

# Visitor Sign In QR Code Scanning

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V1 JUN 2022

This guide will show you how to create a QR code for easy recording of visitors to your school.

1. Create a form detailing the fields you wish to capture, such as, Name, Mobile etc. See [Form Creator](#) Cheat Sheet if you need assistance with this step.

2. Highlight the form code and copy it.

<input type="checkbox"/>	Name	Short Code	Responses	Actions
<input type="checkbox"/>	Visitor Sign In	@@form-55@@	0	

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- Go to WEBSITE CONTENT – Pages and create a new page to house the form. Paste the form code into the content box.

**Add/Edit a Webpage**

Type: Normal Page

Page Title: Sign In  
*Type the name of the webpage here.*

Meta Description: Sign In

Meta Keywords: Sign In  
*Keywords are used for search engine optimisation, please enter keywords*

Content

File Edit View Insert Format Tools Table Help

Paragraph Font Sizes Formats

@@form-55@@

- Once created, your new page has a unique URL, copy this URL.

**Manage Pages**

The Page has been saved

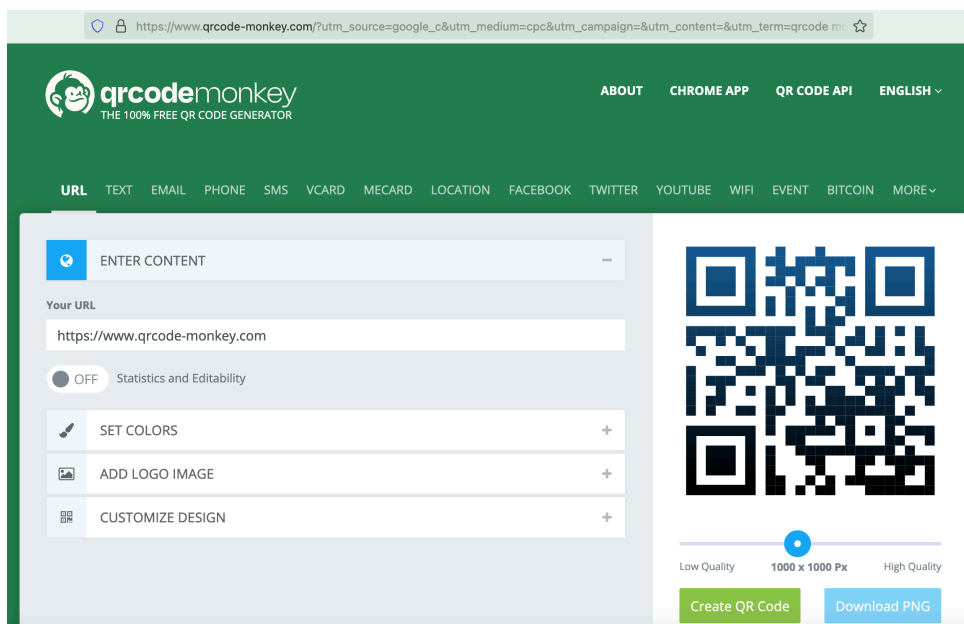
<input type="checkbox"/>	Title	Access	Url	Published	Created	Actions
<input type="checkbox"/>	Sign In	Public	<a href="https://www.sponsor-ed.com.au/page/405">https://www.sponsor-ed.com.au/page/405</a>	Yes	30/05/2022	

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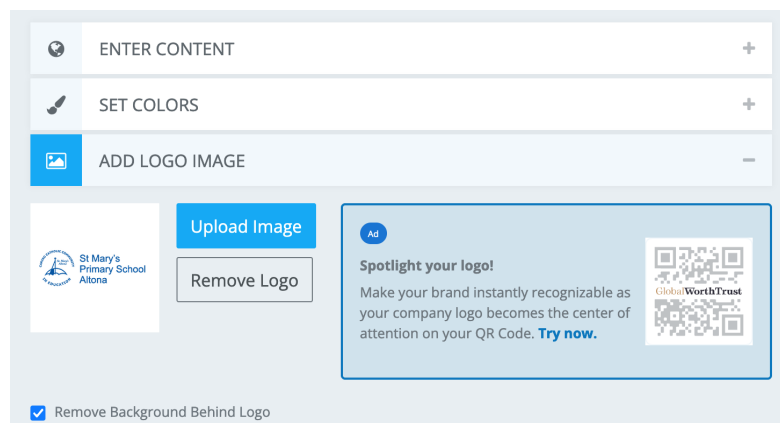
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5. There are many free QR Code Generators, we have used: QR Code Monkey Which allows you to customize your QR code to school colours and add your logo if you wish. <https://qrcode-monkey.com>

If you have QR code generator that you typically use, proceed to that program



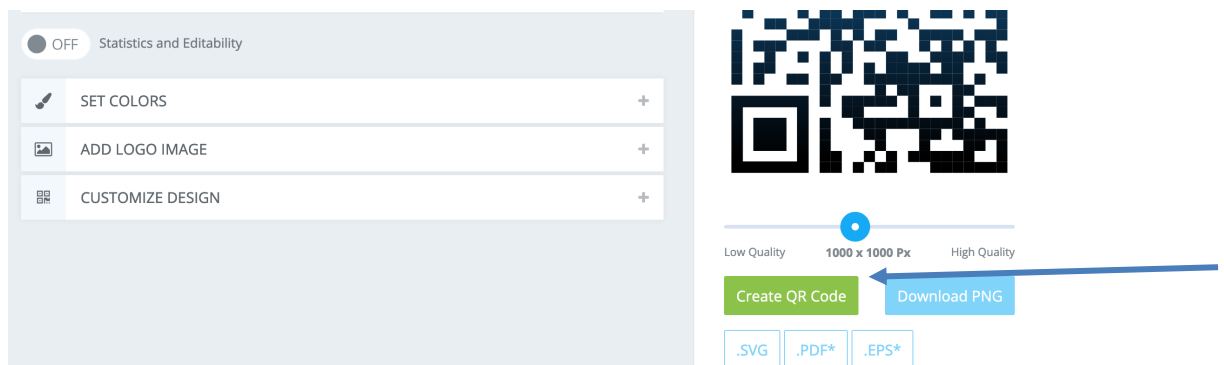
6. Paste the URL of your sign in page into the URL box (above). Decide whether you would like further customization including colour, logo and custom designs. If you are going to add a logo tick the box that says “Remove Background behind Logo”



