



Attendee User Guide

Alex is an Attendee of a
classroom session or event

- 1** Alex downloads the CATQR mobile app
- 2** Alex creates an account on his CATQR mobile app
- 3** Alex signs in to his CATQR mobile app
- 4** Alex scans the Organiser's CAT class QR Code
- 5** Alex views his CATQR attendance records

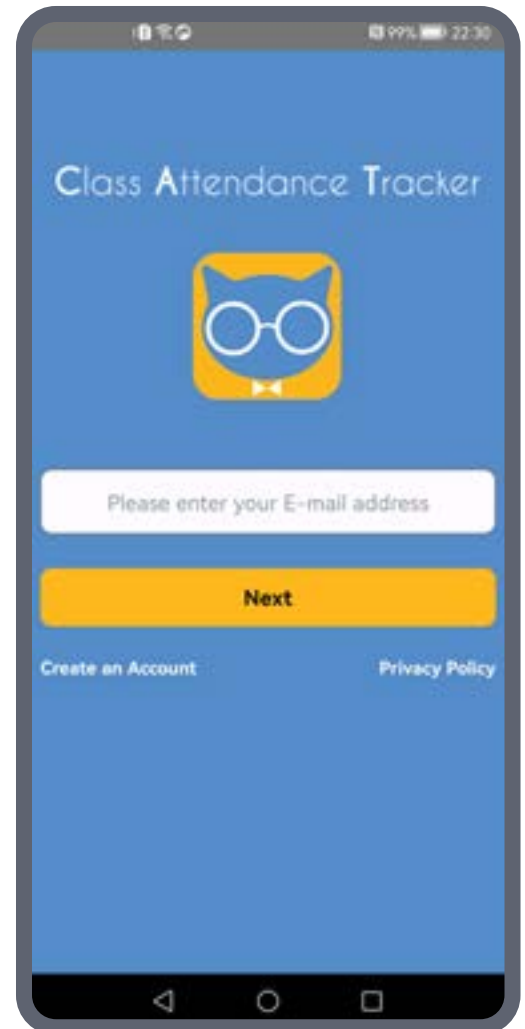
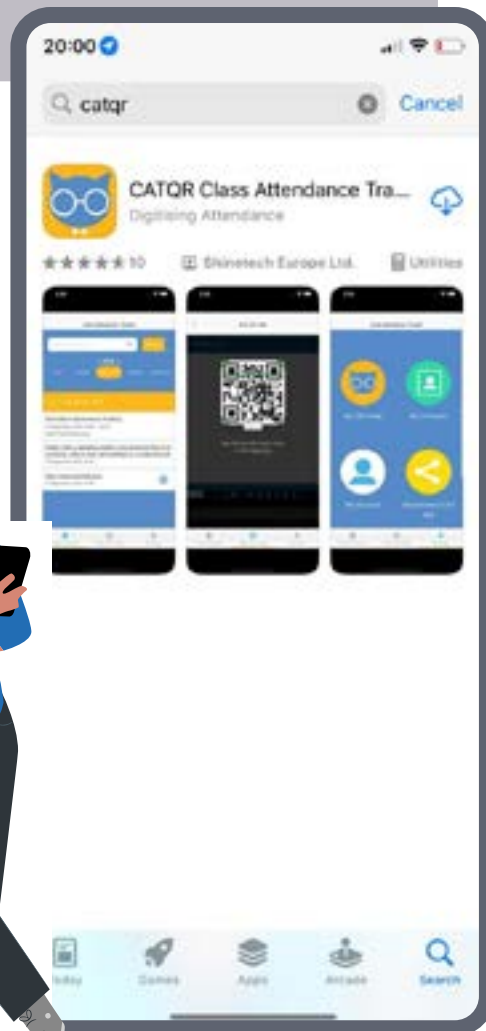


1 Alex downloads the **CATQR mobile app**



a

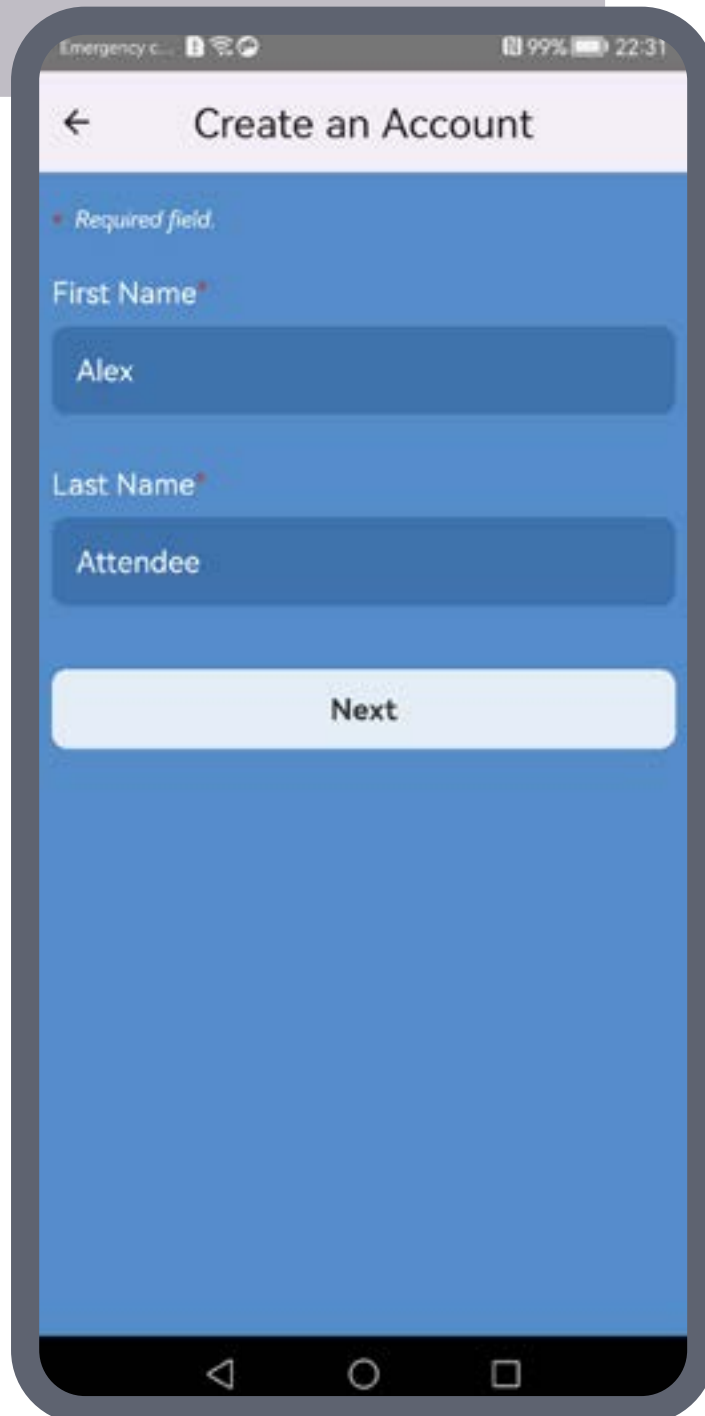
Alex searches for **catqr** in the App Store, downloads and opens his CATQR mobile app



