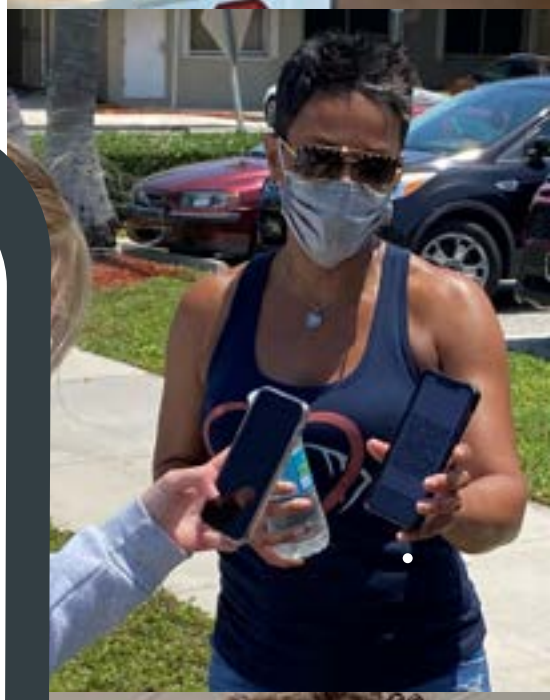
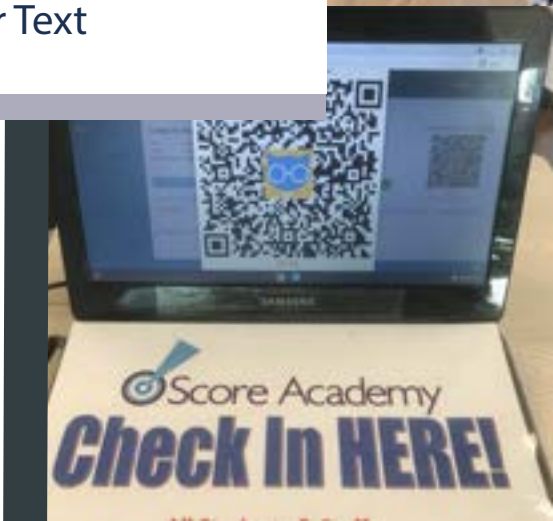


Organiser User Guide

Olivia is an Organiser of a classroom session or event

1. Olivia registers for a CAT QR Organiser account
2. Olivia creates a class CAT QR Code
3. Olivia shares the class CAT QR Code with her students
4. Olivia monitors student attendance in real-time
5. Olivia can see Attendees Optional User Text

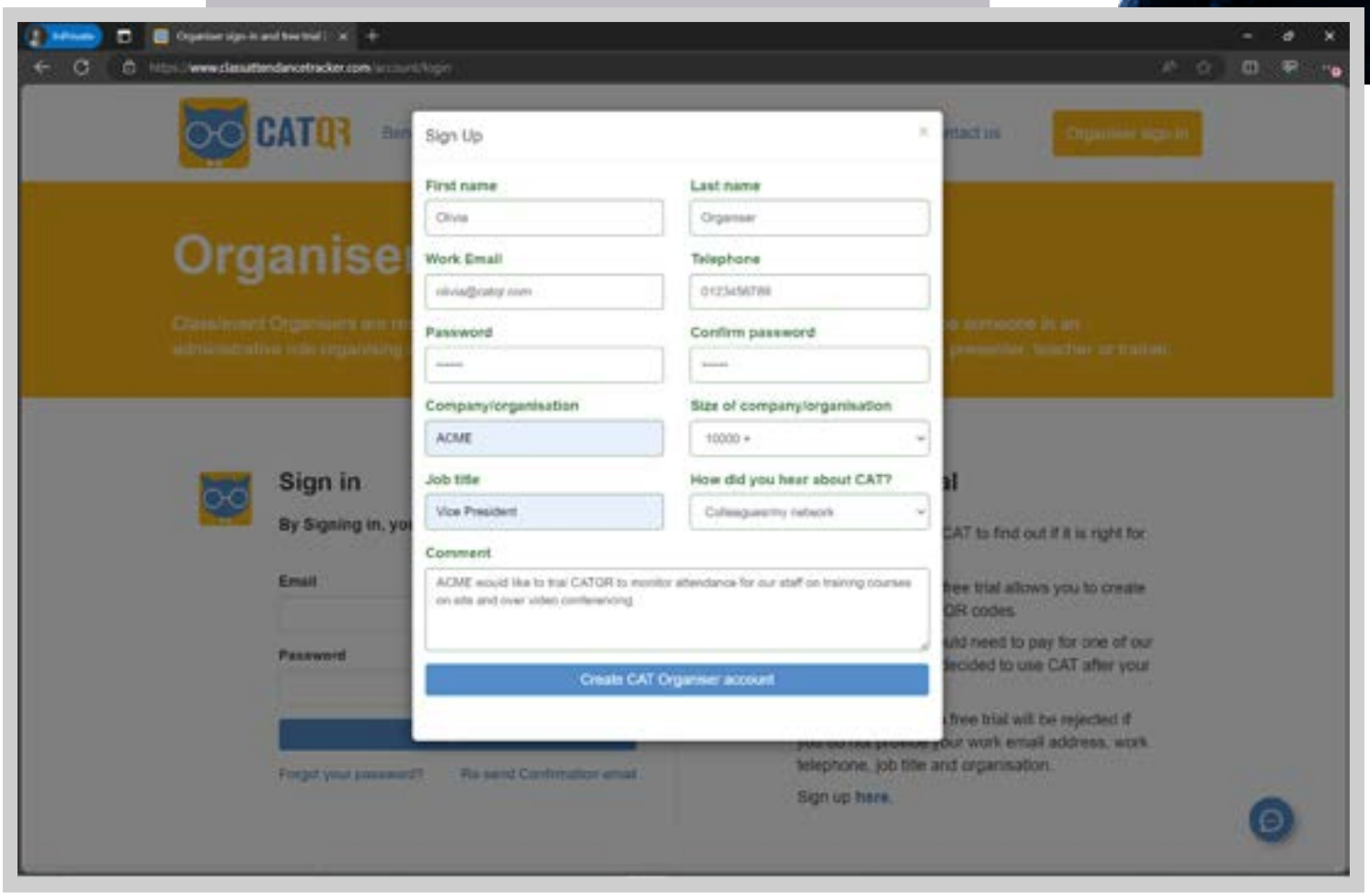


1 Olivia **registers** for a CAT QR **Organiser account**

HOME

a

Oliva signs up for **free trial** on the **CATQR Organiser sign-in** page



1 Olivia **registers** for a CAT QR **Organiser account**

HOME

b

Olivia receives an instant email with the details she submitted and clicks on the activation link to confirm her email address

Reply | Reply All | Forward | ...