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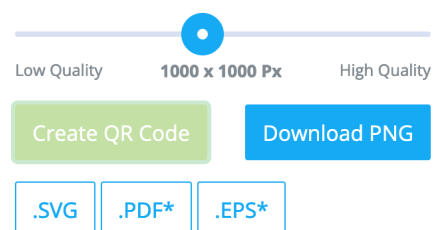
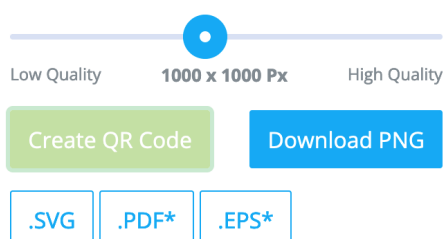
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7. Once you have put your details in, click on Create QR Code.



7. If you are happy with the design, click on “Download PNG” add this image to a word doc and print. You can display this in your office for visitor sign in!

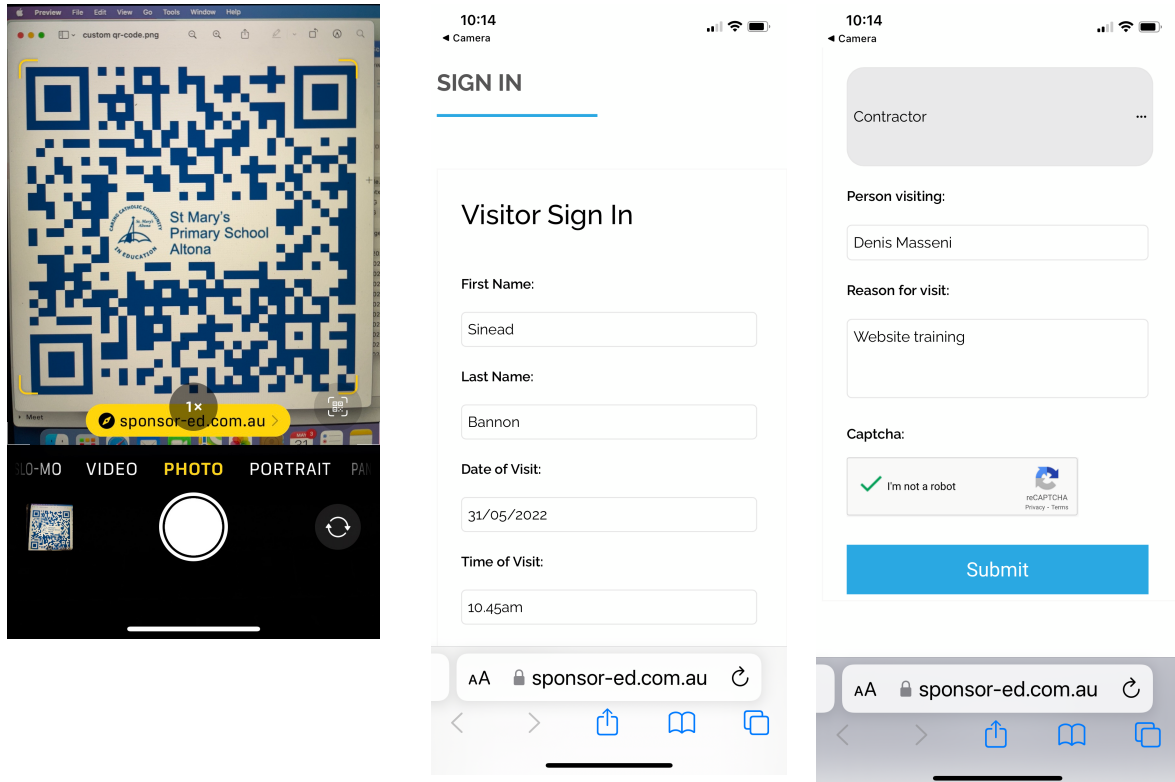
See custom and standard designs below. Go ahead and scan the QR code on your mobile and you’ll see a sign in form we created.



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8. When your visitor scans the QR code it will direct them to the sign in form!



9. When the form is submitted you receive an email and the data is also stored in your sponsor-ed website, where you can export to csv for your records.

**sponsor-ed easy websites for schools** <news@sponsor-ed.com.au>  
to helpdesk ▾

First Name: : Sinead  
Last Name: : Bannon  
Date of Visit: : 31/05/2022  
Time of Visit: : 10.45am  
Type of Visitor: : Contractor  
Person visiting: : Denis Masseni  
Reason for visit: : Website training

Administration General GO LIVE Edit Template Site Layout Footer Links Manage Form Response Management Export CSV			
Lists of Forms Response			
Date	Title	Form Content	Actions
31/05/2022 10:14 AM	Visitor Sign In	First Name: : Sinead Last Name: : Bannon Date of Visit: : 31/05/2022 Time of Visit: : 10.45am Type of Visitor: : Contractor Person visiting: : Denis Masseni Reason for visit: : Website training	