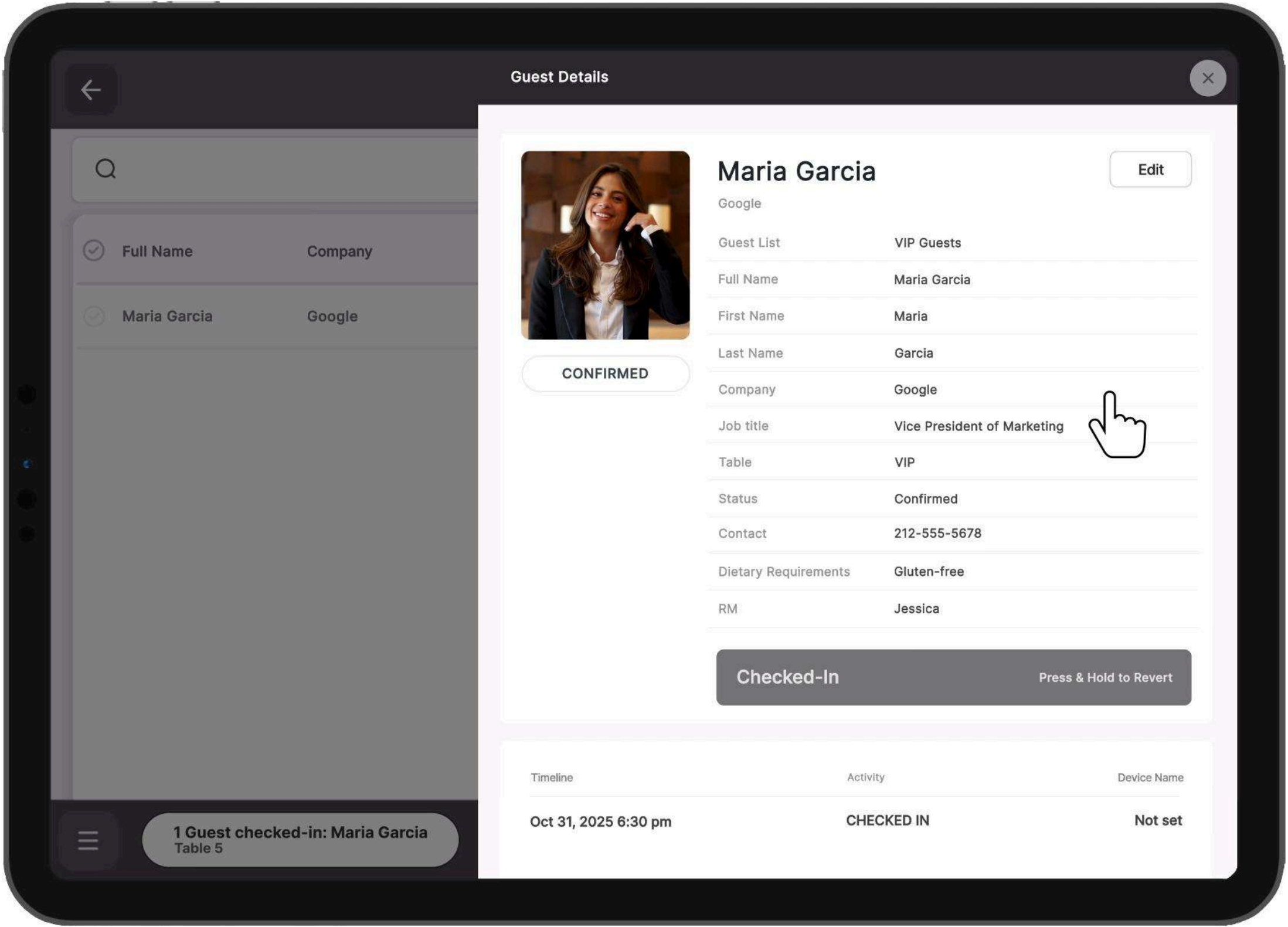




# Check-in App

# The Event Check-In App Built for Event Professionals

From luxury galas to corporate conferences— cut check-in times by 50%, manage VIP arrivals and last-minute plus-ones, and print badges in seconds.



Trusted by Leading Brands & Event Agencies



Enterprise Grade Security

# Secure Login

Securely login from any device – iPads, tablets, iPhones, Android phones, and laptops.



SSL Encryption



Multi-level access rights



Regular App updates

Start  
Planning  
Exceptional  
Events



## Log-in

Email or Username

name@email.com

Password

at least 8 characters

Login



☐ Remember me [Forgot Password?](#)

Or

Create Account



All Events

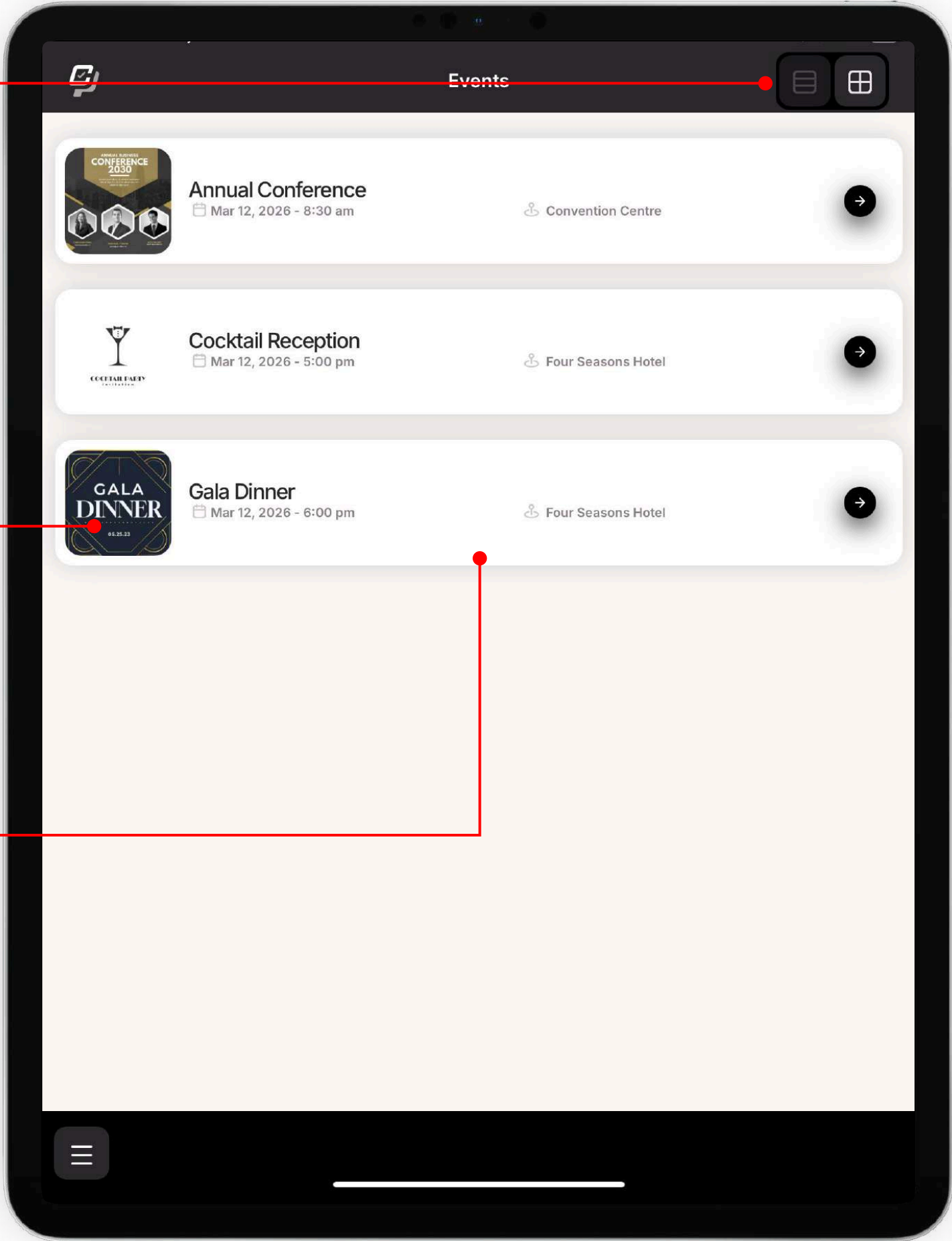
# Event Selection

Manage multiple events, event locations or activities at once.