Fri 01/03/2024 20:19

Thank you for registering for a CAT Organiser account

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

Dear Olivia,

Thank you for registering for a CAT Organiser account.

Please confirm your email address by clicking here.

Here are the details you submitted.

First name:	Olivia
Last name:	Organiser
Work email:	olivia@catqr.com
Telephone:	0123456789
Company/organisation:	ACME
Size of company/organisation:	10000 +
Job title:	Vice President
How did you hear about CAT?	Colleagues/my network
Comment:	ACME would like to trial CATQR to monitor attendance for our staff on training courses on site and over video conferencing.

Your application for an Organiser free trial will be reviewed within 24 hours.

If you do not hear back from us then your application has been rejected. This may be because you did not provide enough information to support your application, such as your work email address, work telephone, job title and organisation.

If you are an Attendee, please speak with your Organiser, who is responsible for communicating and supporting you.

Kind Regards,

CAT QR

DO NOT REPLY to this e-mail as this mailbox is not monitored.

1 Olivia **registers** for a CAT QR **Organiser account**

HOME

C

CAT QR Team receives and approves Olivia's request for a CAT QR Organiser account; Olivia receives an instant email confirming that her account has been approved and she can now use her CAT QR Organiser account

Reply | Reply All | Forward | ...

Your CATQR Organiser Free Trial Approved

CA Class Attendance Tracker <no-reply@ClassAttendanceTracker.com>
To: olivia@catqr.com

Dear Olivia,

Congratulations! Your request to start a free trial as a class/event Organiser has been approved.

Feel free to sign in to the CAT administrator portal and start creating class QR codes.

Steps to track attendance after you have signed in:
1. The Organiser creates a class QR code in the CAT administrator portal.
2. The Organiser displays the class QR code for the Attendee to scan (can be in a face-to-face environment or a virtual session).
3. Attendee scans the class QR code with their CAT Attendee mobile app (they must download the app and create an account on the app in advance).
4. That's it! As an Organiser you can view the attendance records in real-time and the Attendee has the record on their mobile app immediately.

Useful guides:
Here is the Attendee guide.
Here is the Organiser guide.

Please note pages 14 & 15 on the Organiser guide.

Your free trial allows you to create a maximum of 10 classes.

If you would like to continue using CAT after your free trial, you can buy a monthly subscription.

Please contact us if you have any questions.

