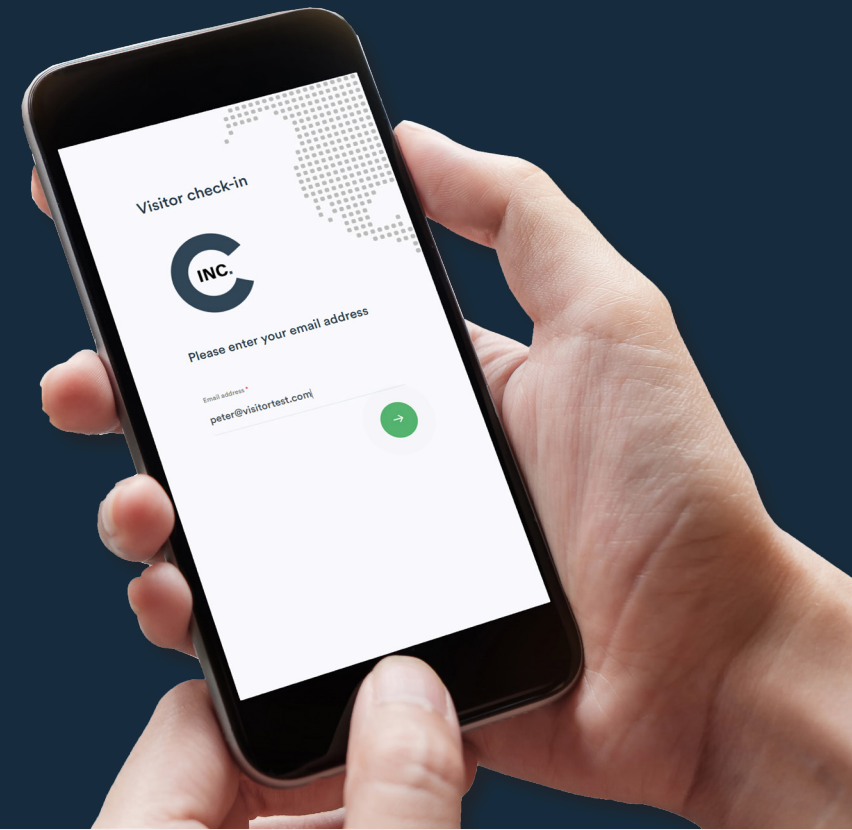
- Open your camera and point it at the QR code in the reception
- Follow the pop-up link to open BmyGuest in your browser