List or tile view


Event logo

Tap to select and view guest lists



Real-time Updates

# Guest List Overview

 **Tip**

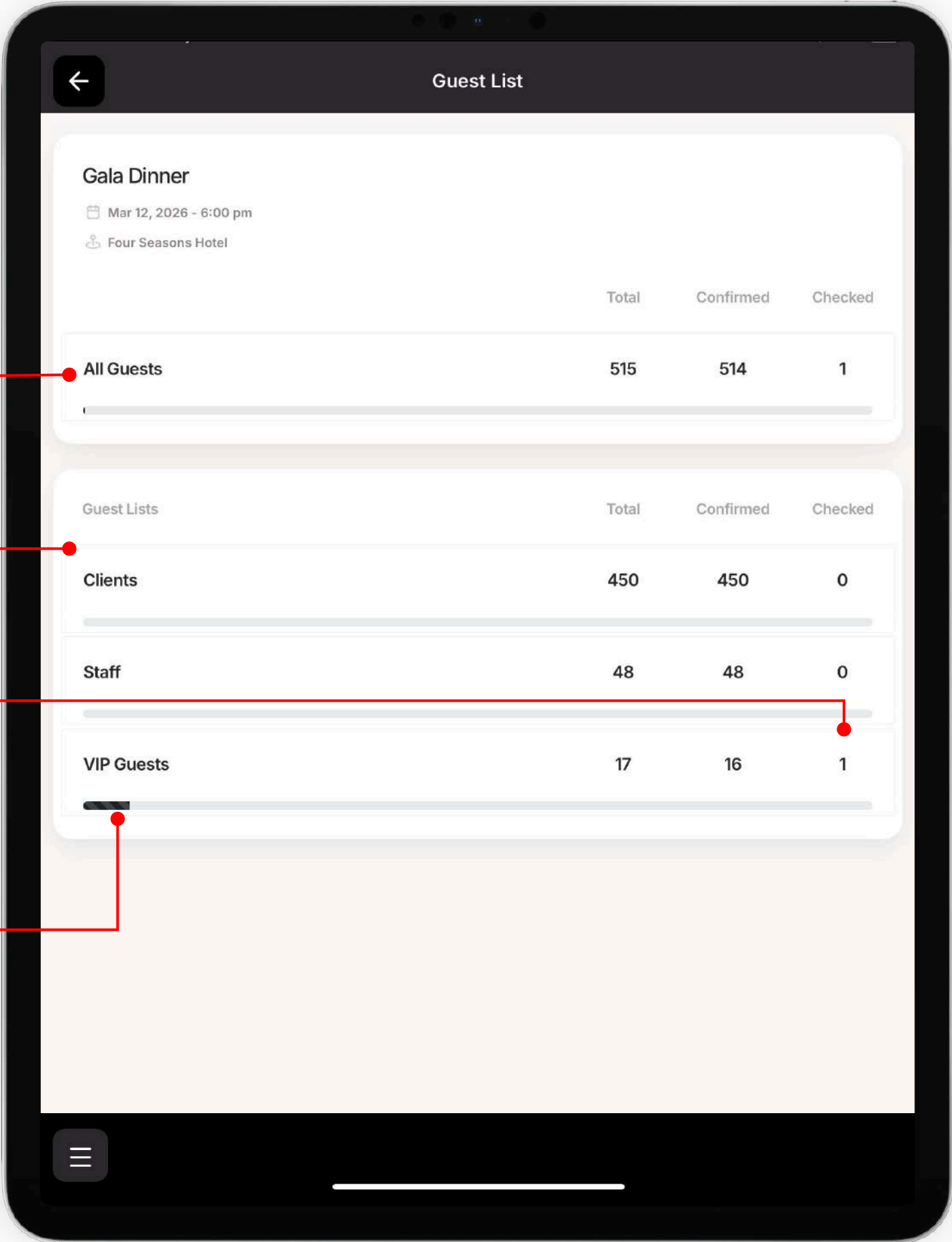
Use more than one guest list to see detailed statistics of VIPs, clients and staff.