Kind regards

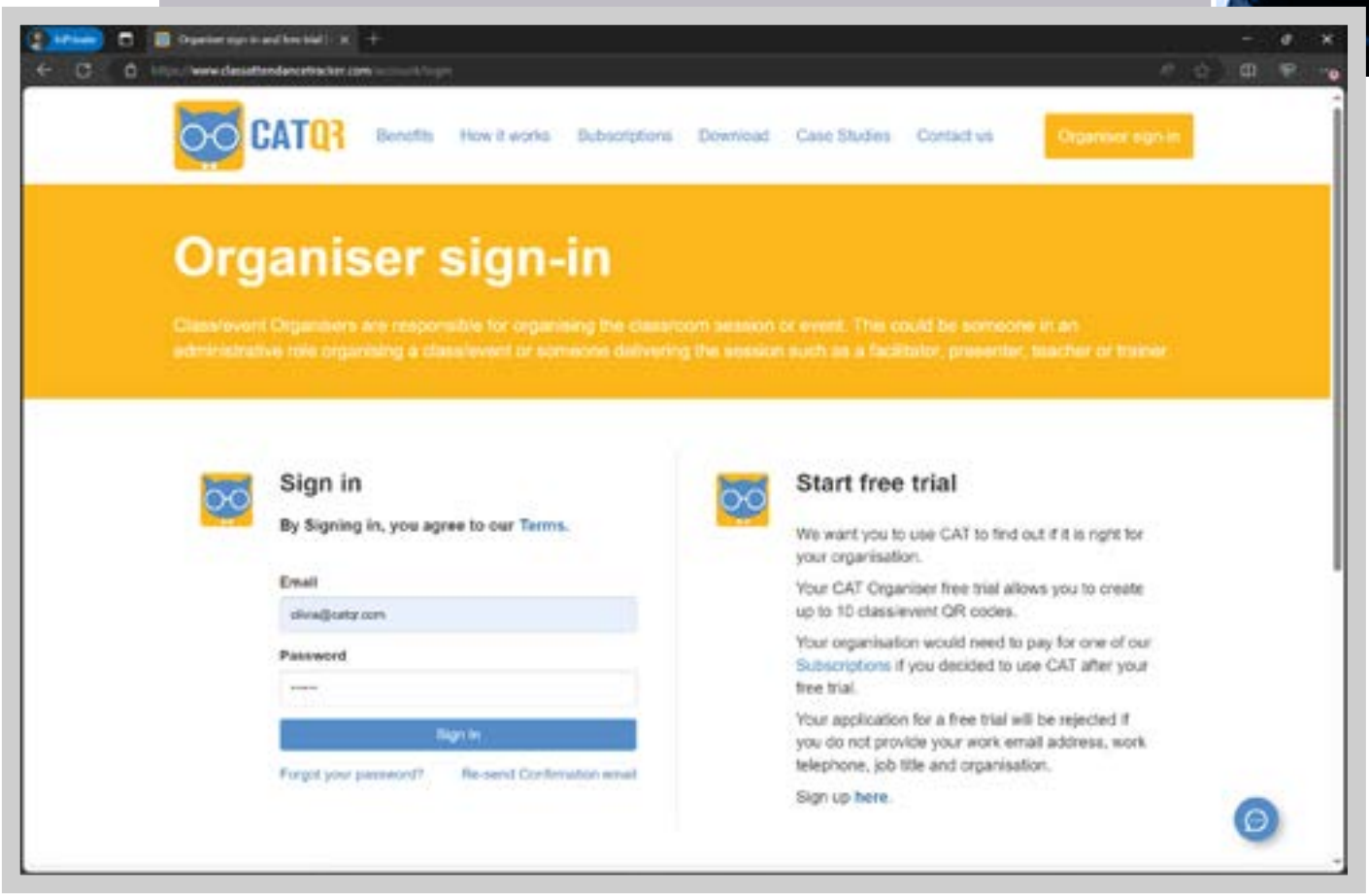
CAT QR

DO NOT REPLY to this e-mail as this mailbox is not monitored. If you have an enquiries please contact us through our website.

1 Olivia **registers** for a CAT QR **Organiser account**

d

Olivia signs in with her registered **Email address** and **Password** on the **Organiser sign-in** page on www.catqr.com



2 Olivia creates a **class CAT QR Code**

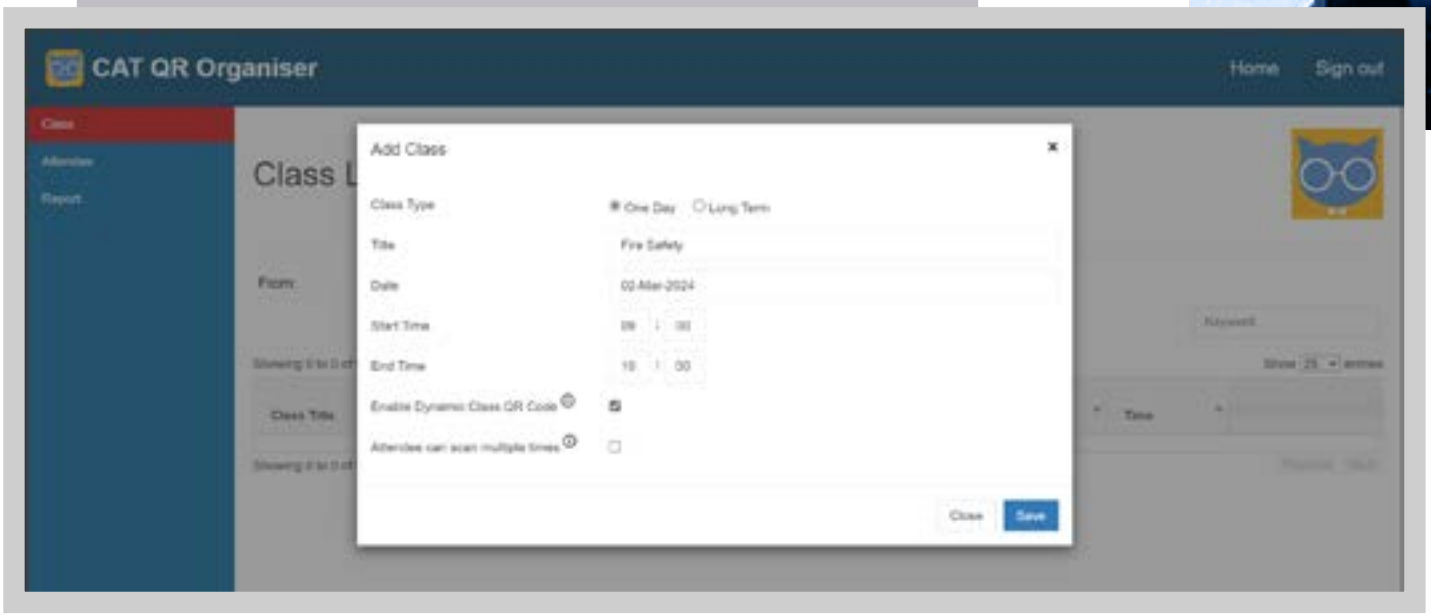
a

Olivia has **signed** into her CAT QR **Organiser account** and can see the **Class List screen**

2 Olivia creates a **class CAT QR Code**

b

Olivia clicks the "**Create Class**" button, then enters her **class Title**, **Date**, **Start Time** and **End Time**



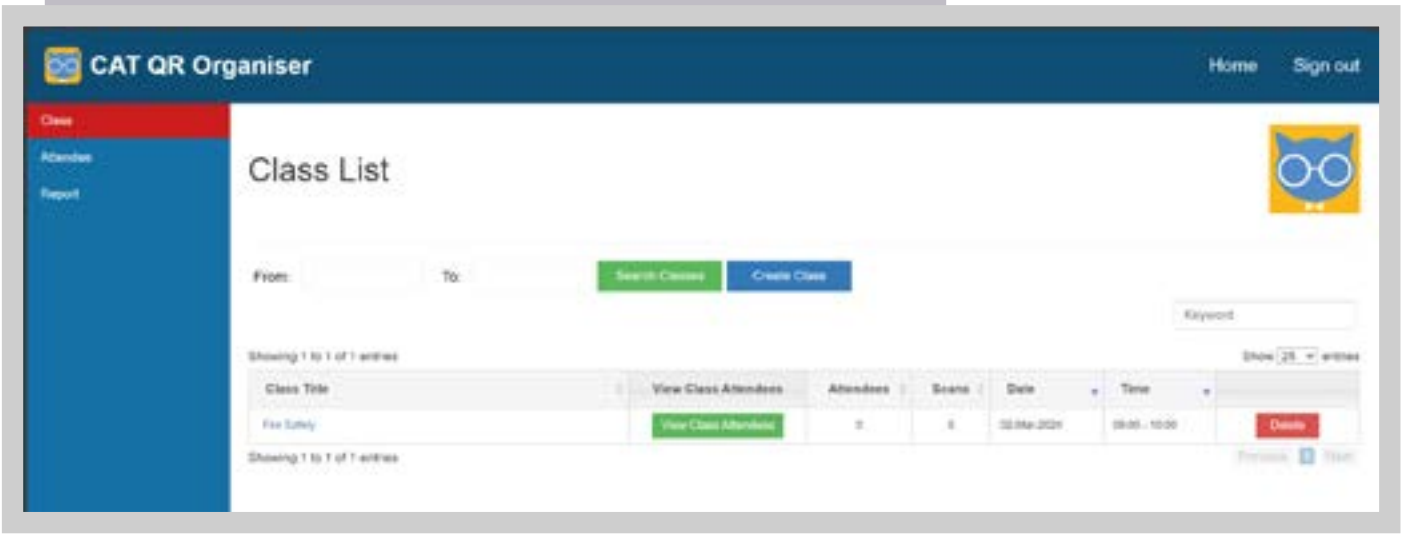
"**Enable Dynamic Class QR Code**" (checkbox ticked by default) the class CAT QR Code changes every few seconds to prevent cheating so that only a student in the class will be able to register their attendance.