2 Alex **creates** an account on his **CATQR** mobile app

a

Alex presses **“Create an Account”**, then enters his **First Name** and **Last Name**



Emergency c... 99% 22:31

← Create an Account

• Required field.

First Name*

Alex

Last Name*

Attendee

Next



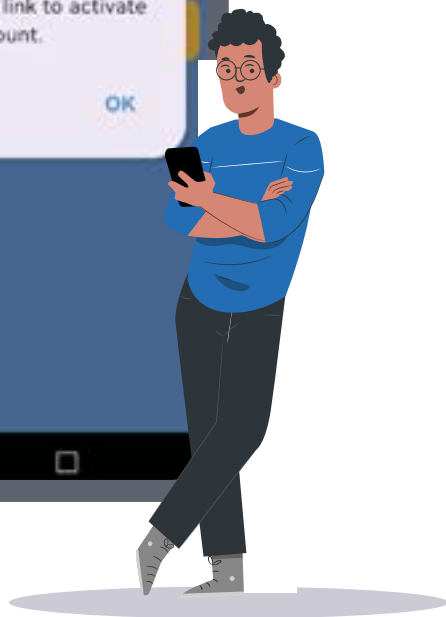
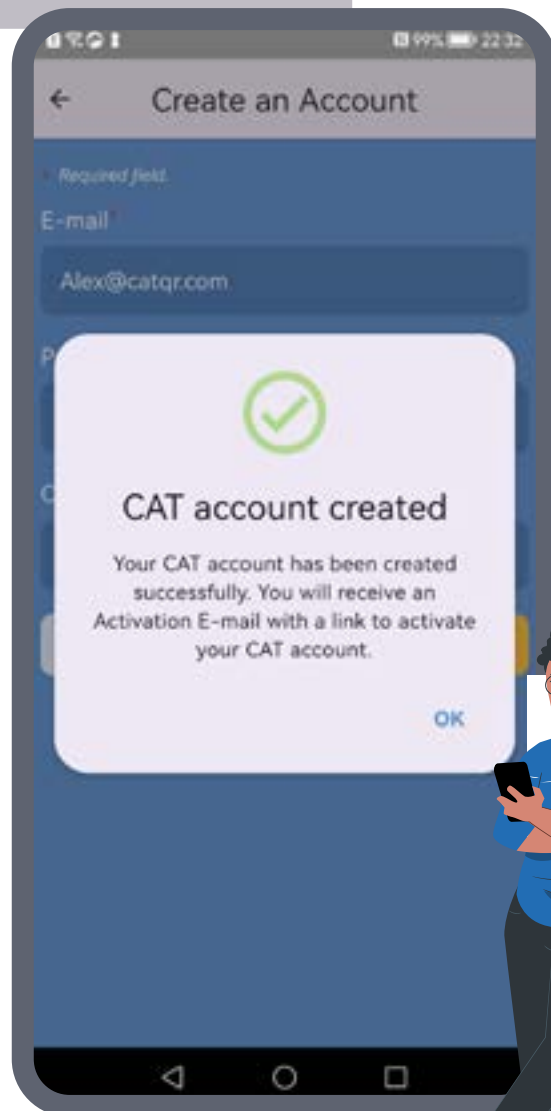
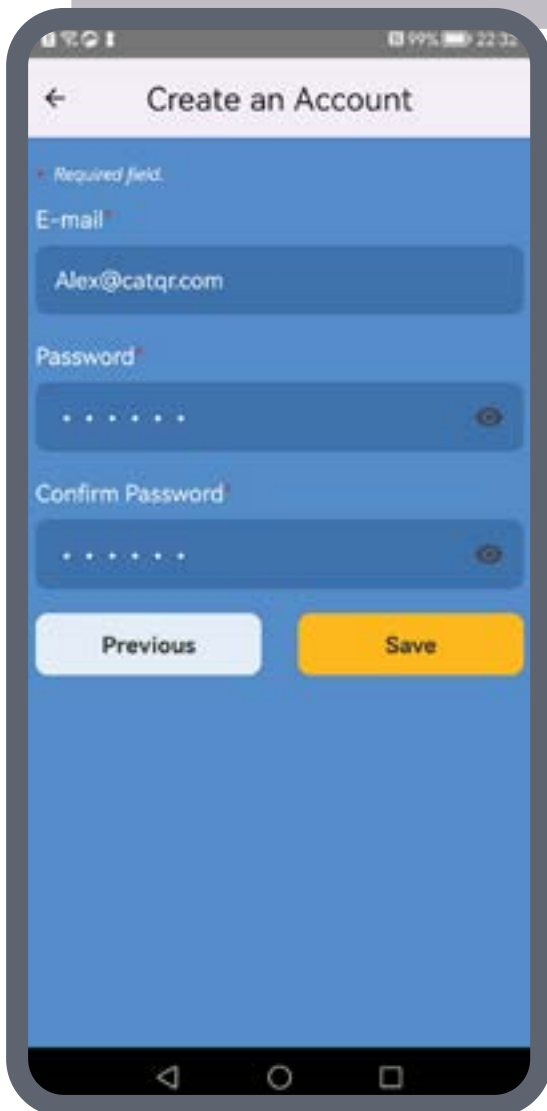
2 Alex **creates** an account on his **CATQR** mobile app



b

Alex presses the **“Next”** button, then enters his **E-mail address** and creates/ confirms his **Password**