A complete list of all event guests

Event sub-lists and guest categories

Current number of checked in guests

Check-in progress bar





Guest Data Sorted

# Guests

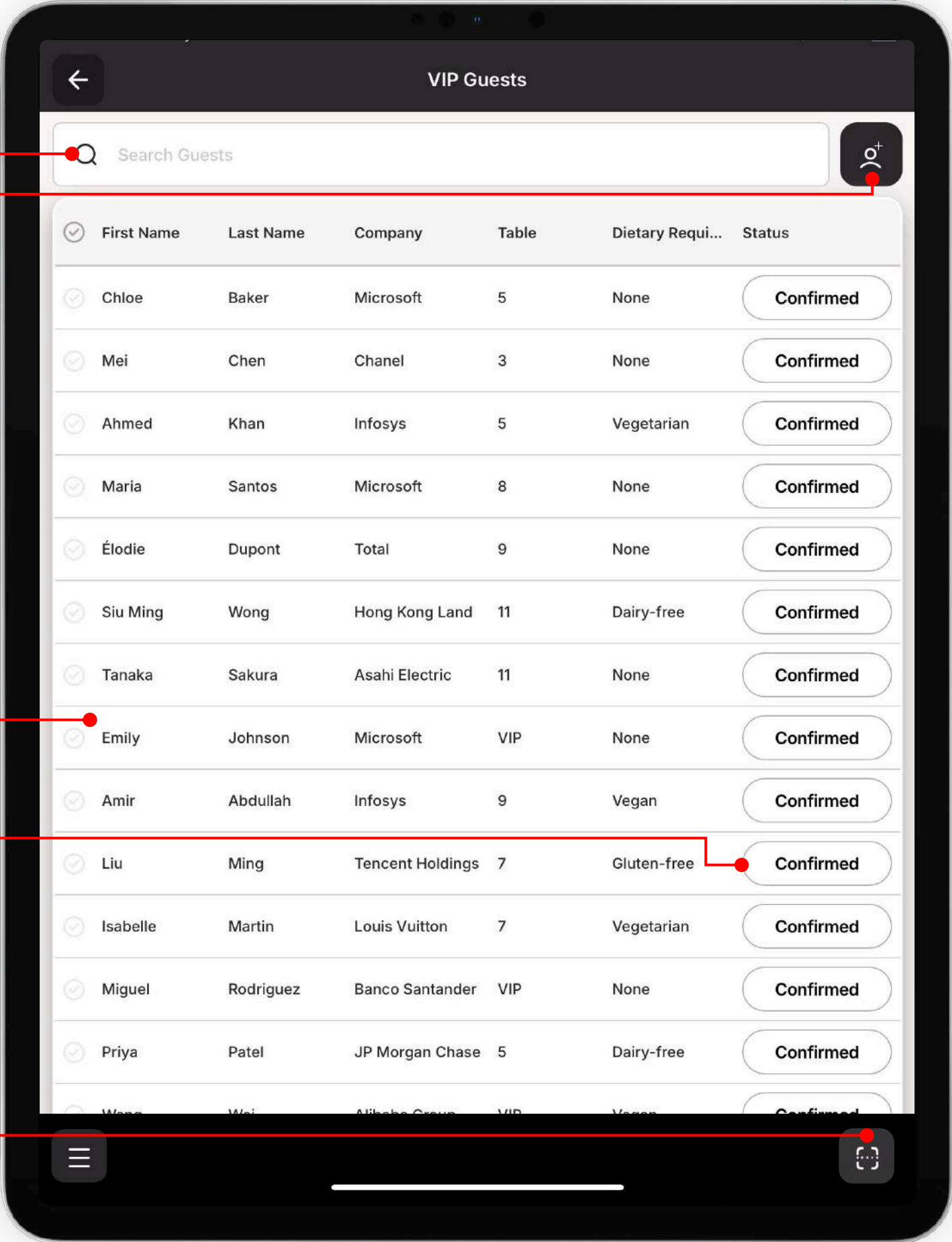
Search and find  
guests in seconds

Add Guest / Walk-in

Tap to view guest  
profile

Give each guest  
a status

Scan QR codes



Complete Guest Overview

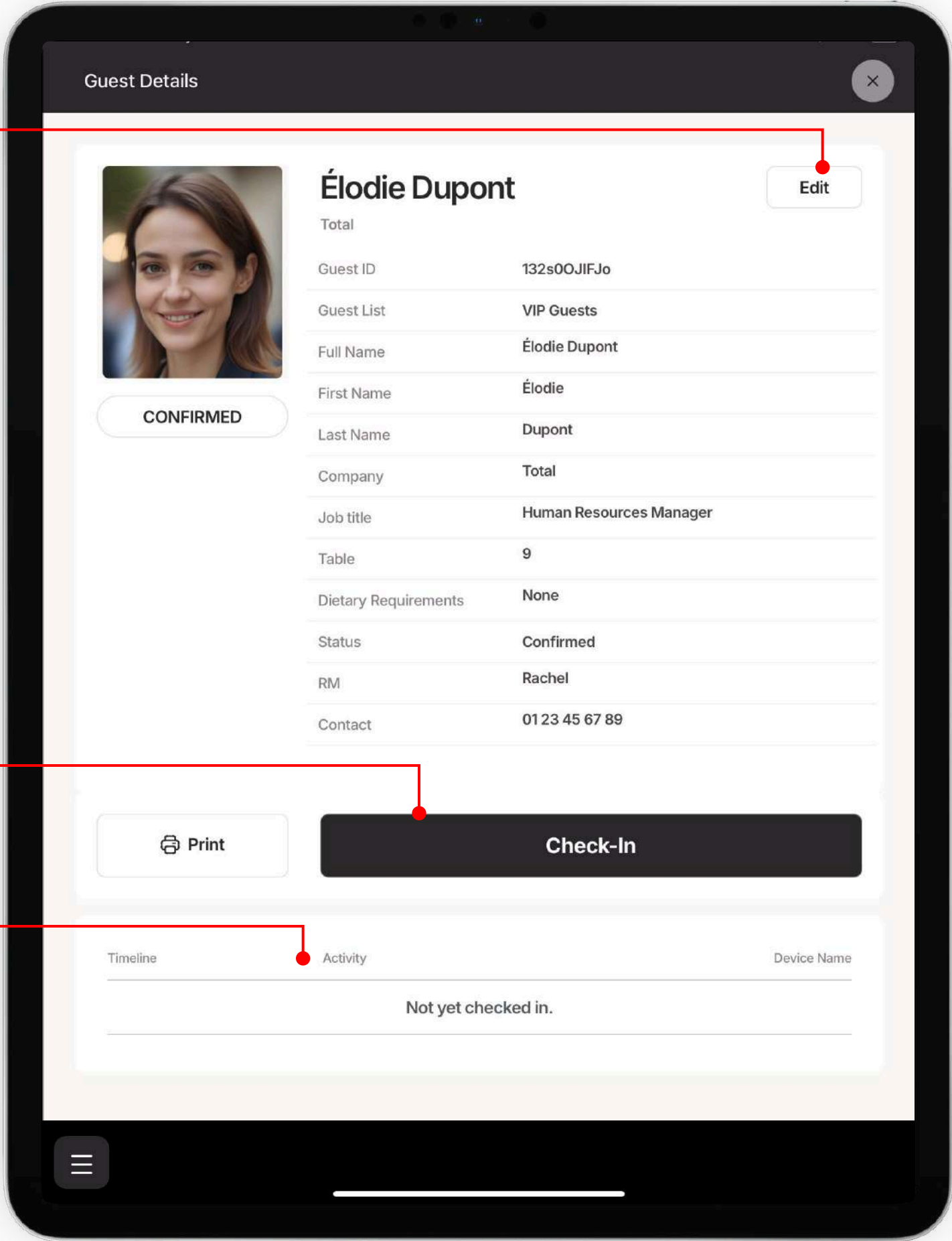
# Guest Profile

Customize the guest details shown, including table numbers, dietary needs, and other key info.

Edit guest details

Tap to check in guest

Check-in history





Track Event Arrivals

# Check-In

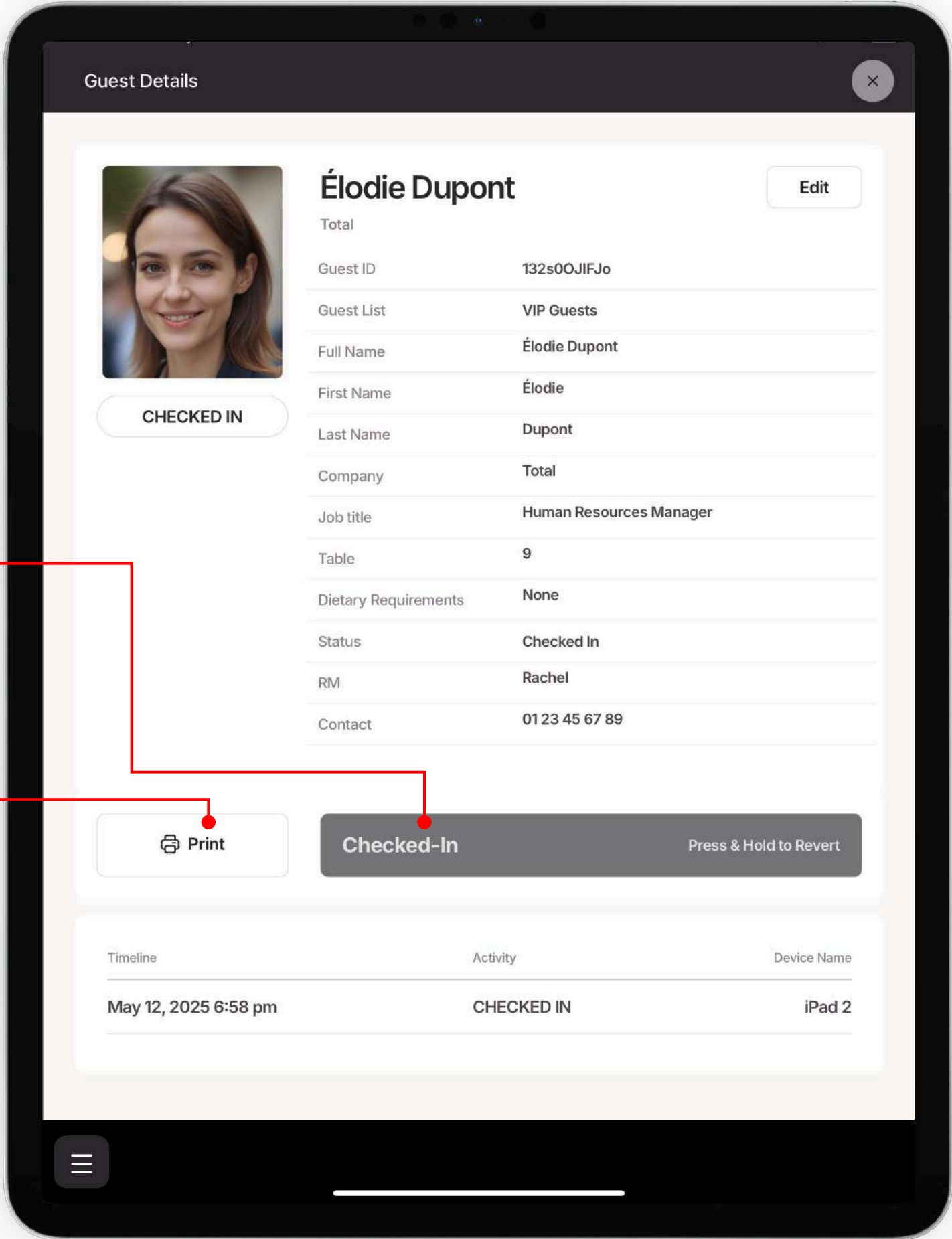
One-click check-ins, instant timestamps.  
Staff-friendly. Organized. Stress-free.

Tap once to check-in

In case of a mistake:

Press & Hold for 1 sec to  
revert the check-in

Check-in timestamps

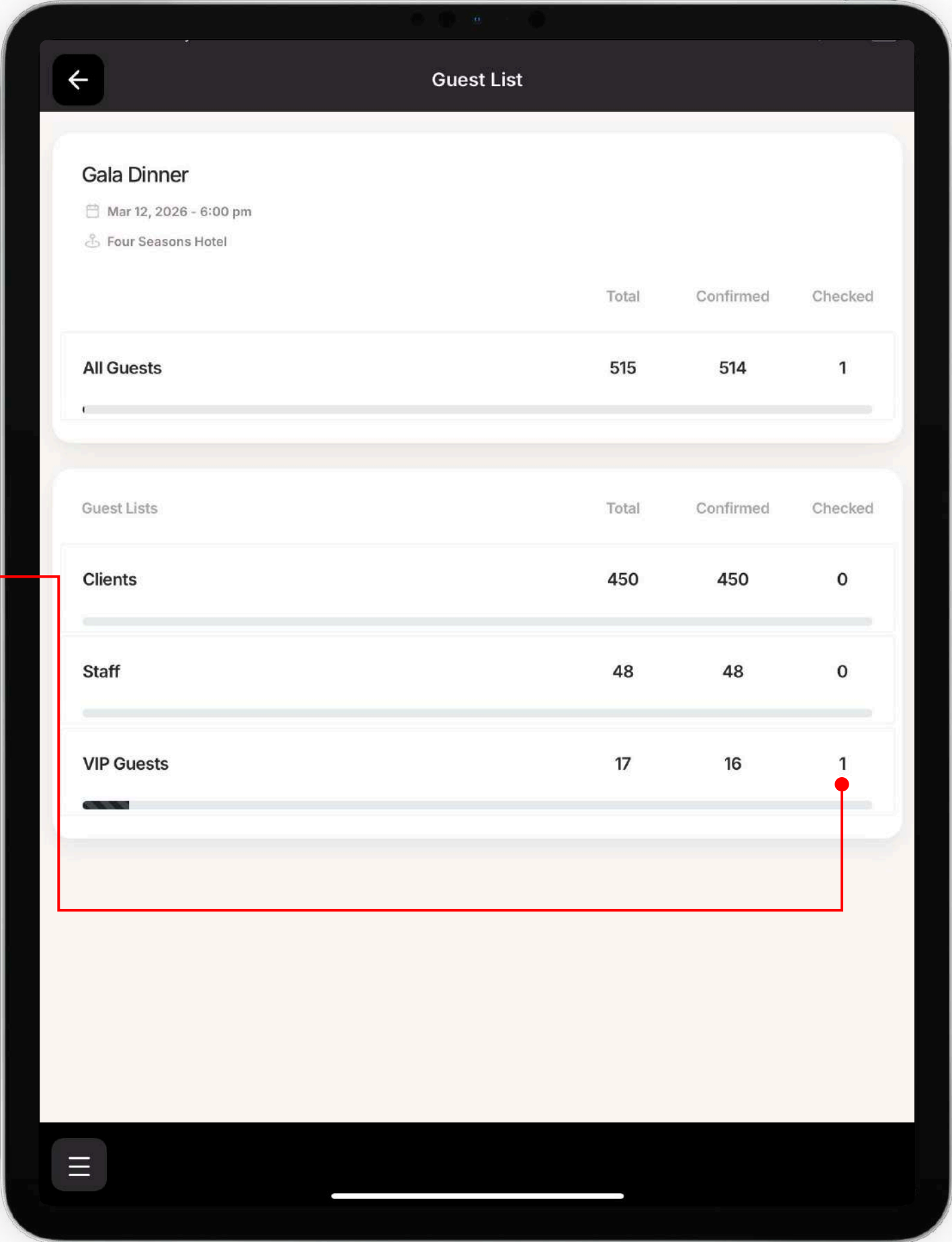


Check-in

# Real Time Sync

✱ The app syncs every check-in across all connected devices in real-time.