# STEP 2

## WHO ARE YOU ...

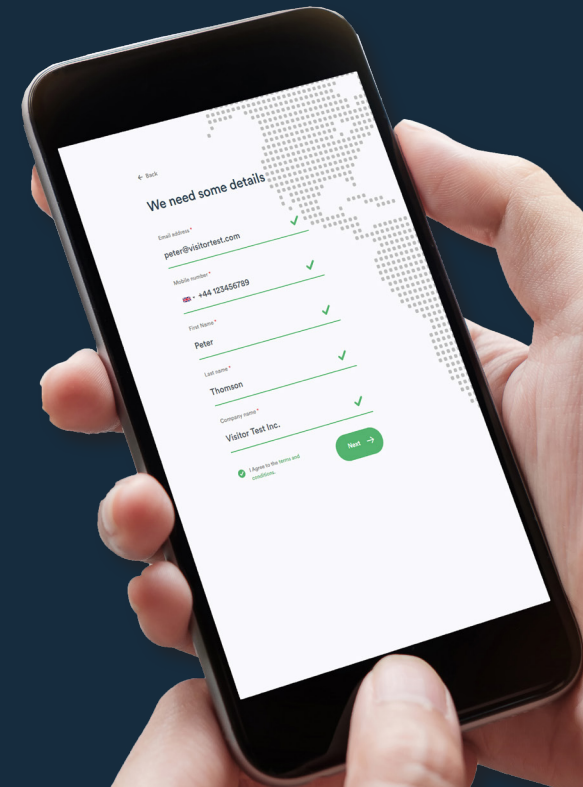
- Enter your email address



# STEP 3

## WE NEED TO KNOW MORE ...

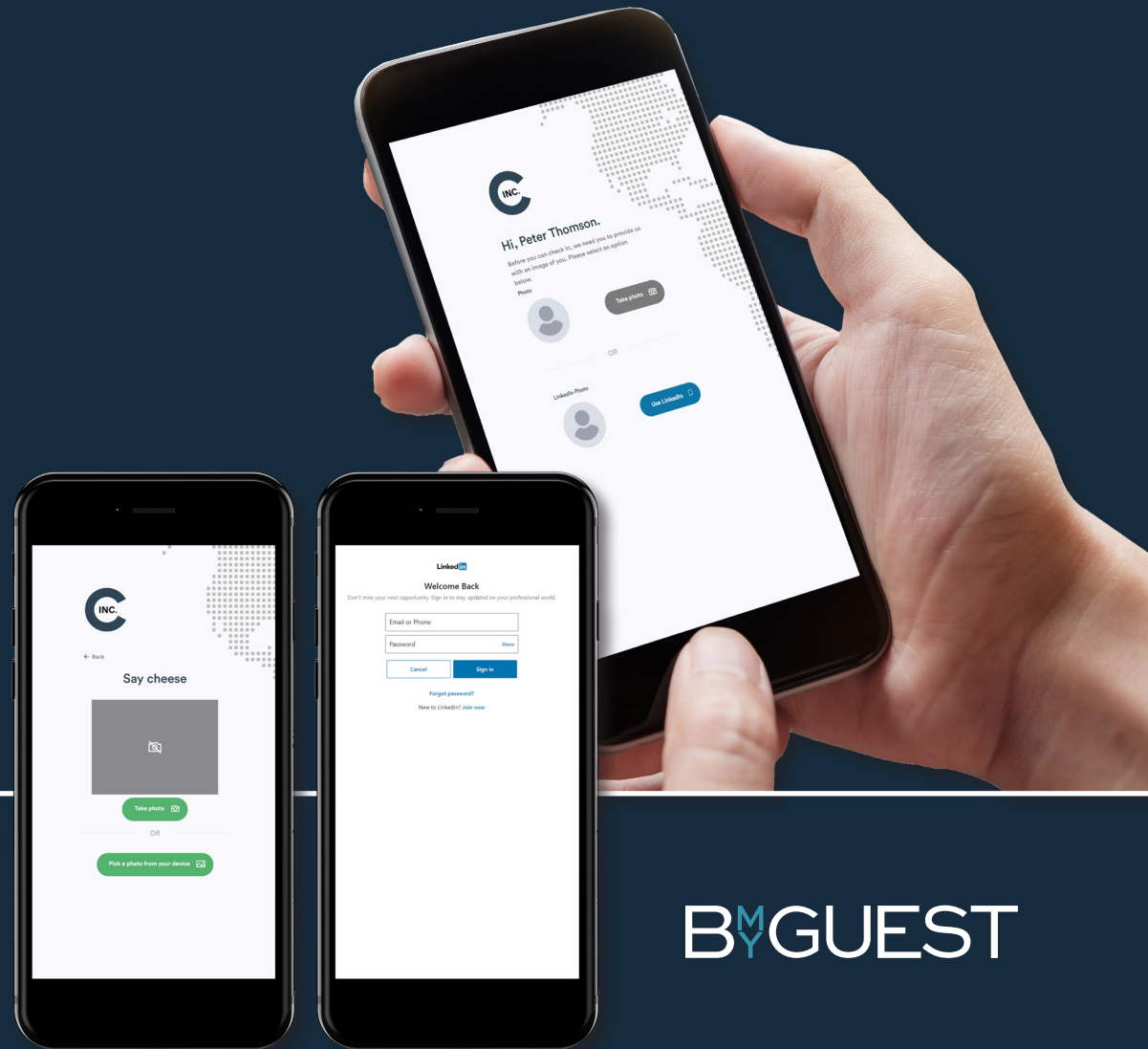
- Fill in your details
- Accept terms and conditions



# STEP 4

## SAY CHEESE ...

- Some companies want to see your picture
- Snap a photo **or...**
- Select a photo from your library **or...**
- Upload your photo from LinkedIn