Alex presses the **“Save”** button and the CATQR mobile app displays a message to confirm that Alex’s account has been created successfully

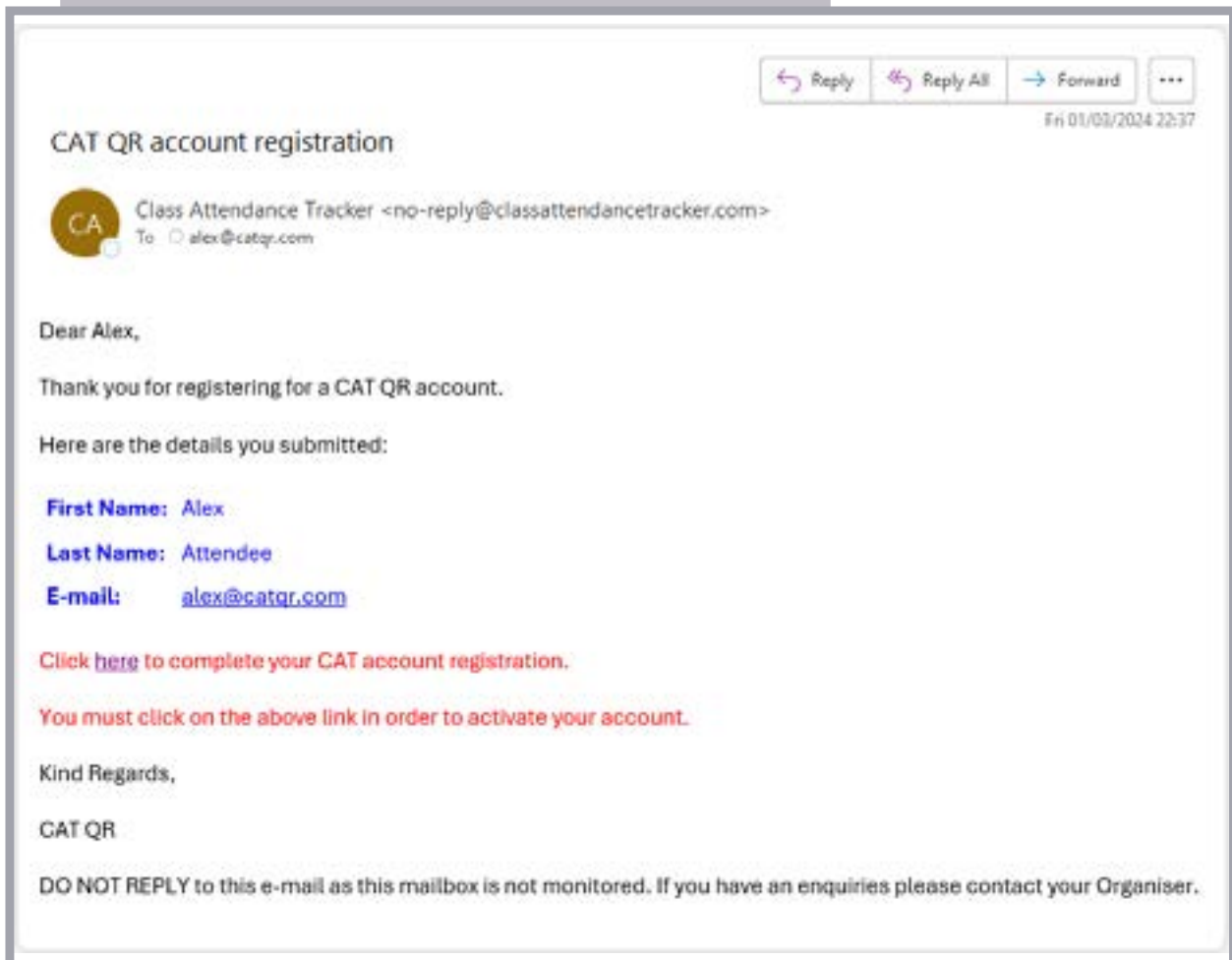


2 Alex **creates** an account on his **CATQR** mobile app



C

Alex receives instant email and **clicks the link** to complete his account registration



2 Alex **creates** an account on his **CATQR** mobile app



d

Your class **CAT QR** Organiser is responsible for supporting you

The CATQR system immediately sends your CATQR account registration email when you create an account on your CATQR mobile app. However, if you do not receive your CATQR account registration email, then you cannot confirm your email address and your CATQR mobile app won't let you sign in; This is because we can't verify your correct email address.

You may not receive your CATQR account registration for several reasons; Your email system provider (employer, university, gmail, outlook, yahoo etc.) is not delivering your CATQR account registration email in a timely manner due to problems with their email system; The CATQR account registration email could be in your junk / spam; or perhaps you entered an incorrect email address when you registered on their CATQR mobile app.

In any event, please do NOT contact CATQR as we are a small company and don't have the resources or get paid to support you (we have tens of thousands of users around the world). **It is the sole responsibility of your CAT QR Organiser to support you under the Terms of our contract – therefore please contact the person or CAT QR Organiser who asked you to use the CATQR mobile app, this could be your lecturer/professor or class facilitator.**