"**Attendee can scan multiple times**" (checkbox not ticked by default) the student can scan into the class more than once. This is not required for most classes.

2 Olivia creates a **class CAT QR Code**

C

Olivia clicks the "**Save**" button and can see her 'Fire Safety' class in the **Class List**



2 Olivia creates a **class CAT QR Code**

C

Olivia clicks on the "**View Class Attendees**" button and is now ready to monitor student attendance in **real-time**

2 Olivia creates a **class CAT QR Code**

Important Note regarding the "Add Attendee" button on the Class Details screen

As a CAT QR Organiser, you can also add students manually to the class by going to the **Class List** screen choosing the appropriate class and clicking the [**Add Attendee**] button, then entering and submitting the student's email address.

The "**Add Attendee**" function may be necessary for you to use if the students have not yet managed to create an account on their CAT QR mobile app or signed into their CAT QR mobile app.

3 Olivia **shares** the **class CAT QR Code** with her students

HOME

a

Olivia receives an **instant email** confirming her **class details** with a link to her 'Fire Safety' class CAT QR Code

Reply | Reply All | Forward | ...

Sat 02/03/2024 08:58

New Class Fire Safety

CA Class Attendance Tracker <no-reply@classattendancetracker.com>

To olivia@catqr.com

Dear Class Owner,

Class details are as follows:

Title:	Fire Safety
Date:	02-March-2024
Time:	09:00 - 10:00
Class Code:	55B81C

Click HERE to generate QR Code for class Fire Safety.

Kind Regards

CAT QR

DO NOT REPLY to this e-mail as this mailbox is not monitored.

3 Olivia **shares** the **class CAT QR Code** with her students

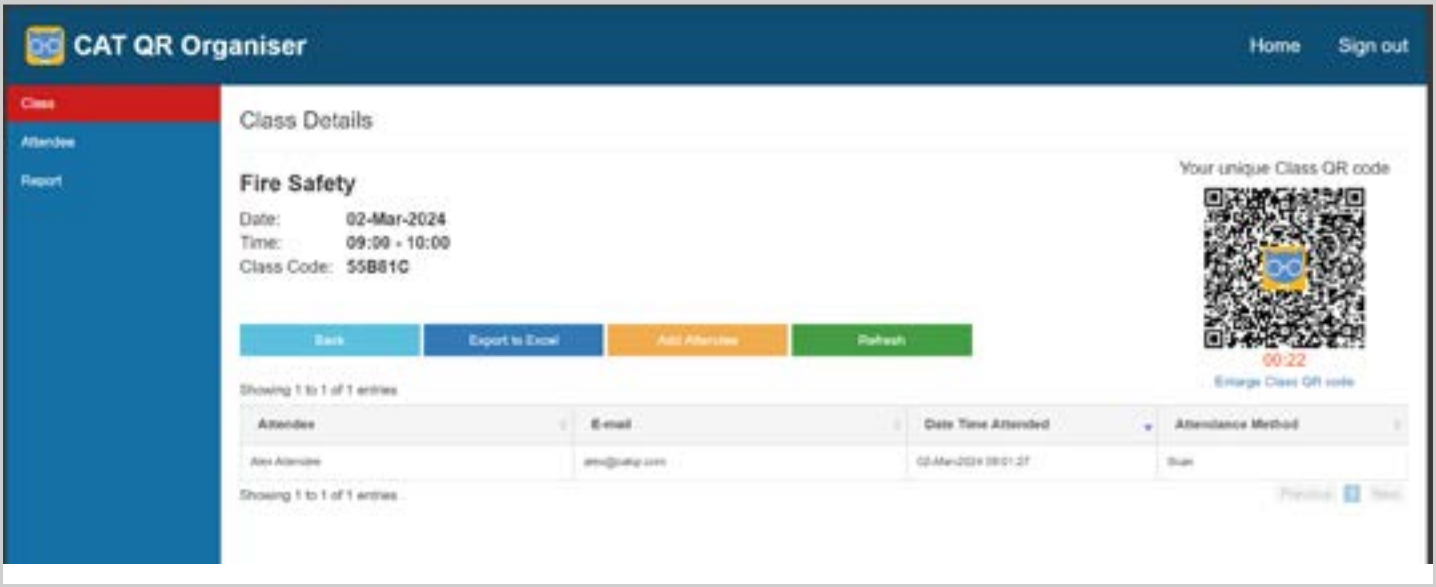
b

Olivia clicks on the **link to generate the 'Fire Safety' class** CAT QR Code on a new internet browser page so that her students can it using their CATQR mobile app

4 Olivia **monitors** student **attendance** in **real-time**

C

Olivia can see in **real-time the exact date and time** that her students scanned her 'Fire Safety' class CAT QR Code