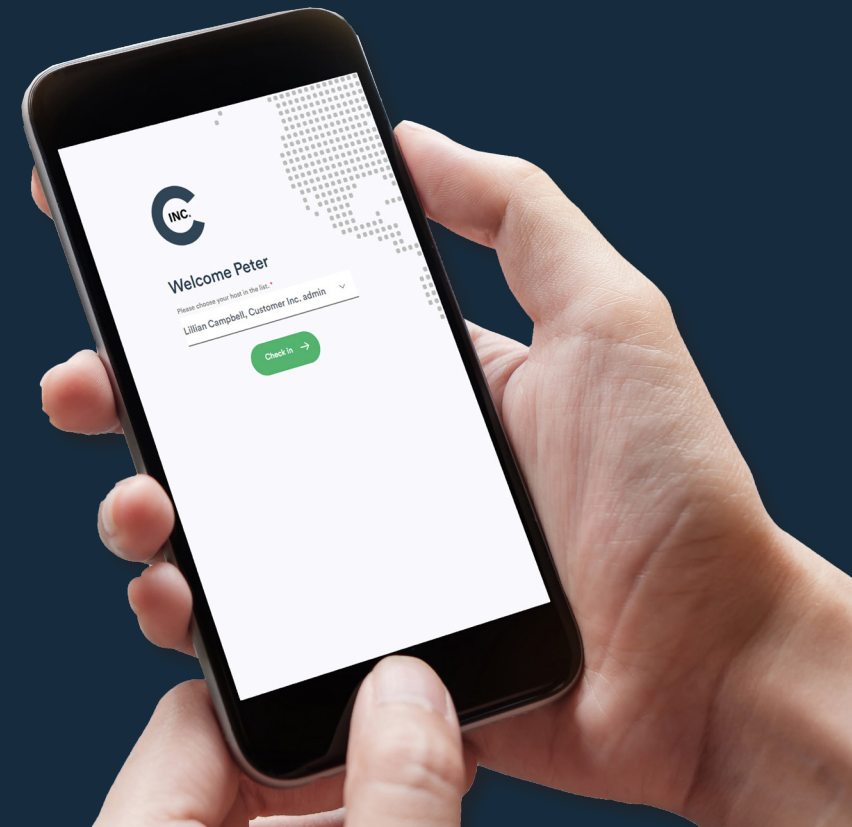


BYGUEST

# STEP 5

## SELECT YOUR HOST ...

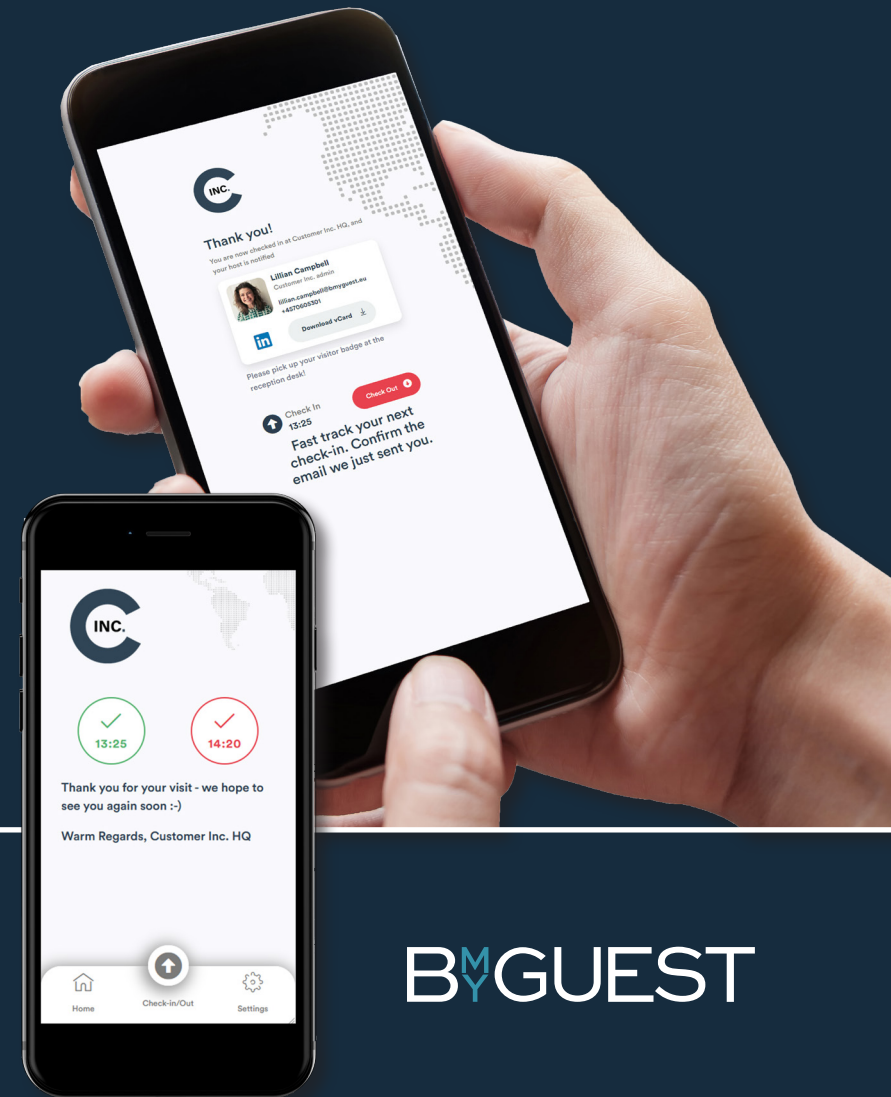
- Select your host in the dropdown menu



# STEP 6

## THANK YOU ...

- You are now checked in and your host appears in the window
- Pick up your visitor badge at the reception
- Use the red check-out button when you leave