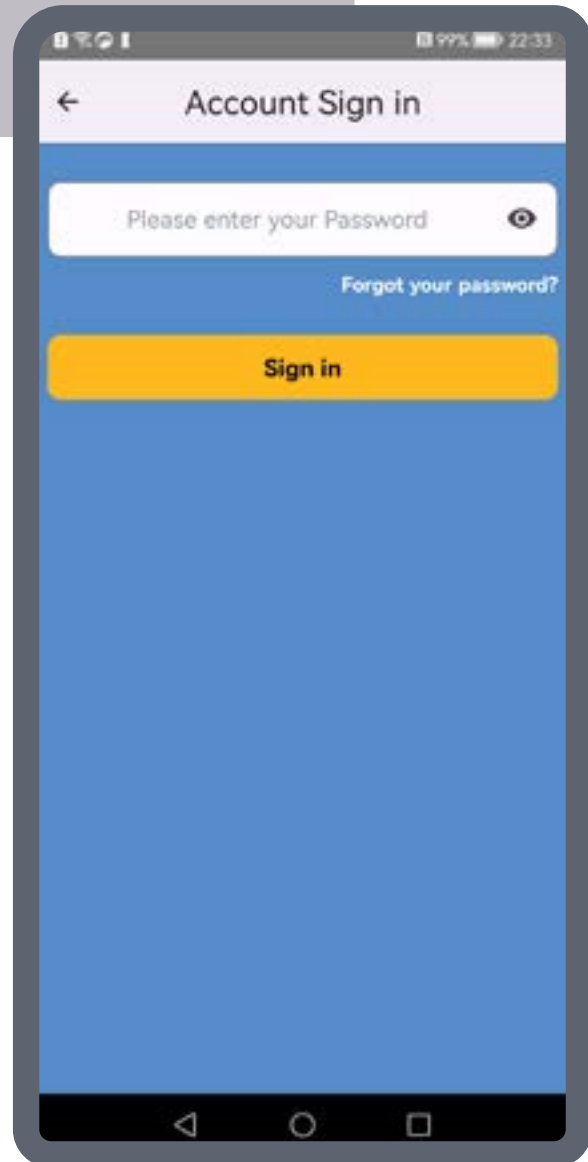
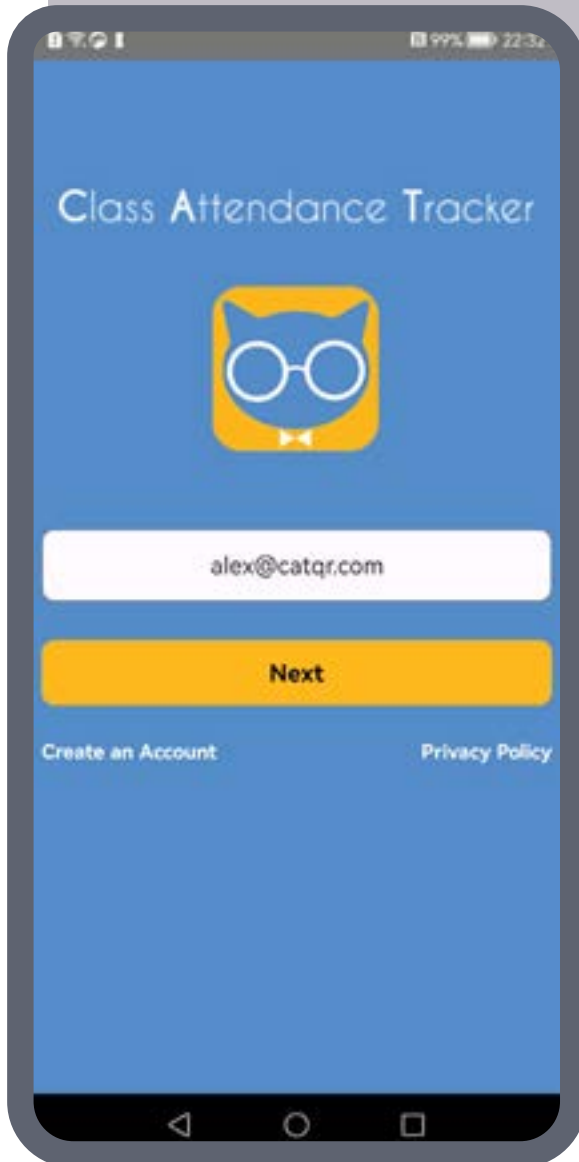
Your CAT QR Organiser can activate your CATQR account for you by logging into their CAT QR Organiser account, going to the Attendee List screen > [Activate Attendee] button, then entering and submitting your CATQR account email address.

Your CAT QR Organiser can also add you manually to the class by logging into their CAT QR Organiser account, going to the Class List screen choosing the appropriate class and clicking the [Add Attendee] button, then entering and submitting your CATQR account email address. So don't worry, your attendance can be recorded by your CAT QR Organiser.

3 Alex **signs** in to his **CATQR** mobile app

a

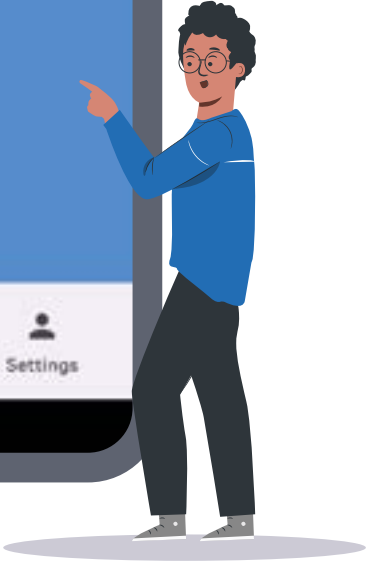
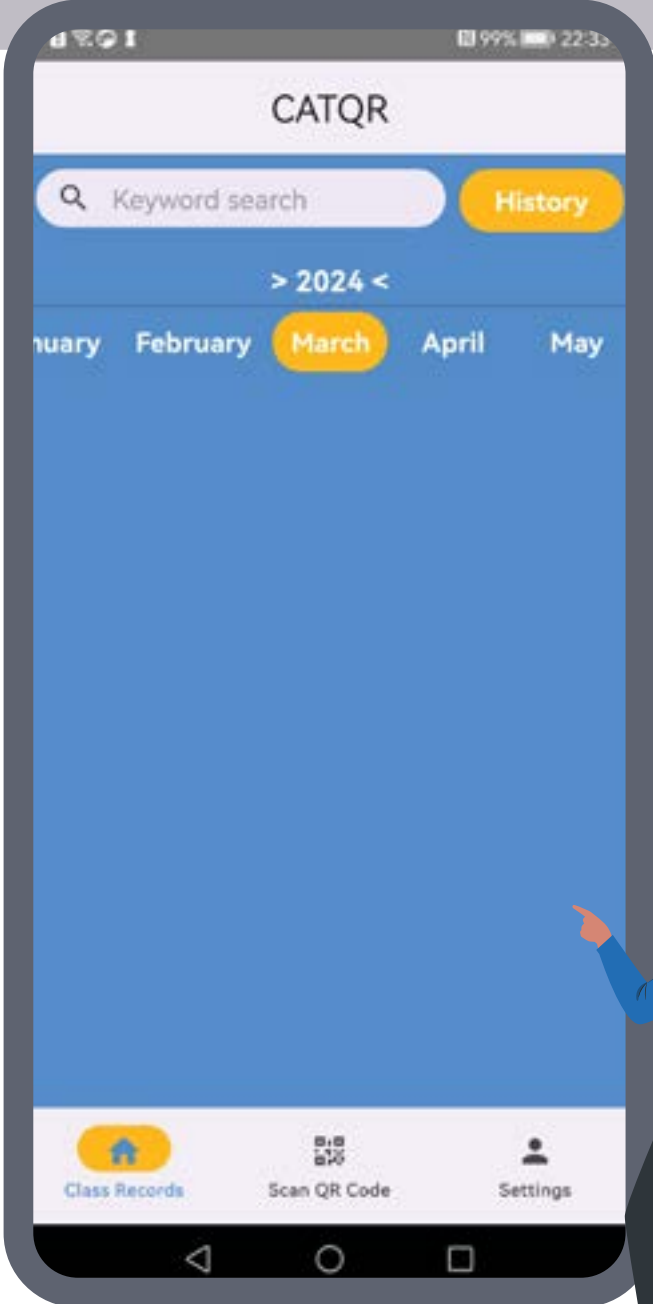
Alex can now sign into his CATQR mobile app with his **E-mail address** and **Password**