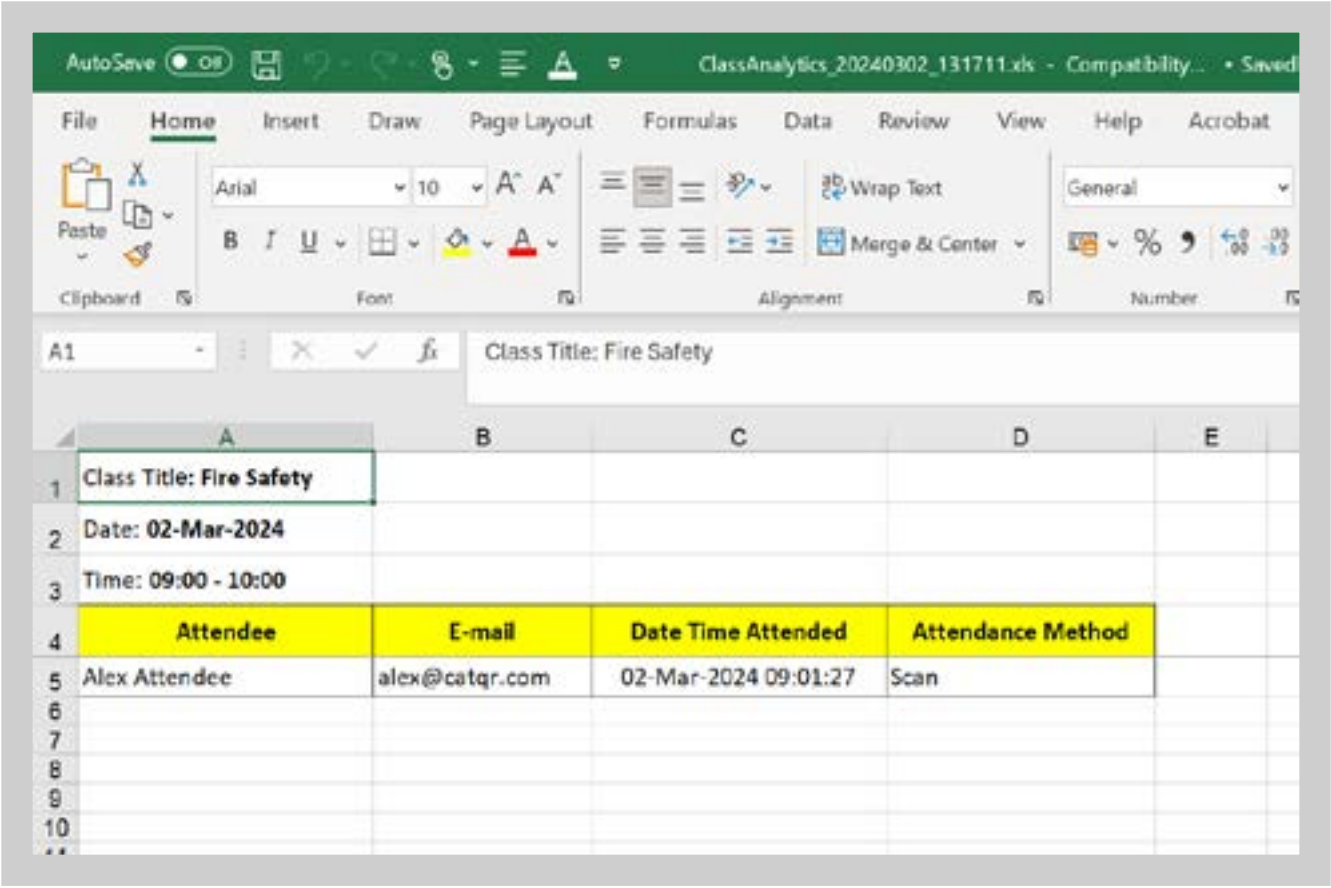


4 Olivia **monitors** student **attendance** in **real-time**

HOME

d

Olivia can click the "**Export to Excel**" button to export an Excel spreadsheet **showing all her students** that scanned her 'Fire Safety' class CAT QR Code

