

The Check In Scotland Toolkit

Your online guide for registering and using the Check In Scotland service.



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Check In Scotland

The hospitality industry has been hit incredibly hard by coronavirus, and we know this has been difficult.

To help reduce the risk of transmission and support our Test and Protect contact tracing service, the Scottish Government has made it mandatory for hospitality venues to collect and manage customer contact details. So we've created a voluntary service to make this simple and secure for businesses and customers.

Introducing Check In Scotland.



Your Check In Scotland tools



Customer poster
To let visitors know
about Check In
Scotland.

[Download here](#)



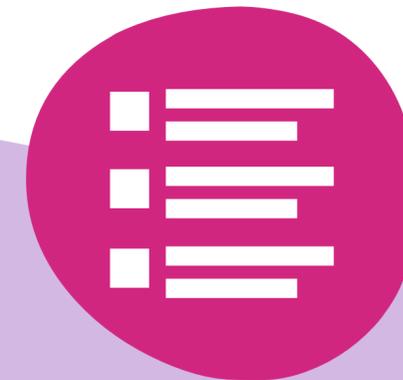
Staff poster
To help your
colleagues
understand
the service.

[Download here](#)



QR poster
For customers
to scan and
check-in.

[Register and
download here](#)



Instructions
For all your
Check In Scotland
support and tools.



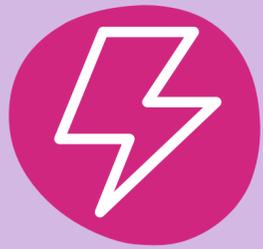
Simple

From your registration to your customer's experience, Check In Scotland is easy-to-use and comes with this toolkit full of support.



Secure

Check In Scotland helps you meet your legal obligations, with customer data automatically deleted after 22 days (unless requested by contact tracers).



Fast

Registration for Check In Scotland is quick, simple, and easy for your customers to use too.



Free of charge

There's no cost for using the Check In Scotland service, for you or your customers.



Quicker, higher quality data

Check In Scotland increases the quality of data collected and reduces the time taken to access it by Test and Protect. The two systems work together seamlessly.



Protect your business and your customers

The service makes it easier to notify users of a coronavirus case. The faster people can be contacted, the more effectively outbreaks can be contained.



Stop the spread

Containing outbreaks with quicker, better data means we help stop the spread nationally and globally too.

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 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.

Instructions for customers



How to: Check-in to a venue

Customer instructions for checking-in to a venue without the app.

- 1 When you visit a venue, look to see if there's a Test and Protect Check In Scotland QR poster on display. If there is, **scan the QR code** via your phone's camera or a QR scanning app.
- 2 Select the link displayed for the Test and Protect Check In Scotland service. Your phone's web browser will be launched and you'll be directed to the venue check-in screen.
- 3 Enter your name and phone number, or an alternative contact method, and select **Check-in**.
- 4 Confirmation that you've successfully checked-in to the venue will be displayed on screen. The check-in time and date of your visit will be saved. It will not be sent or shared with anyone else.
- 5 When leaving the venue select **Check-out**, confirmation that you have successfully checked-out of the venue will be displayed on screen. The check-out time and date of your visit will be saved. It will not be sent or shared with anyone else.
- 6 If you forget to check-out of a venue you will be automatically logged out at 23:59 or when you check-in at another venue on the same date.
- 7 You may be contacted by NHS contact tracers to notify that you have recently visited a venue where you may have come into contact with coronavirus (COVID-19).
- 8 To find out more about the NHS Test and Protect service, please visit nhsinform.scot/testandprotect



Stopping the spread starts with all of us.
Register now.

mygov.scot/checkin