3 Alex **signs** in to his **CATQR** mobile app

b

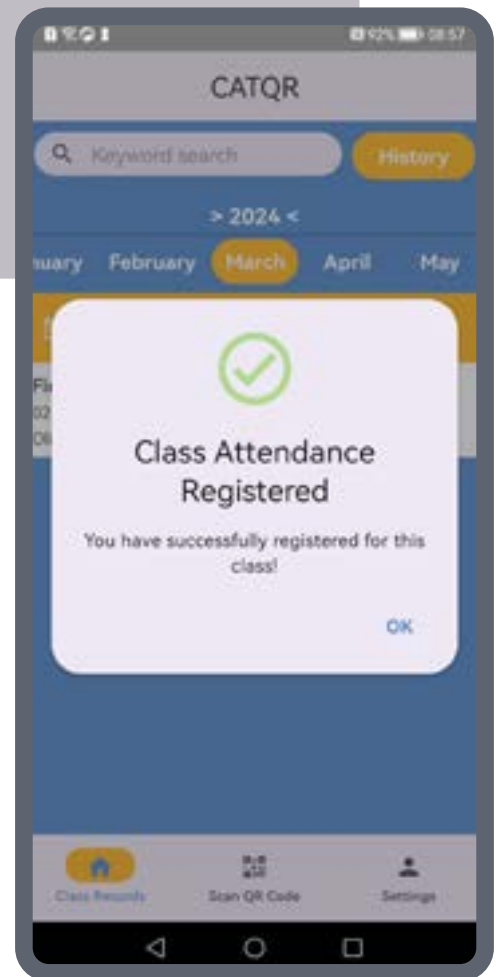
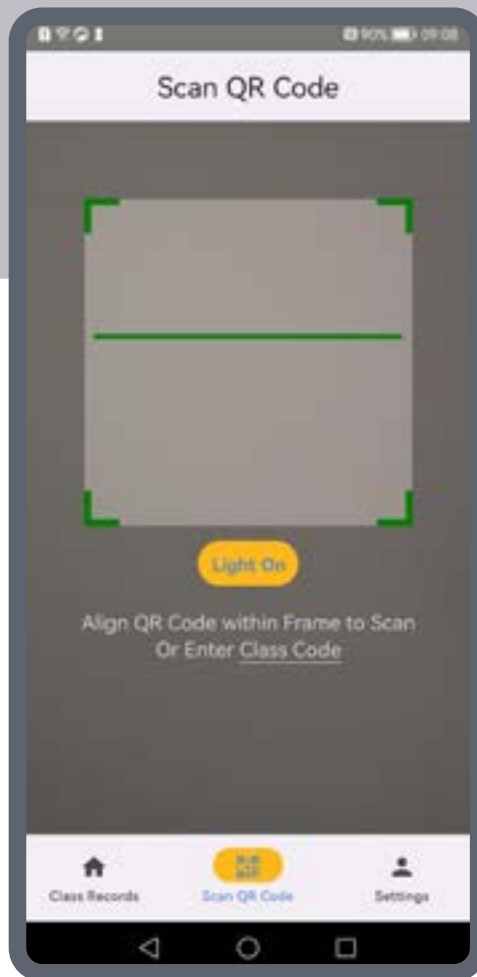
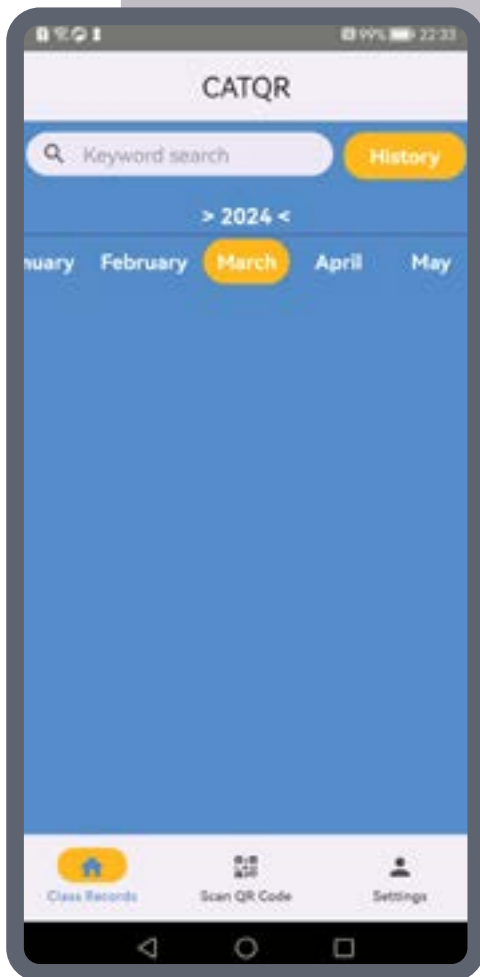
That was a **once-off process**.
The CATQR mobile app will remain signed in, so Alex is now **ready to scan class QR codes**