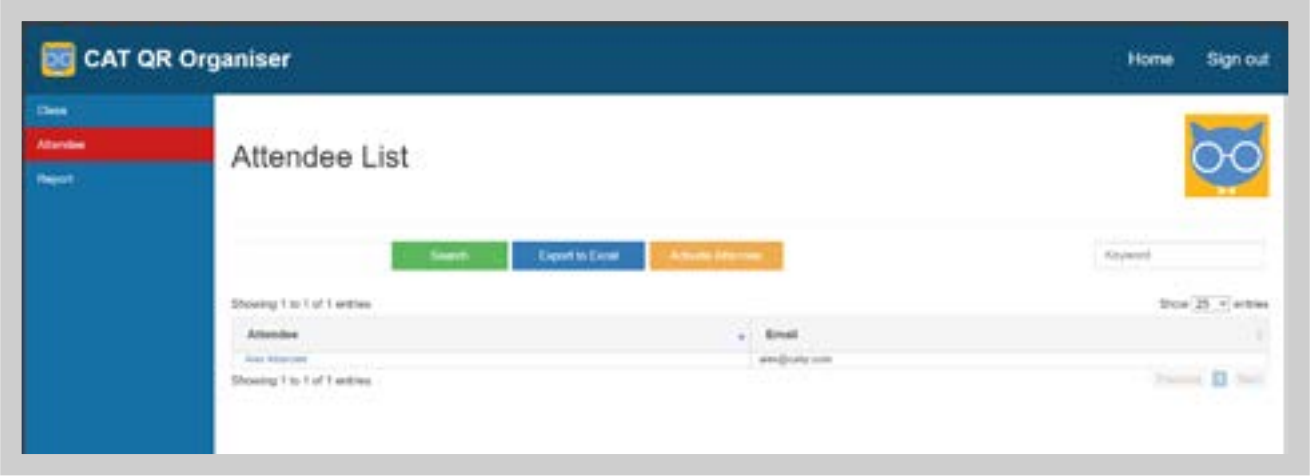


4 Olivia **monitors** student **attendance** in **real-time**

HOME

e

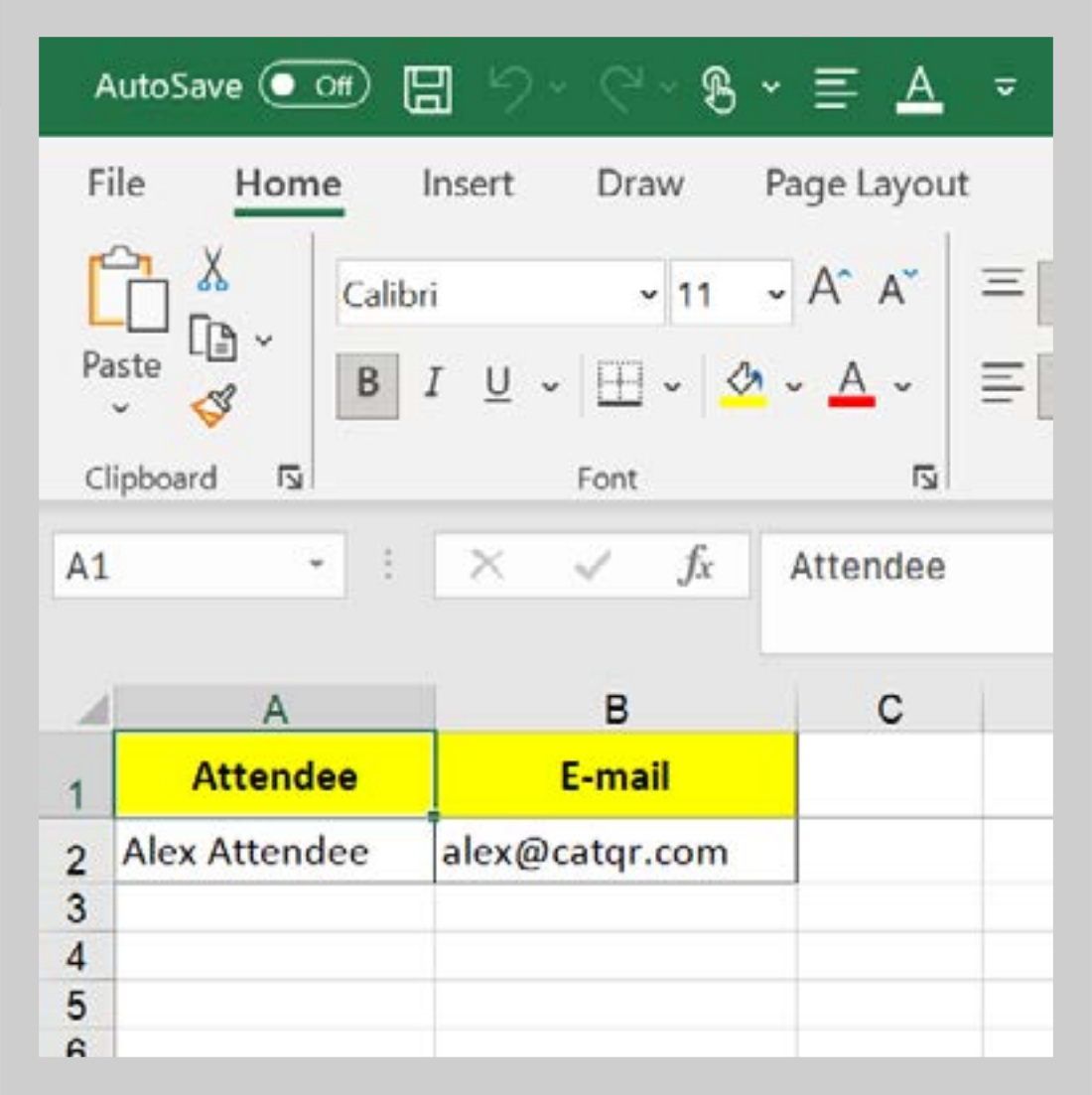
Olivia clicks on the "**Attendee**" screen to **see all her students** that have **scanned** any of her class CAT QR codes



4 Olivia **monitors** student **attendance** in **real-time**

f

Olivia can click the "**Export to Excel**" button to export an Excel spreadsheet showing all her students



4 Olivia **monitors** student **attendance** in **real-time**

HOME

g

Important Note regarding the "Activate Attendee" button on the Attendee List screen

The CATQR system **immediately** sends the student their CATQR account registration email when the student creates an account on their CATQR mobile app. However, if the student does not receive their CATQR account registration email, then the student cannot confirm their email address and the CATQR mobile app won't let them sign in; This is because we can't verify the student's correct email address.

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

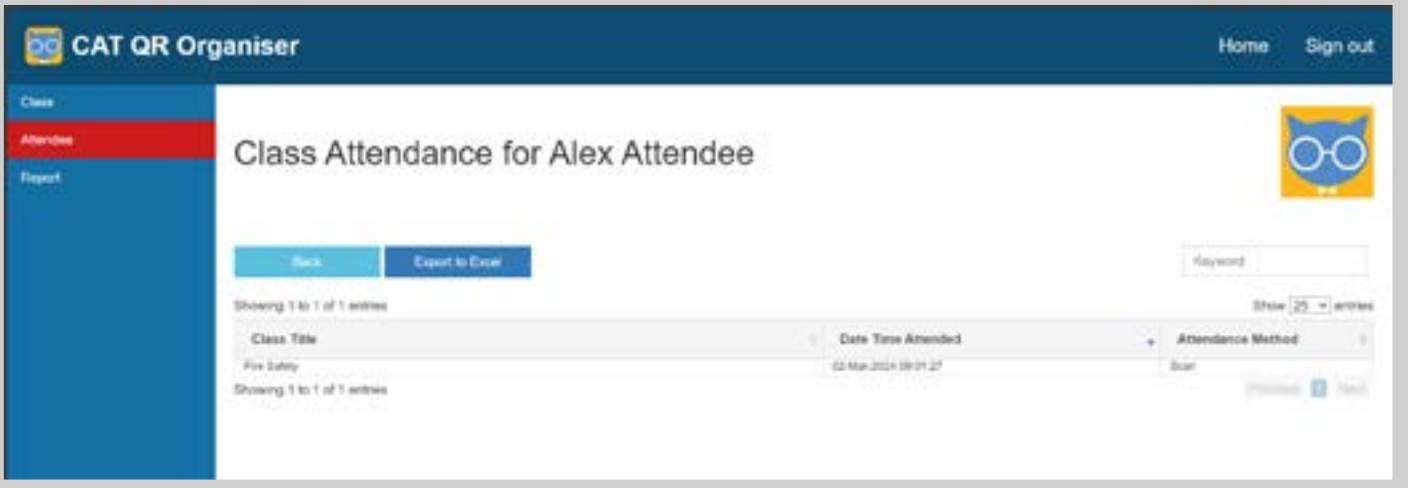
In any event, please ensure that your students do **NOT** contact CATQR as we are a small company and don't have the resources or get paid to support your students (we have tens of thousands of users around the world). It is your **sole responsibility as the CAT QR Organiser** to support your students. We will support you as the CAT QR Organiser as per the Terms of your paid subscription.