BYGUEST

# STEP 7

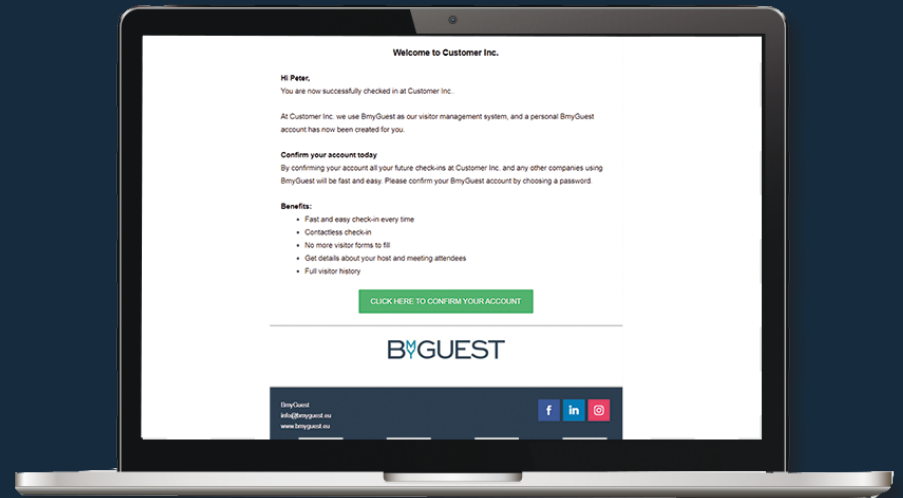
## CHECK IN - THE NEXT TIME

### You've got mail!

- We sent you an email asking you to confirm your account

### FAST TRACK YOUR CHECK-INS!

- Confirming your account makes all your future check-ins even faster since BmyGuest remembers you - just scan, choose your host and check in
- **NEED HELP?** Check the next pages 'How to confirm your account'



# HOW TO CONFIRM YOUR ACCOUNT ...

# STEP 1

## SET A PASSWORD ...

Everybody in contact with BmyGuest has a personal user account. We need you to confirm it.

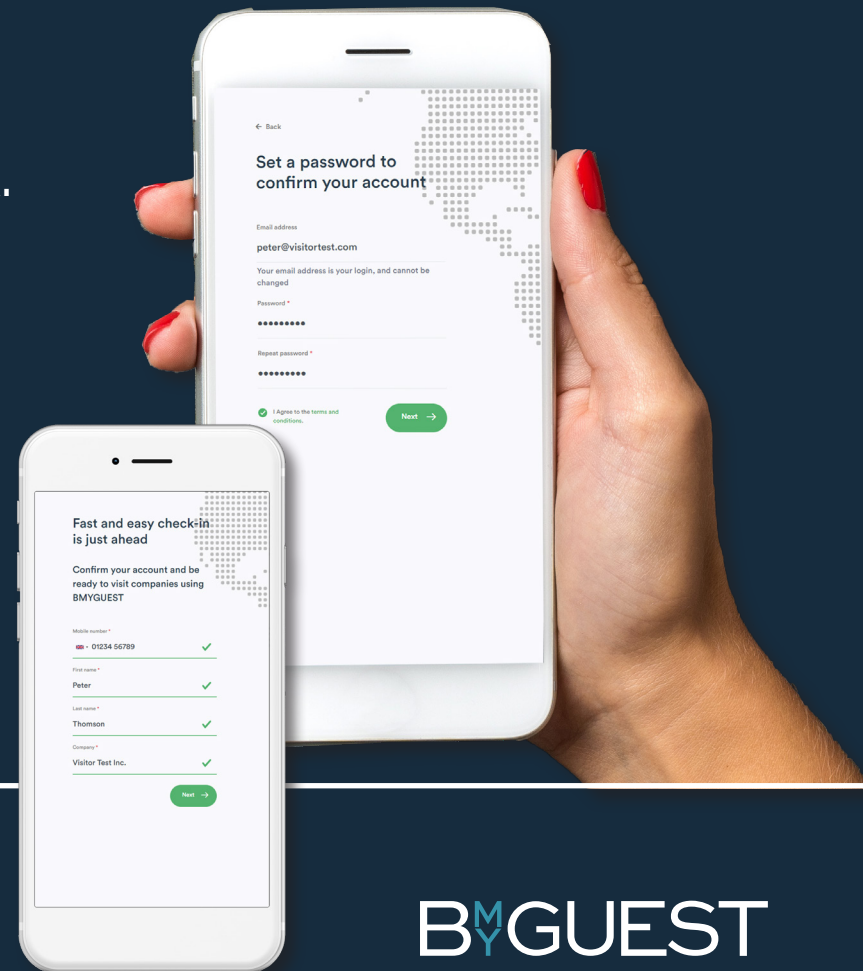
Find the email we sent you and click the confirmation link.