1 guest of VIP list checked in



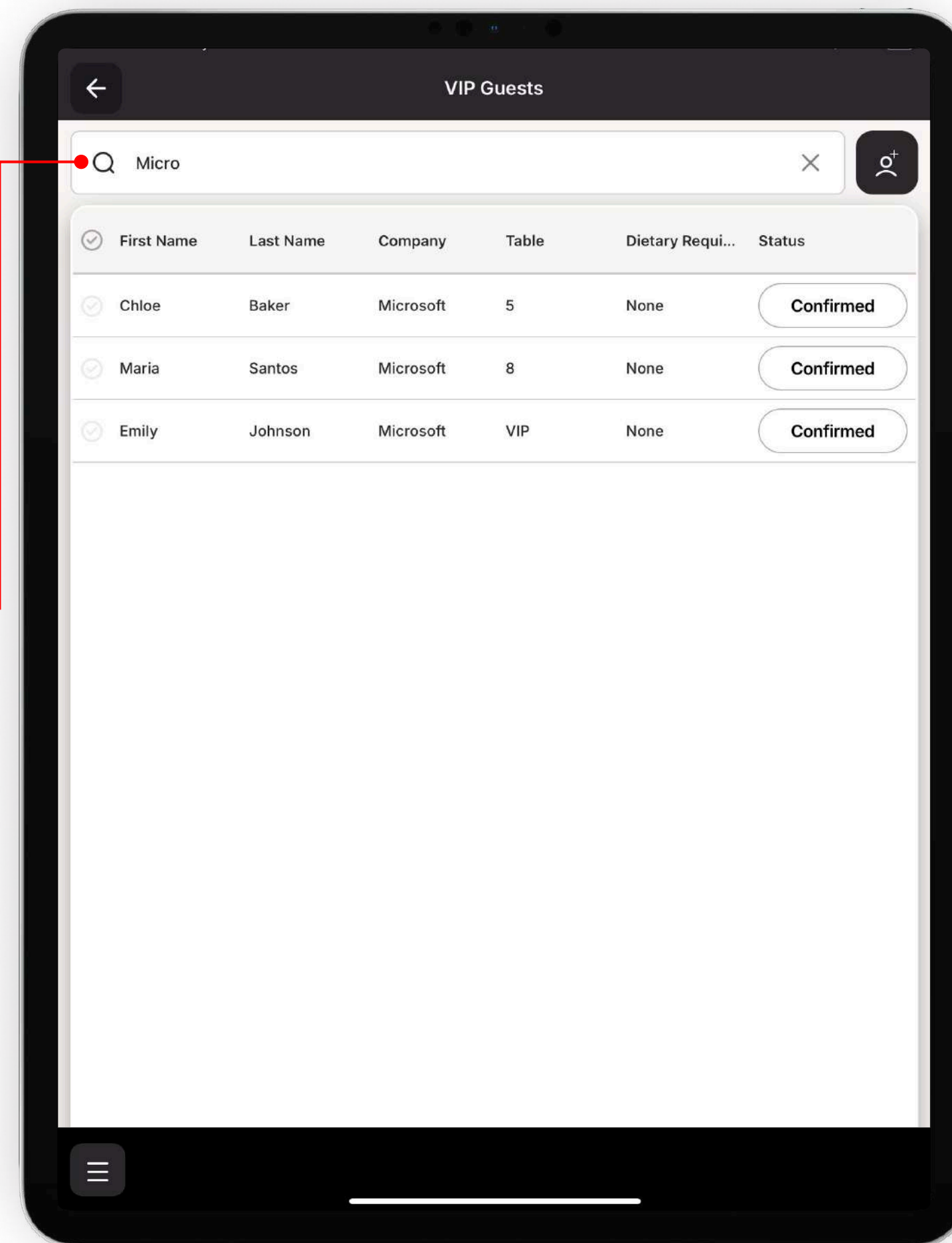
Full-text Search

# Smart Guest Search

## Tip

The dynamic full-text search allows you to find quests by typing the first few letters of their names, phone numbers or company names - or use a combination of search terms for a perfect match.

Search for guest names, companies and any other guest information



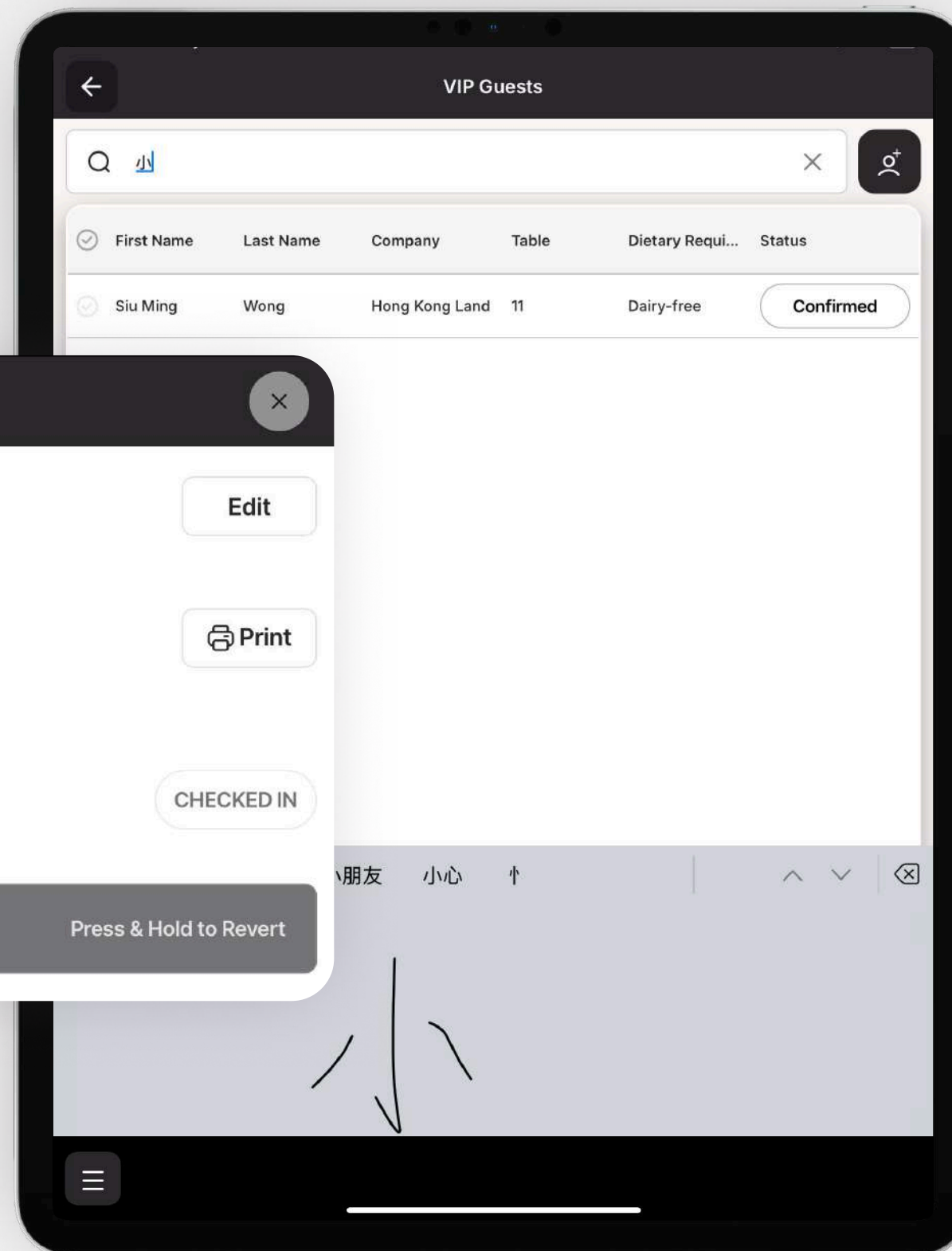
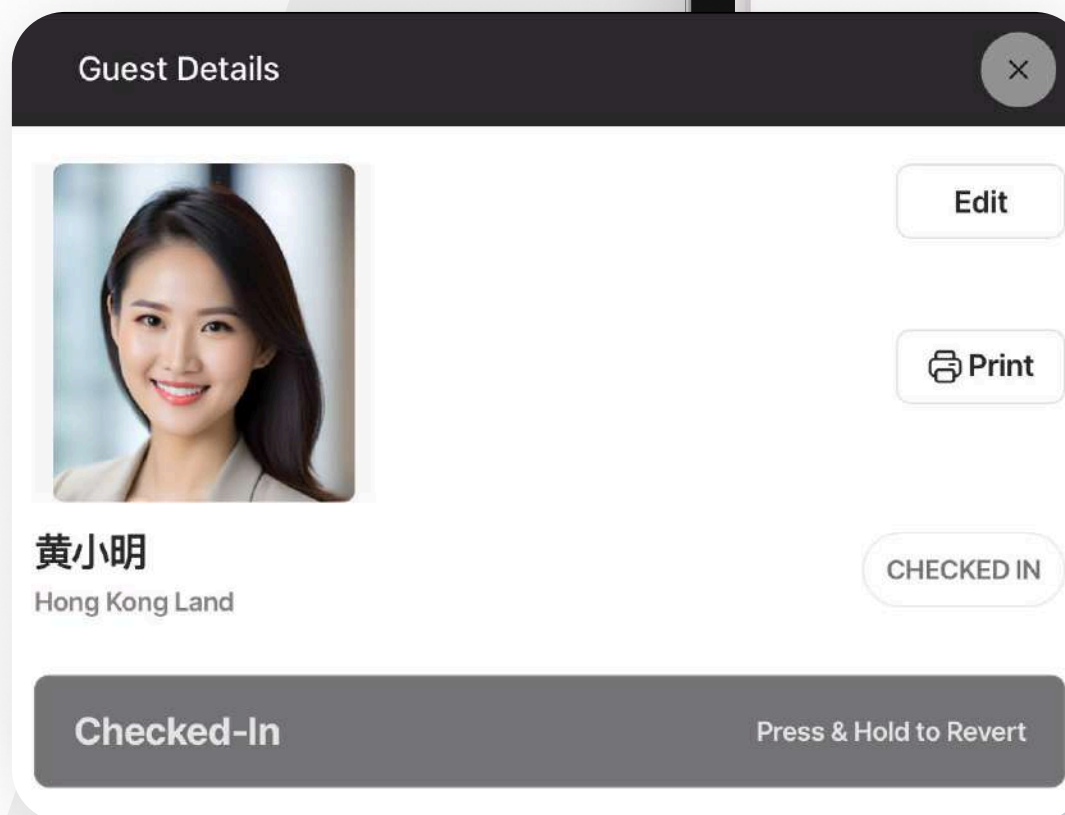
Multilingual Search