As a CAT QR Organiser you can activate your student's CAT QR account by going to the Attendee List screen > [**Activate Attendee**] button, then entering and submitting the student's email address.

4 Olivia **monitors** student **attendance** in **real-time**

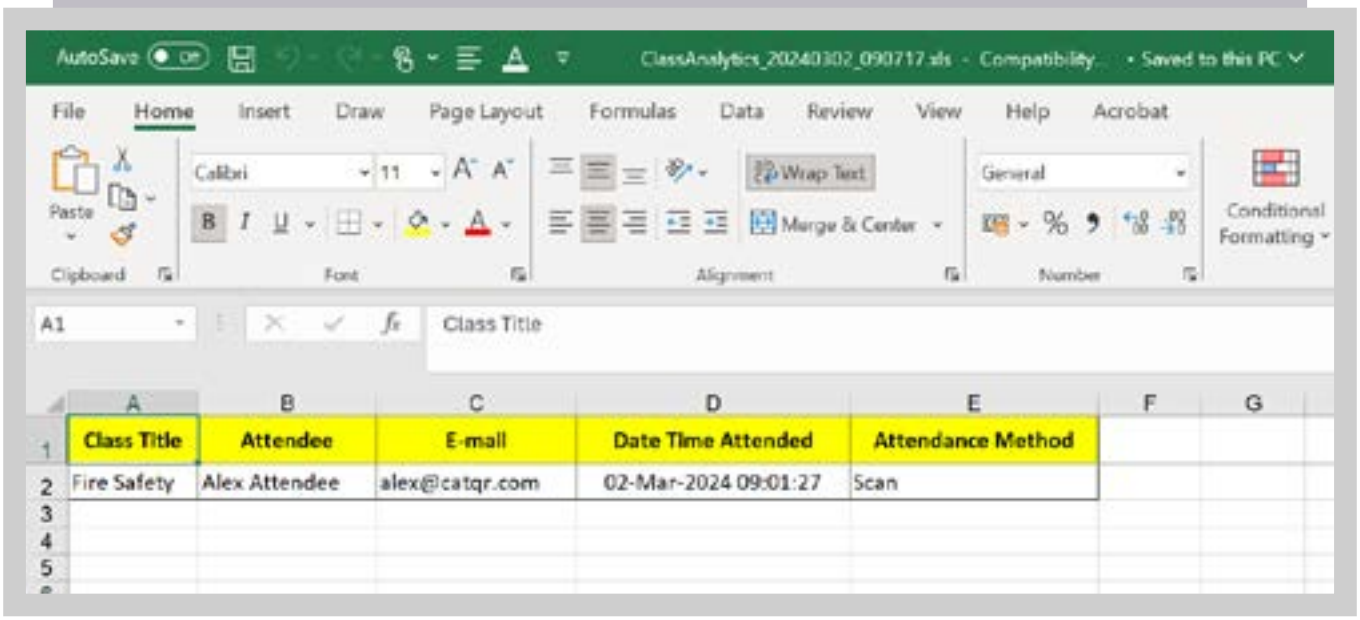
h

Olivia clicks on '**Alex Attendee**' to see all of Alex's class **attendance records**



4 Olivia **monitors** student **attendance** in **real-time**

Olivia can click the "**Export to Excel**" button to export an Excel spreadsheet showing all of Alex's **class attendance records**



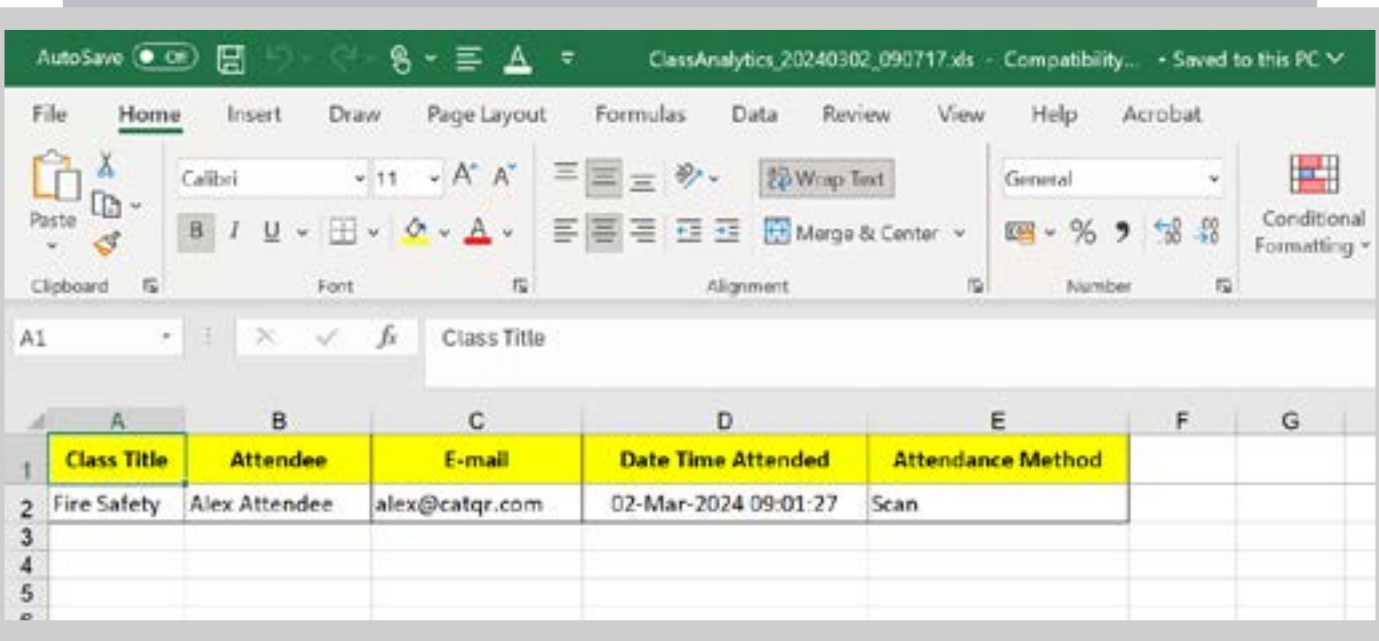
4 Olivia **monitors** student **attendance** in **real-time**