- Set a password
- Accept Terms and Conditions

If you cannot find the email go to [app.bmyguest.eu](https://app.bmyguest.eu) and register with your email address.

### PLEASE NOTE

- Click 'Back' to check that your personal data is correct



BYGUEST

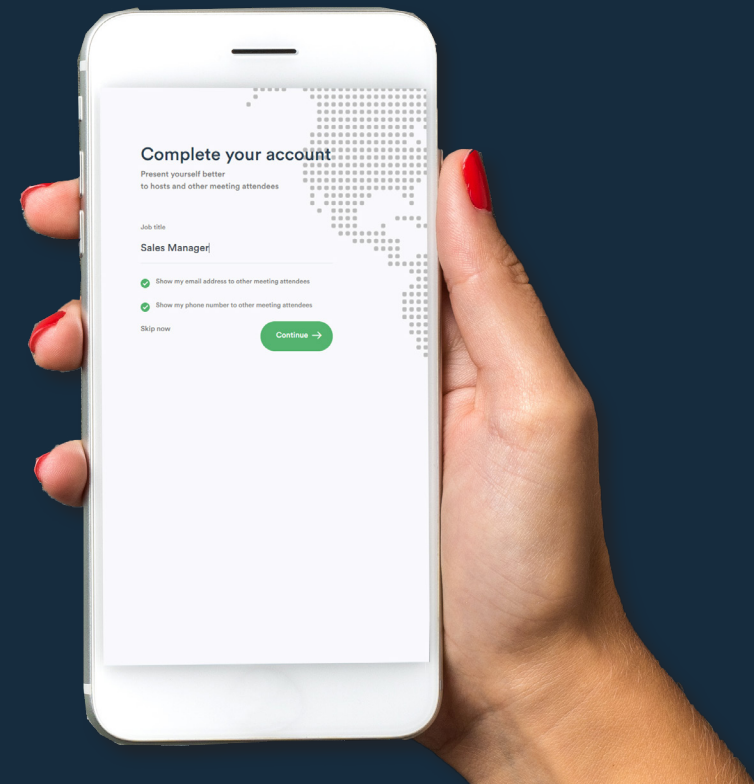
# STEP 2

## COMPLETE YOUR ACCOUNT ...

- Fill in your Job Title

### PLEASE CHECK THE BOXES (OR DON'T)

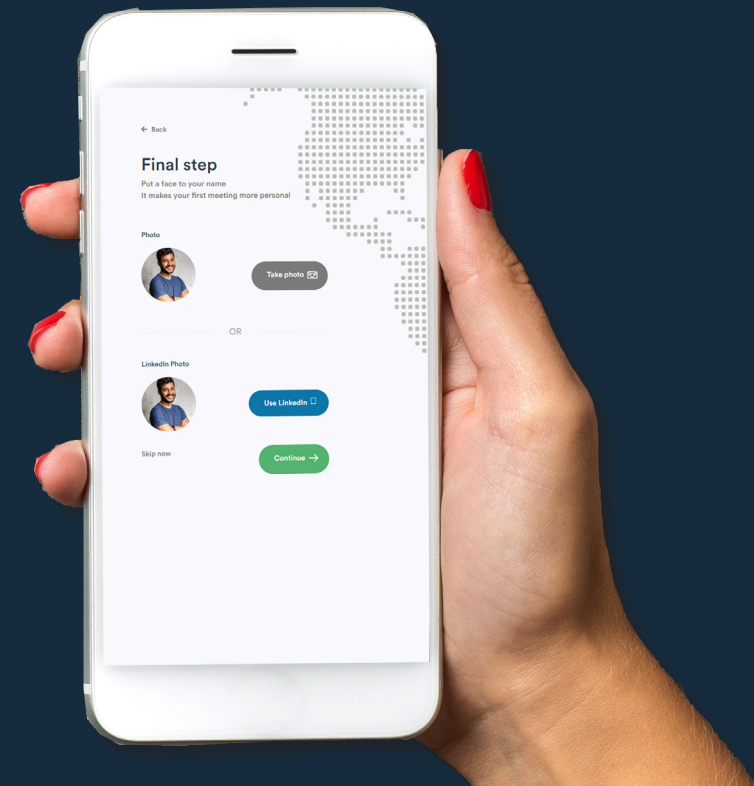
- ✓ Show your email to other meeting attendees
- ✓ Show your phone number to other meeting attendees