# Chinese Names

Upload Chinese names and use your preferred keyboard to search and find guest names in Chinese characters.

## Fully multilingual:

Works in Chinese (Simplified & Traditional), Japanese, Thai, and many other languages.





QR Codes

# Scan QR Codes

Use the built-in QR code scanner to check in guests instantly.

Simply scan a guest's QR code to find their details - or speed through the process by scanning and checking in multiple guests in seconds.

Guest Checked-in

✓

Guest successfully checked-in

John Anderson

Citibank

Guest ListVIP Guests

Guest Details

Continue

Settings

Device

Registration Desk

QR Code Scan

Scan & Find

Scan & Check-in

Scan & Track



Capture Guest Details

# Add Guests/ Walk-Ins



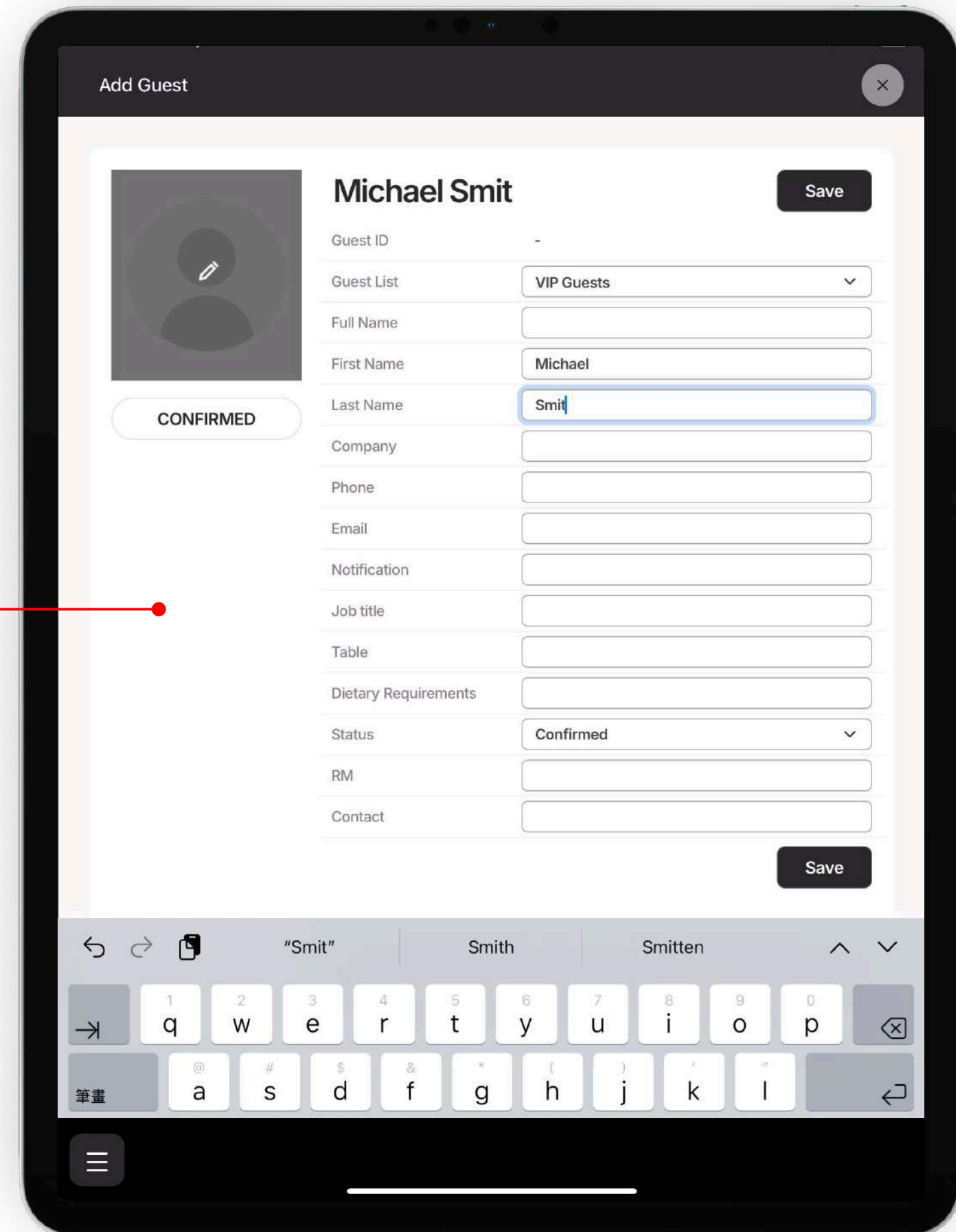
Easily add guests last minute with instant synchronization across all devices.



Or use it to register walk-in guests on-site.

## Tip

Set up walk-in-specific guest data fields.



The image shows a smartphone screen with the 'Add Guest' application. The form is for a guest named Michael Smit. The 'Last Name' field is highlighted with a blue border and a red line pointing to it from the 'Tip' box. The form includes fields for Guest ID, Guest List (VIP Guests), Full Name, First Name (Michael), Last Name (Smit), Company, Phone, Email, Notification, Job title, Table, Dietary Requirements, Status (Confirmed), RM, and Contact. There are 'Save' buttons at the top right and bottom right of the form. A keyboard is visible at the bottom of the screen.

Field	Value
Guest ID	-
Guest List	VIP Guests
Full Name	
First Name	Michael
Last Name	Smit
Company	
Phone	
Email	
Notification	
Job title	
Table	
Dietary Requirements	
Status	Confirmed
RM	
Contact	