4 Alex **scans** the Organiser's **CAT class QR code**

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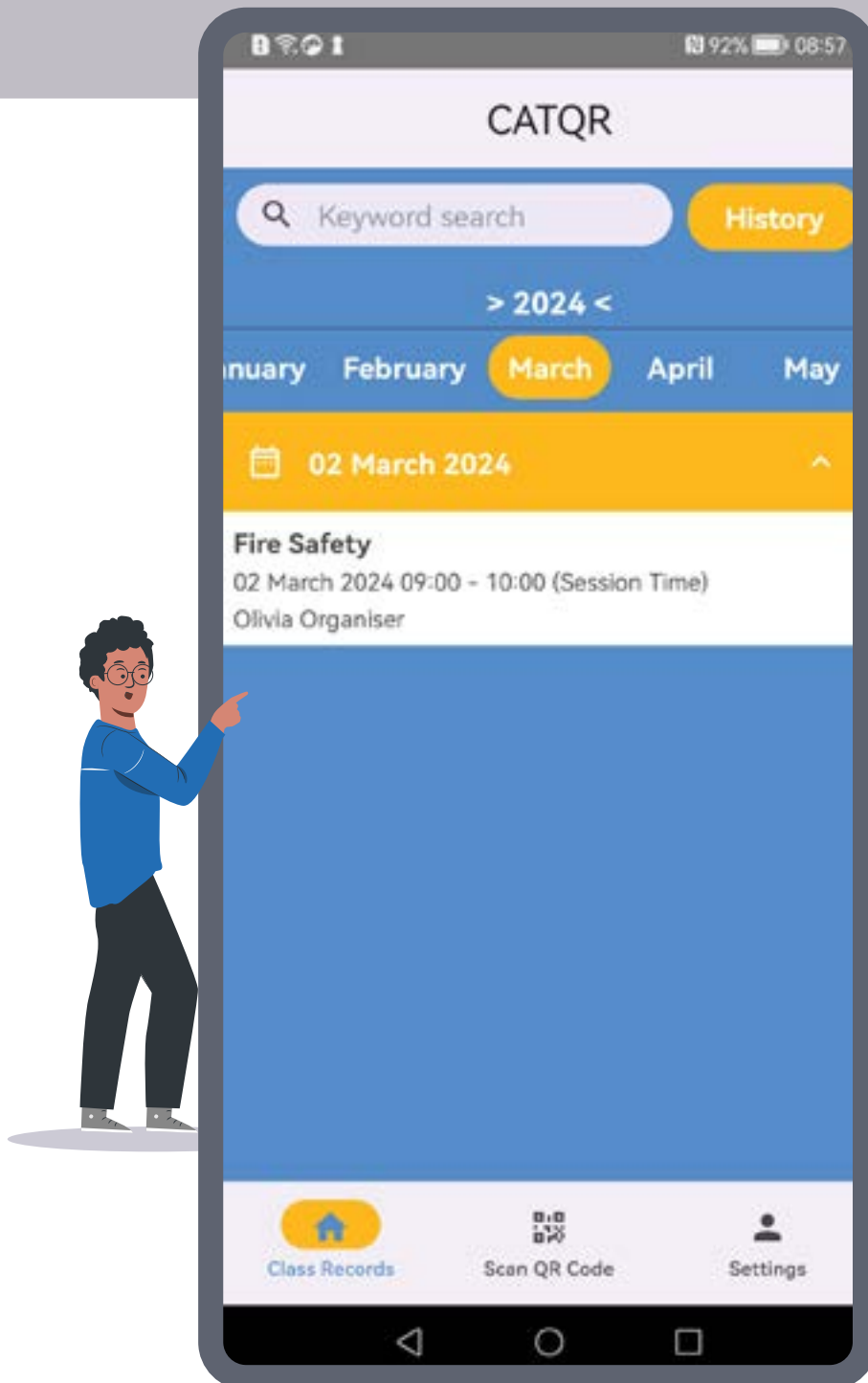
Alex clicks on "**Scan QR Code**" function, points the app camera at the Organiser's CAT class QR code and his attendance is recorded instantly!



4 Alex **scans** the Organiser's **CAT class QR code**

b

Alex and the CAT QR Organiser can see the **attendance record** in real-time



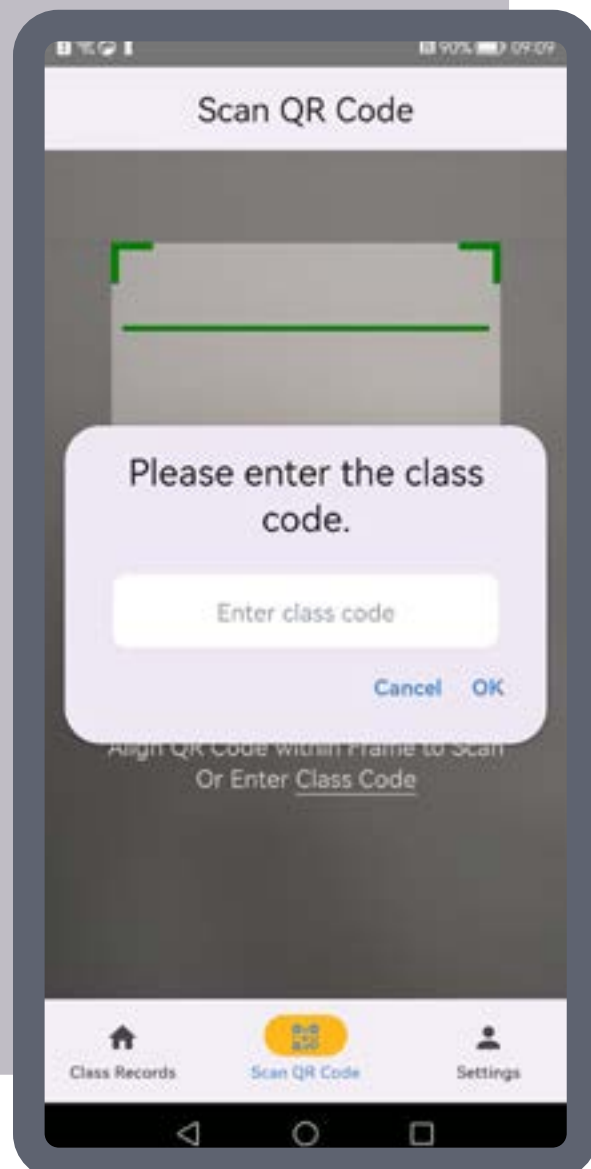
4 Alex **scans** the Organiser's **CAT class QR code**

C

Entering the class code as an alternative to scanning

If you have difficulty scanning the class CAT QR Code – this could be due to glare on the screen or the QR code is too far away for your mobile camera to see it properly.