j

Olivia clicks on the "**Report**" screen to see **all attendance records** for any time period

k

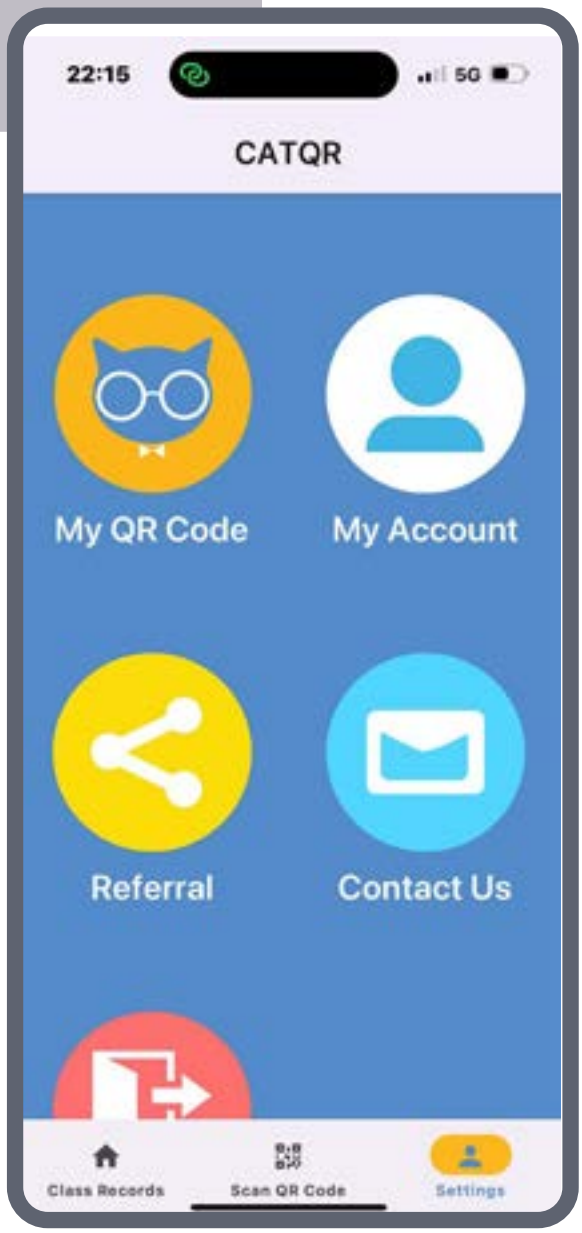
Olivia can click the "**Export to Excel**" button to export an Excel spreadsheet showing all **attendance records** for any time period



5 Olivia can see Attendees Optional **User Text**

a

Attendees can store **Optional User Text** in the CATQR mobile app Settings **My QR Code**

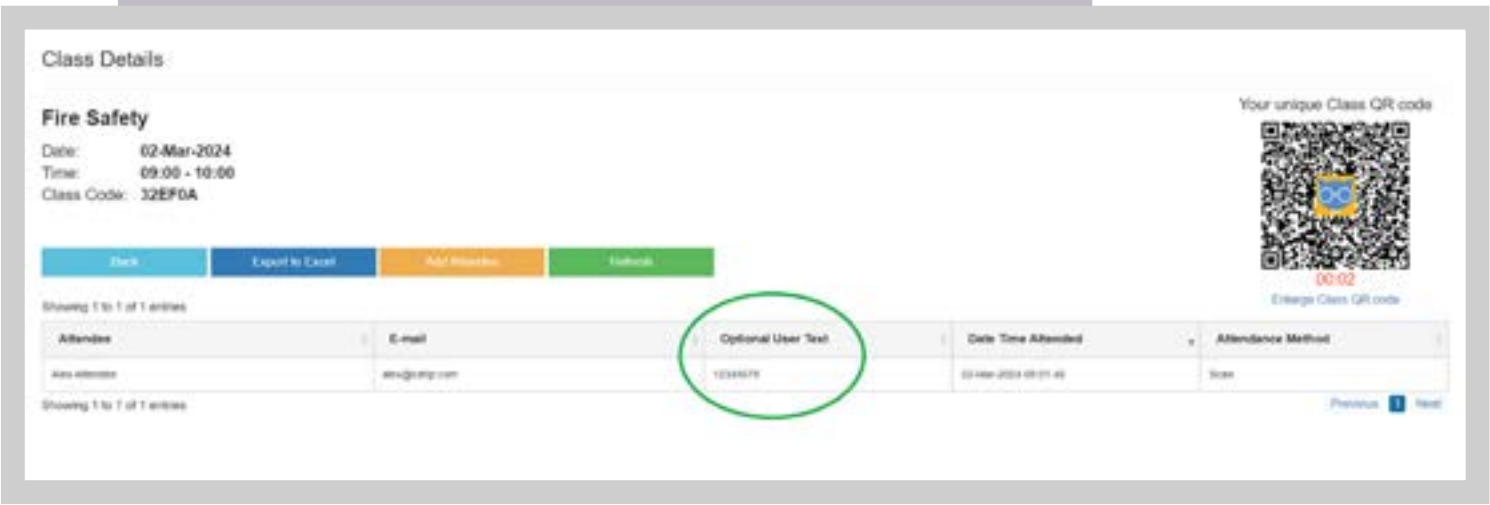


5 Olivia can see Attendees Optional **User Text**

HOME

b

If the Attendee has added **Optional User Text** such as their Unique Identifier e.g. Employee or Student Number then this is visible to the Organiser



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Score Academy
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