## Update Guest Info

# Edit Guests

**Tap edit & save to update  
or change guest details**

## Move guest to another guest list

## Change guest status

Guest Details

Tanaka Sakura

Asahi Electric

Remove Image

CONFIRMED

Guest ID

132gpxTN9R3

Guest List

VIP Guests

Full Name

Tanaka Sakura

First Name

Tanaka

Last Name

Sakura

Company

Asahi Electric

Phone

Email

Notification

Job title

Chief Economist

Table

11

Dietary Requirements

None

Status

Confirmed

RM

Ana

Contact

(03)1234-5678

Save

Print

Check-In

Additional Guests

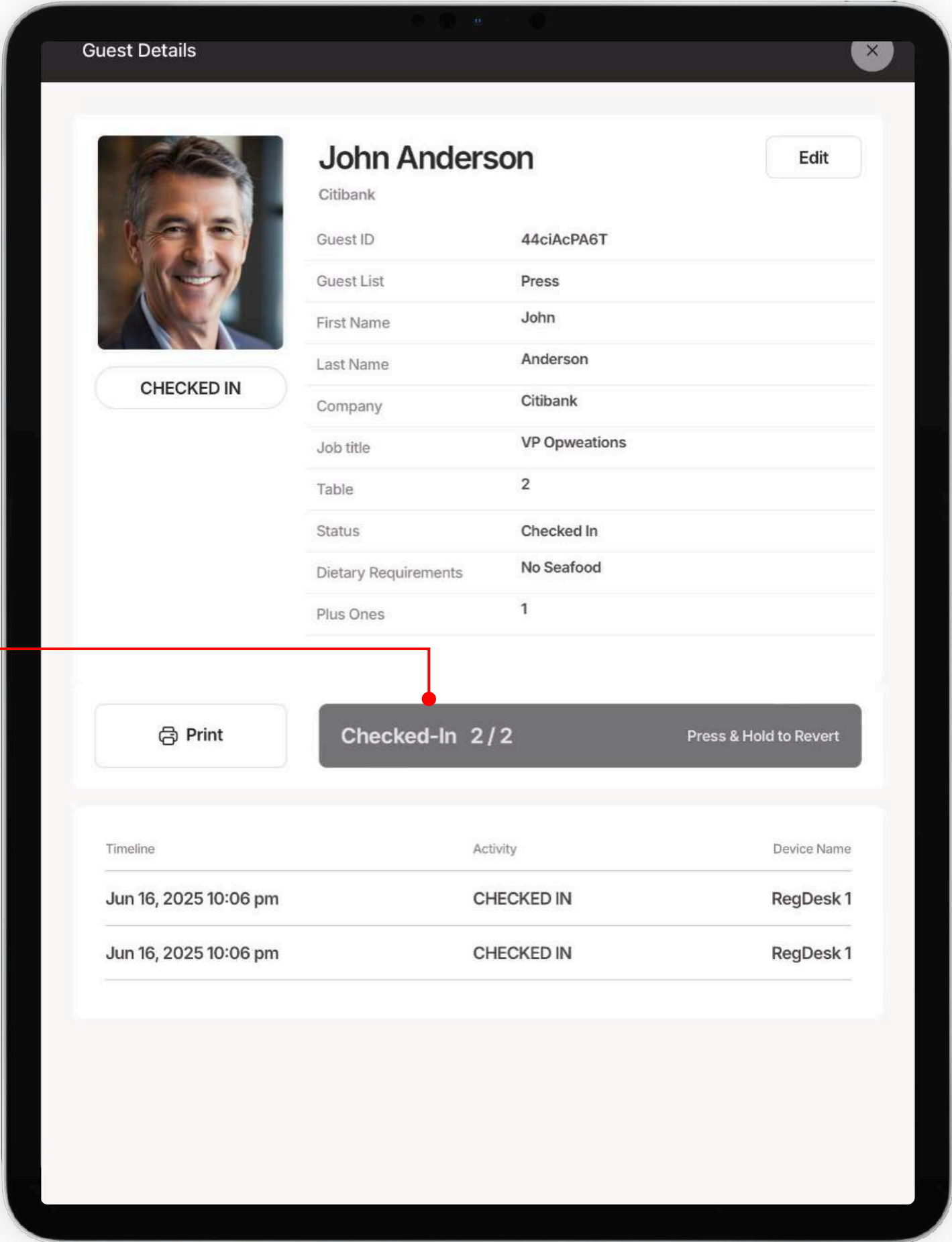
# Check-in Plus One(s)

Manage unnamed guests by specifying which plus ones each attendee can bring to the event.

Tap the Check-in Button multiple times until all guests have arrived.

The timeline displays all check-ins in the order they occur, offering clear visibility at the entrance.

2/2 Guests checked in



Track Daily Attendance


# Multi-Day Check-ins

With the easy to use Multi-day Check-in feature, you can set up multiple check-ins that appear as additional buttons for each day or activity of your event, allowing guests to be checked in for Day 1, Day 2, and more, complete with a timestamp.

This also works perfectly for managing various sub-events like luncheons and dinners, eliminating the need to re-upload guest lists or navigate complex session management for consecutive days.

Create and rename additional Check-in buttons to track multiple check-ins for each guest.

Guest Details



CONFIRMED

Emily Johnson

Microsoft

Guest ID	132LYriPOIT
Guest List	VIP Guests
Full Name	Emily Johnson
First Name	Emily
Last Name	Johnson
Company	Microsoft
Notification	VIP - Contact Ricky upon arrival
Job title	Director Product Management
Table	VIP
Dietary Requirements	None
Status	Confirmed
RM	Michael
Contact	212-555-890

Print

Day 1

Day 2

Workshop

Timeline	Activity	Device Name
Not yet checked in.		



Print in seconds

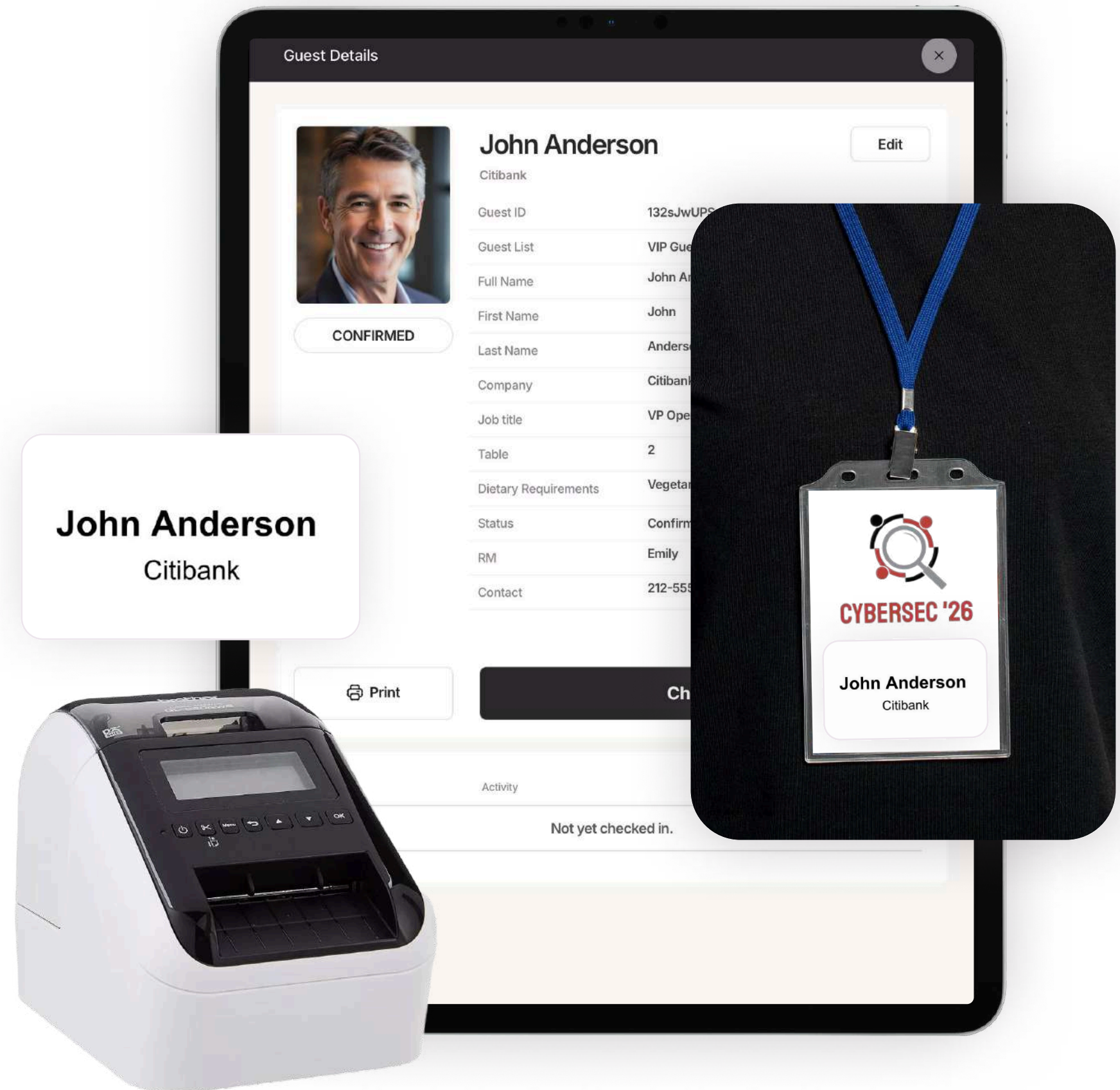
# On-site Name Badge Printing

Print dynamic guest information on labels in seconds for professionally looking name badges.

Perfect for walk-ins and quickly correcting errors on previously printed badges.

1. Press Check-in to Auto-print
2. Press Print to reprint a name badge

Multiple label sizes available.