# STEP 3

## PUT A FACE TO YOUR NAME ...

- Maybe you did it at check-in - **If not...**
- Please snap a photo **or...**
- Select a photo from your library **or...**
- Upload your photo from LinkedIn



# STEP 4

## YOU'RE ALL SET ...

- You are now ready to check in as a confirmed BmyGuest user
- Checking in has never been easier
- Just scan the QR code at the reception and select your host



# **YOUR USER DASHBOARD ...**

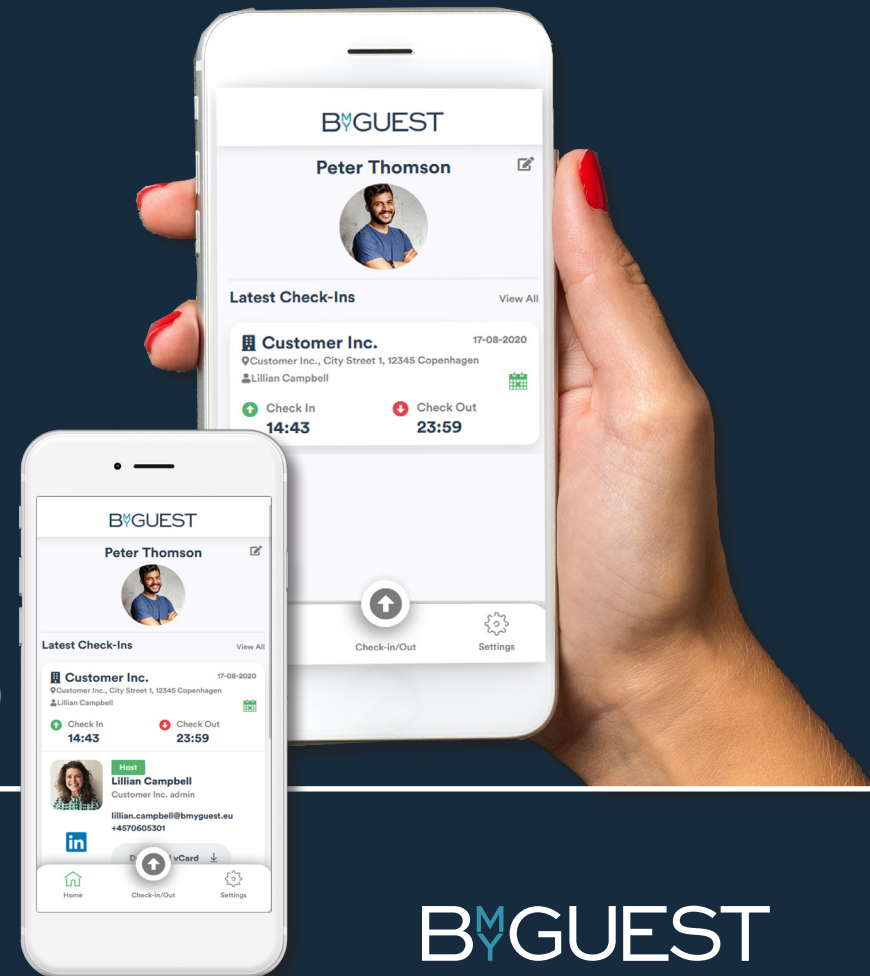
# STEP 1

## DASHBOARD HOME ...

You are now in your personal dashboard.

