

How to check in with a QR code

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QR check-in is the fastest way to record that a volunteer or participant has arrived. Hours and attendance update from the scan.

Before the event

- Open the event.
- Turn on QR check-in if it is not already on.
- Download or display the event QR code at the door, or put it on volunteer badges.

At the door

- Open HelpOne on a phone or tablet (or use the scanner on the event check-in screen).
- Scan the person's QR code, or have them scan the event code.
- Confirm they show as checked in.

Volunteer hours can start from check-in and stop at check-out, which then feeds reporting (including Form 990 volunteer hour totals).

Tip: Test one scan the day before the event so the door is not the first time you try it.