

How to:

# Create a QR poster for your venue

Use our step-by-step guide to get set up on Check In Scotland, in no time at all. Then all your customers have to do is scan your QR code to check-in when they visit.

\* If you don't have access to a printer, you can display the QR code on a screen, such as a TV or a tablet, and visitors can scan it with their own device.

- 1 Go to [mygov.scot/checkin](https://mygov.scot/checkin) and click **Register your venue**.
- 2 Enter your contact details, including your phone number and email address, and click **Verify email**.
- 3 You'll then be sent a verification code to the email address provided.
- 4 Enter this code into the website form and click **Verify email**.
- 5 Enter your venue name, select the **Additional protective measures** option, then click **Next**.
- 6 Enter your venue's postcode and click **Find address**. Select the correct address and click **Next**.
- 7 Make sure your venue and contact details are correct and click **Confirm**. Confirmation that your venue has been registered will be displayed on-screen and you can then download your unique location QR poster. Your QR poster will also be sent to the email address provided.
- 8 Click **Download poster** and the QR poster will be displayed on-screen. Save this to your computer or tablet and print a copy\*. You'll need to print enough copies for display at every entrance to your venue. If you have more than one venue, you'll need a different QR poster for each location. Select **Register another venue** to repeat the registration process.
- 9 Display your poster(s) in a prominent and safe position near venue entrances, making sure it cannot be easily removed. Visitors will then be able to scan the QR poster to check-in.