### HOME

- Here you have access to:
  - ✓ Your check-in history - past, current and upcoming
- Click on a check-in to expand and see all host details and download contact information (click vCard)
- Click the calendar icon and see all meeting attendees (only available if you are pre-registered for the meeting)



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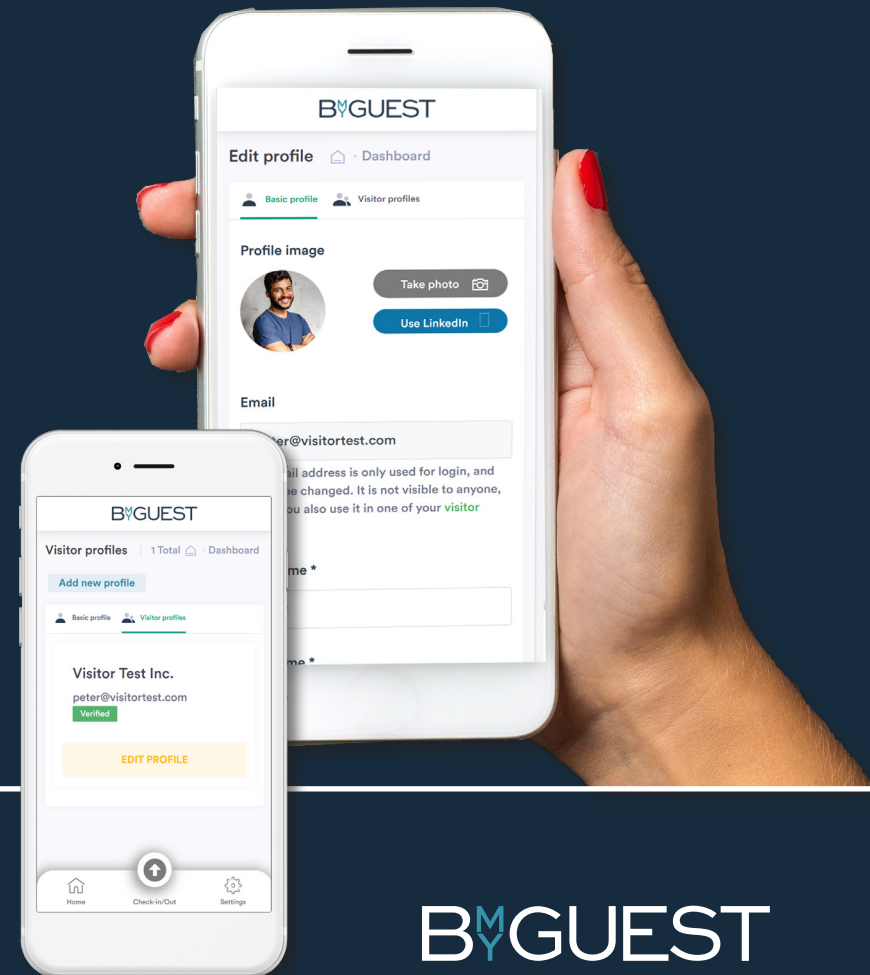
# STEP 2

## DASHBOARD SETTINGS ...

Let's continue in your personal dashboard.

### SETTINGS

- Here you have access to:
  - ✓ Your personal profile
- **Basic profile:**  
Here you find your name, BmyGuest log-in information, photo, LinkedIn URL etc.
- **Visitor profiles:**  
Here you find your company name, job title, phone number etc. See step 3 for more info...



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# STEP 3

## DASHBOARD SETTINGS ...

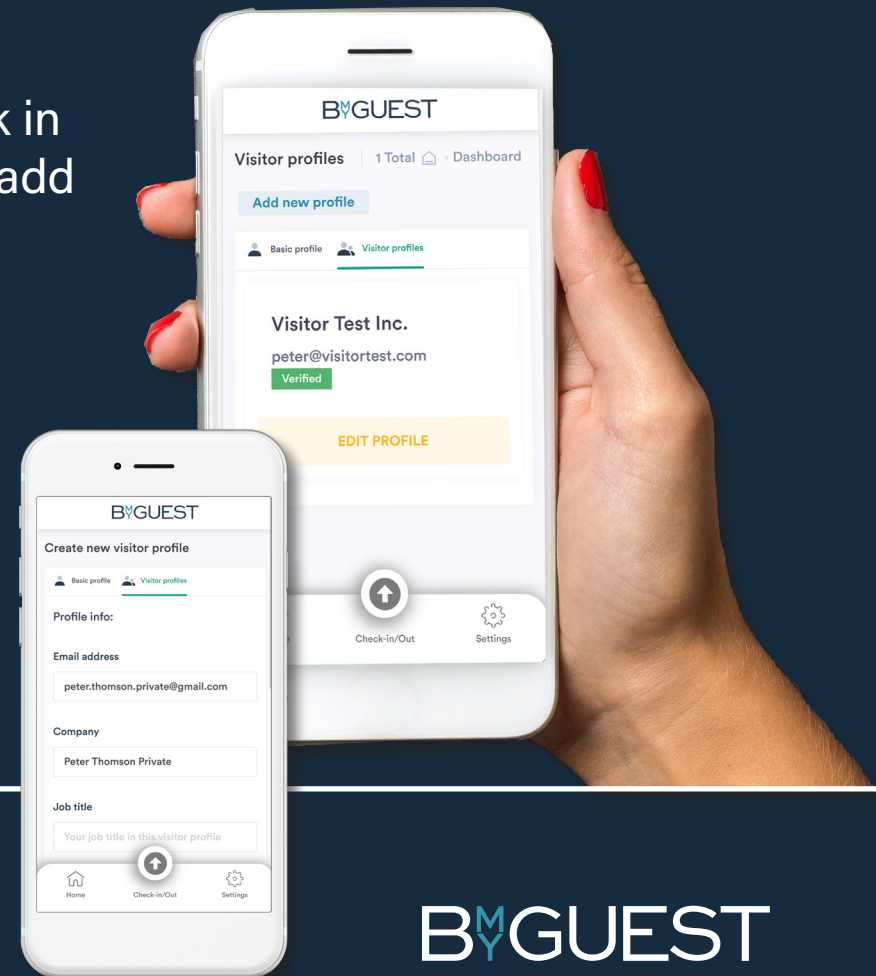
### Add more visitor profiles:

