

# User Manual



## SmartRsvp

For more information please visit <https://www.smarteventsystems.co.uk/>

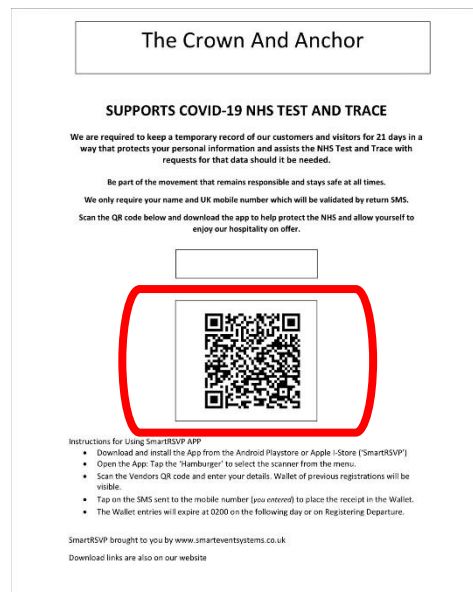
To download our free SmartRsvp App please visit the Google Play Store or the Apple App Store.

### 1. Poster

On arriving at participating Test and Trace venues (pubs, clubs, and restaurants) you will be requested to scan posters displayed at the venue.

If the app is not installed on your phone it will then take you to our website where you can click the link relevant for your device.

Alternatively, you may prefer to download from Google or the Apple App Store.



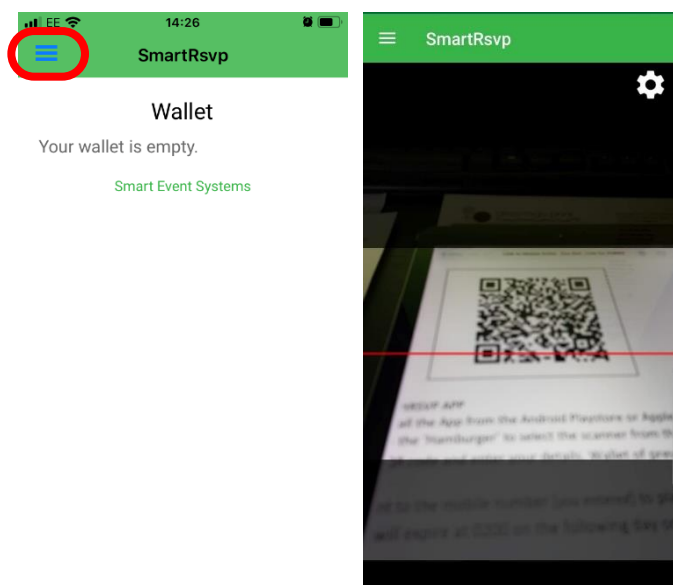
### 2. Launching the App

Once the App has installed look for the following icon:



Launch the App and then simply click on the three lined menu icon and select Scanner.

Scan the event poster QR code using your mobile's camera. You will then be presented with a form to enter your information.

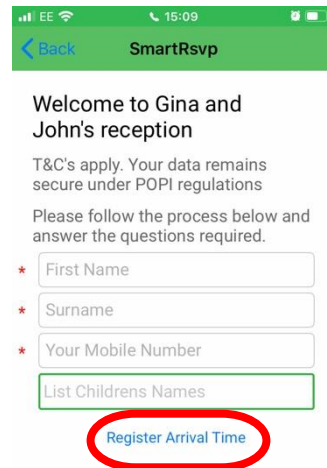


### 3. Enter Your Information

Here, you can enter your information as required:

- First Name
- Surname
- Mobile number
- Temperature (Optional)
- Guest names within your party.
- 

Once this is completed click **Register Arrival Time**.

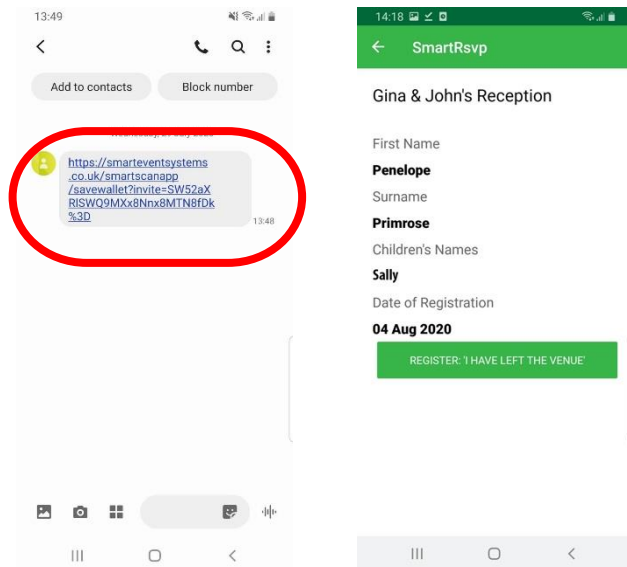


The image shows a mobile app interface for 'SmartRsvp'. At the top, there's a green header with a back arrow and the text 'SmartRsvp'. Below the header, it says 'Welcome to Gina and John's reception'. There are two lines of text: 'T&C's apply. Your data remains secure under POPI regulations' and 'Please follow the process below and answer the questions required.' Below this are four input fields: 'First Name', 'Surname', 'Your Mobile Number', and 'List Childrens Names'. Each of the first three fields has a red asterisk to its left. At the bottom, there is a green button with the text 'Register Arrival Time' circled in red.

### 4. Confirmation of Arrival Time

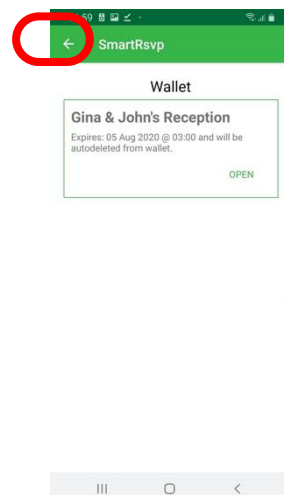
Once you have registered your arrival time you will receive an SMS message (if required by the venue). Click on the link within the message, this will then verify your mobile number and take you to the App Wallet where your ticket is displayed.

The Wallet will list all Tickets that you have been submitted.



### 5. Revisiting Wallet Contents

Click on the three lined menu icon and select **Wallet**. This will display the tickets you are currently registered with.



## 6. Moving to a new location.

When you leave the venue, open the **Wallet** and select the location ticket and click open and click **Register: 'I have left the Venue'**. This will record your departure time.

If you move to a new location that is participating, you will only need to scan the poster that is being displayed to register your current arrival time. Your mobile retains your name and number.