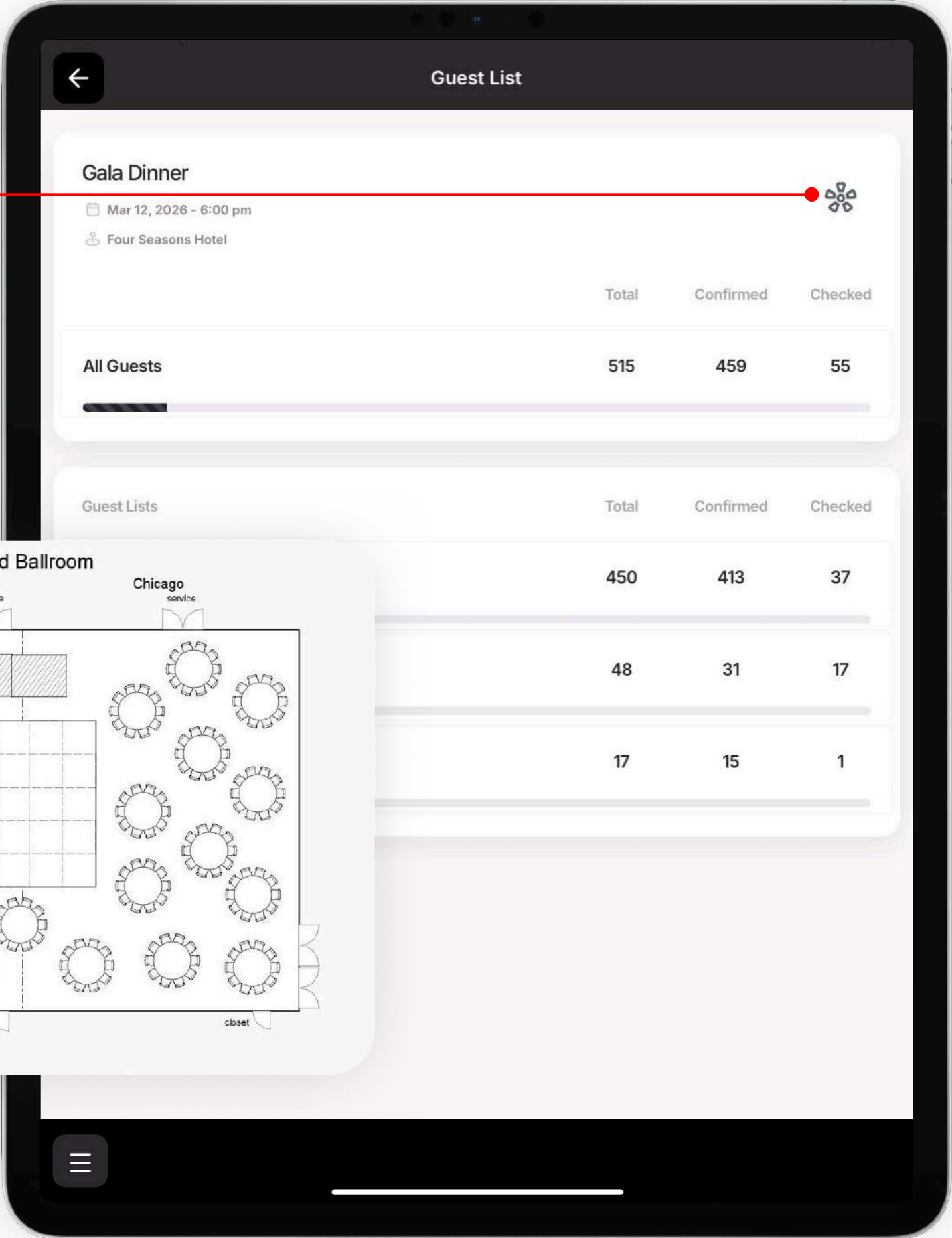
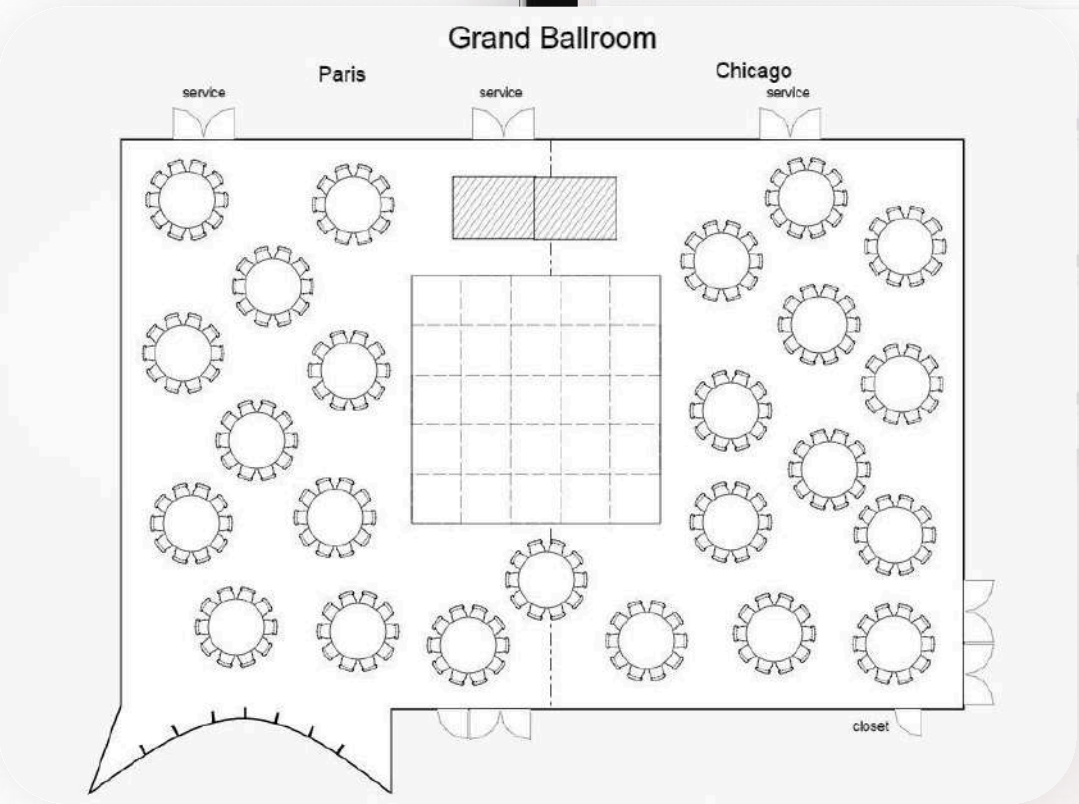


Floorplans

# Upload Floorplans

Access multiple floor plans or agenda documents quick and convenient and without leaving the App.

Access floorplans

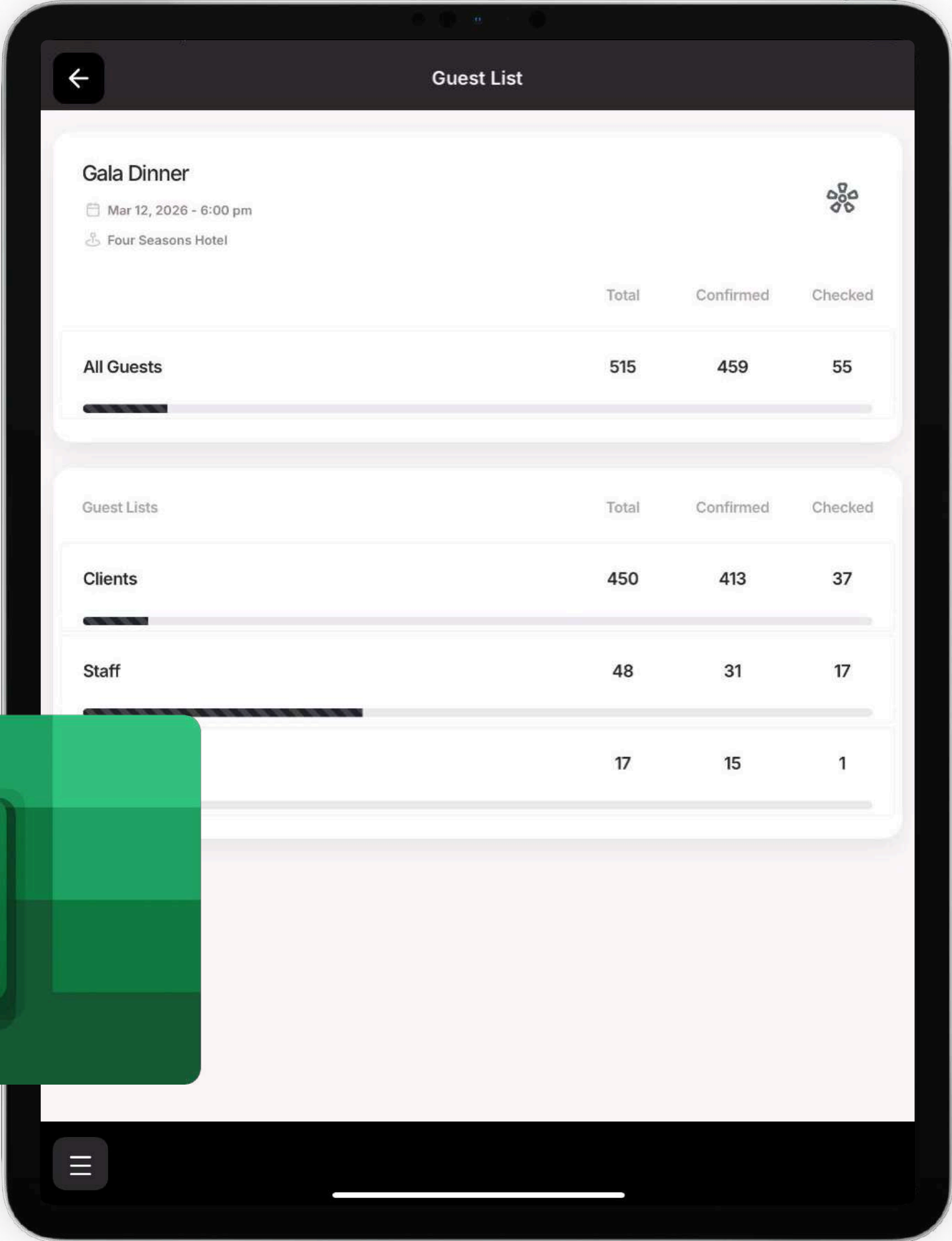


Checked-in

# Real-Time Statistics & Instant Reporting

Get real-time statistics of check-ed in guests for each guest list. Updated information syncs across all connected devices, from your Phone to iPads used at the check-in counter.

Download the full check-in report into Excel/csv immediately after you close the registration desk.