If after trying a few times to move the CATQR mobile app camera window around the QR code it still doesn't register the attendance, then you can simply enter the 6 digit class code (provided by your class CAT QR Organiser) to register your attendance.



4 Alex **scans** the Organiser's **CAT class QR code**

d

Important Note regarding the CATQR mobile app camera

When you use the “**Scan QR Code**” feature for the first time, you may get a popup window asking if you allow your CATQR mobile app to use the mobile camera.

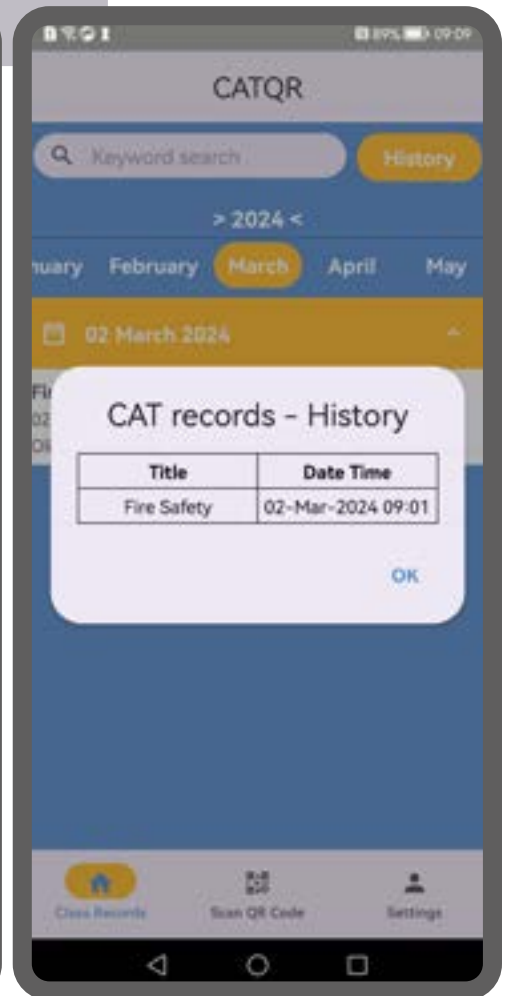
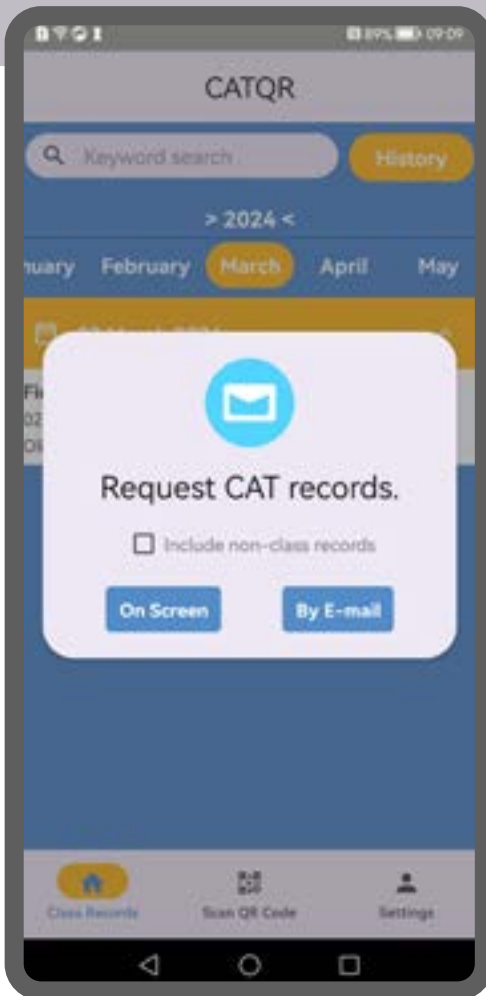
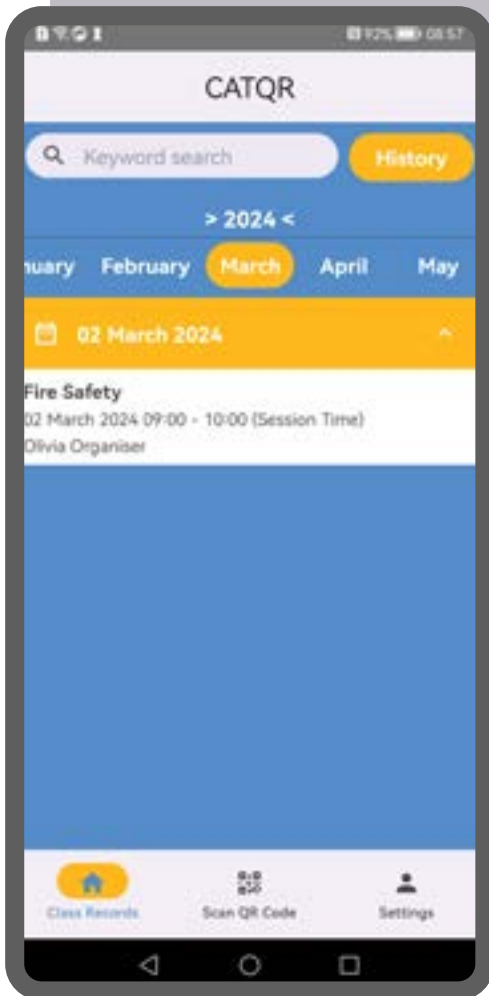
You must choose Yes, if you choose No then the CATQR mobile app cannot see the class CAT QR Code. If you chose No then you must enable the CATQR mobile app to use your mobile camera by going to the Settings on your mobile, choose the CAT app and enable the Camera.

5 Alex views his **CATQR** attendance records



a

If you want to see all your CATQR records, press the **History** button in the **Class Records** screen, then press **On Screen**.