If you represent more than one company or need to check in as a private person (i.e. job interviews) 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 new profile as well. Just follow the link in the email we sent you.



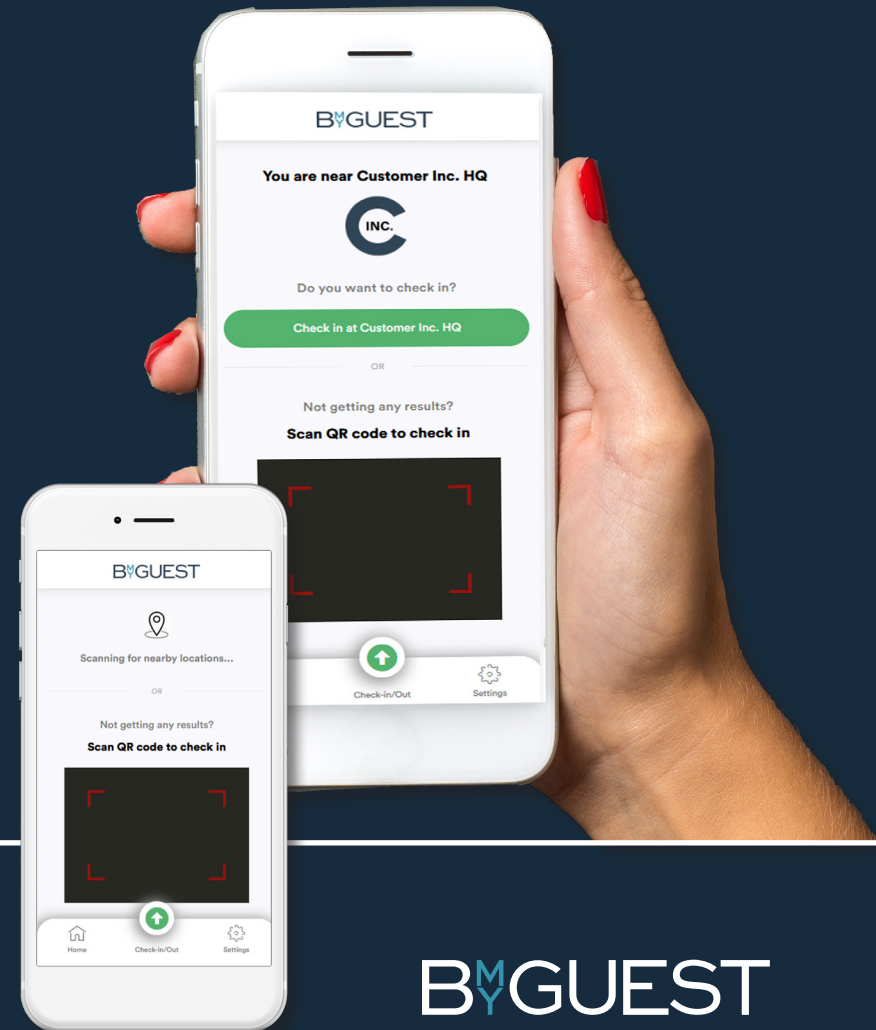
BYGUEST

# STEP 4

## DASHBOARD CHECK IN / OUT ...

### CHECK IN/OUT

- You can use this button to get to the check-in window
  1. Scan the QR code in the reception area **or...**
  2. Check in directly if your phone's GPS detects the location (requires GPS activation by the company and on your phone)



BYGUEST