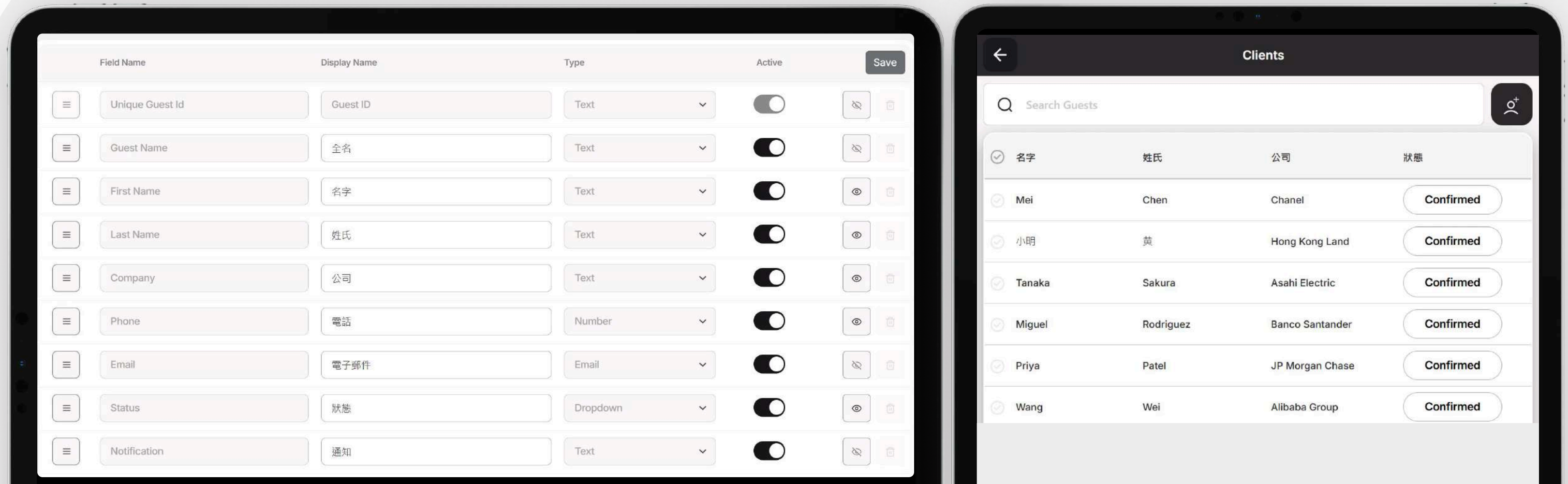




Full Planning Flexibility

# Customize The App

Re-order and rename guest fields to customize the App to your event, guest list and language.



# Highest Data Security Standards

Strengthen your Event Compliance with Check-in Pax. We invest heavily in network and application security to make sure your guest data is safe with us.

[Download Security Whitepaper](#) ↗



## Hosting on AWS

Check-in Pax utilizes Amazon Web Services (AWS) for robust security and flexibility when scaling up.



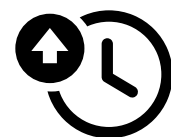
## Data Encryption

All data is stored in an encrypted database at rest (AES-256) and transmitted in transit via SSL/TLS.



## Data Deletion

In compliance with GDPR's 'right to be forgotten' principle, we offer the option to purge all your guest list data at any time to ensure the complete removal of personal identifiable information.



## 99.9 % Uptime

With a 99.9% uptime, we focus on maintaining continuous service without any interruptions for your events. [View status page](#).



## Role-based Access Control

Role-based Access Control Grant your team members access based on predefined roles and responsibilities, so you can align with the principle of least privilege.



## Audit Logging

Check-in Pax features audit logs that give admins visibility into user and team activities, including last login, access rights, and guest actions such as creation, modification, and check-in.

# List of Most Popular Check-in App Features

Check-in-app	Test for free	Check-in-app guests on-site	Manage all from invite to check-in	Hire an event expert
Guests	20	Unlimited	Unlimited	Unlimited
Guest Lists	Unlimited	Unlimited	Unlimited	Unlimited
Check-Ins	20	Unlimited	Unlimited	Unlimited
Walk-Ins	✓	✓	✓	✓
Real-time Sync	✓	✓	✓	✓
Real-time Statistics	✓	✓	✓	✓
Check-in Devices	Unlimited	Unlimited	Unlimited	Unlimited
In-App Check-in Notifications	✓	✓	✓	✓
QR Code Scanning	✓	✓	✓	✓
Name Tag/Badge Printing	✓	✓	✓	✓
Custom Data Fields	✓	✓	✓	✓
Multi-language support	✓	✓	✓	✓
Invite Team Members	✓	✓	✓	✓
Plus One Check-in	✓	✓	✓	✓
Multi-day Check-in	✓	✓	✓	✓
Role-based Access	✓	✓	✓	✓
Guest Pictures	✓	✓	✓	✓
Upload Floorplans	✓	✓	✓	✓
Device Names	✓	✓	✓	✓
Check-in Report	✓	✓	✓	✓
Custom Report	Upon Request	Upon Request	Upon Request	Upon Request




Contact Us

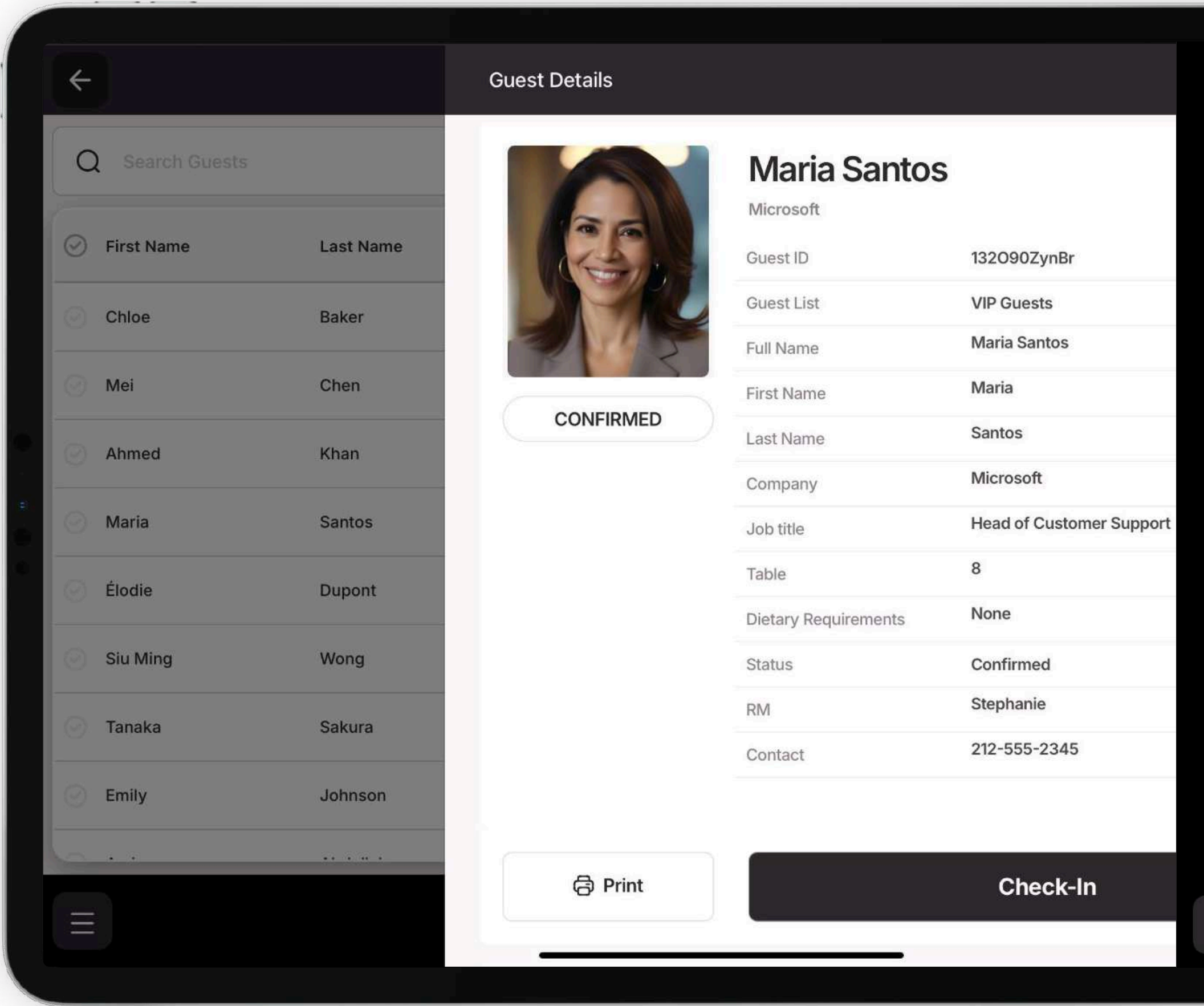
# Schedule A Live Demo

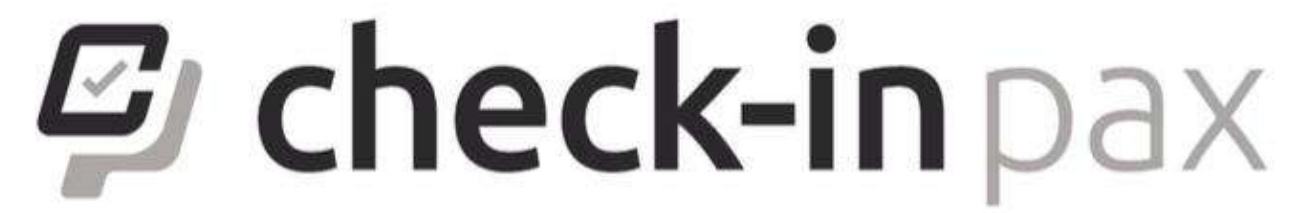
Learn how to:

- ✓ Create and Upload Guest Lists
- ✓ Customize the Check-in App
- ✓ Scan QR Codes and Check-in guests

 **Tip**

Contact us to arrange a 30-45 minutes demo online or at your office.





[www.checkinpax.com](http://www.checkinpax.com)