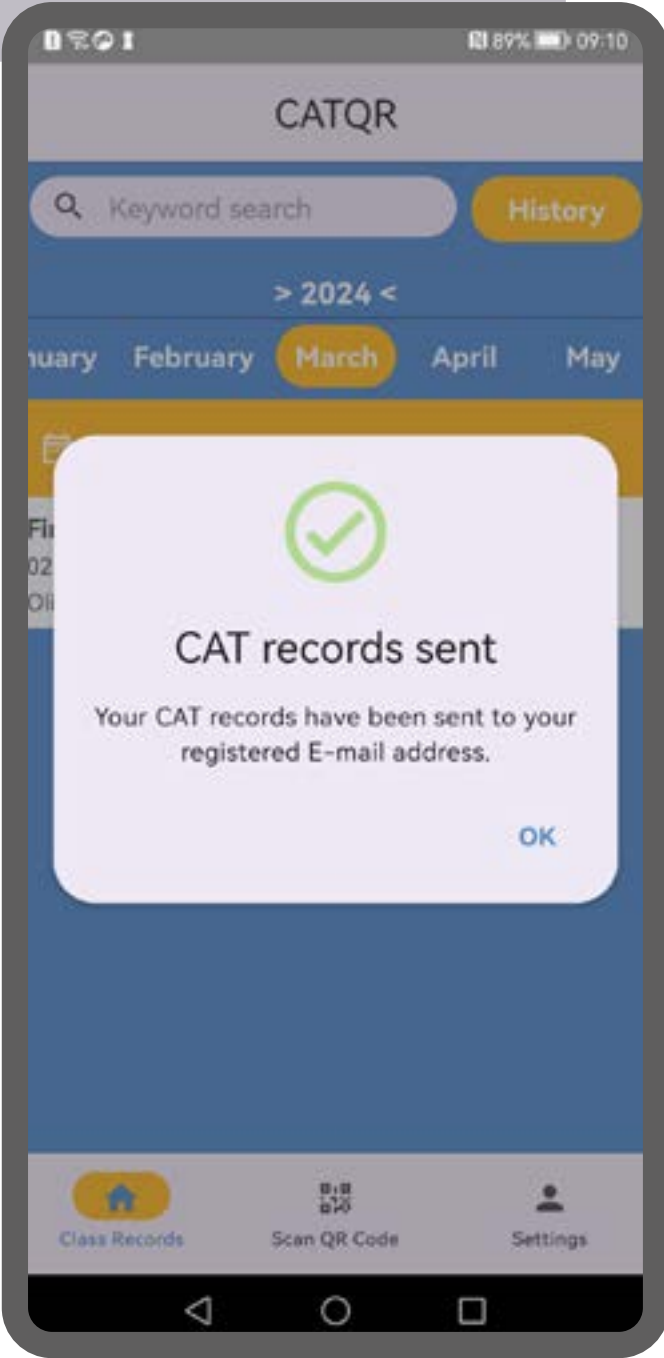
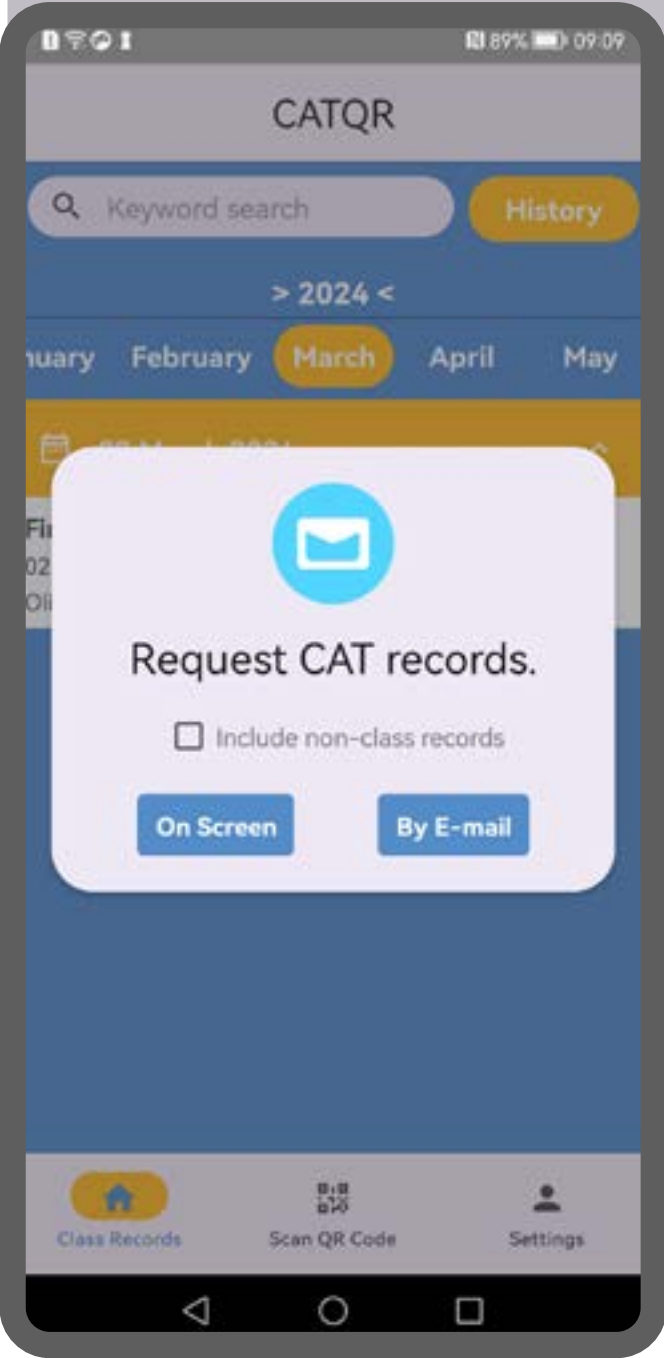




5 Alex views his **CATQR attendance records**

b

If you want to get an email of all your CATQR records, press the **History** button in the **Class Records** screen, then press By **E-mail**.





5 Alex views his **CATQR** attendance records



Reply Reply All Forward ...

Sat 02/03/2024 09:14

CAT records



Class Attendance Tracker <no-reply@ClassAttendanceTracker.com>
To alex@catqr.com

Dear Alex,

Here are the CAT records for Alex Attendee which have been recorded against the E-mail address: alex@catqr.com

Title	Organisation	Date
Fire Safety	Olivia Organiser	02-Mar-2024 09:01

Kind Regards,

CAT QR

DO NOT REPLY to this e-mail as this mailbox is not monitored. If you have an enquiries please contact your Organiser.

