

Using QR Codes for Inn Member Registration

Step-by-step instructions on how to create a QR code, and how to use a QR code to facilitate contactless registration at in-person Inn meetings.

What is a QR Code?

Quick Response (QR) codes are square, matrix-style barcodes that can be scanned or read with an imaging device, like a smartphone camera, to display text, open a webpage, or compose an email, among other things. While originally used in car manufacturing, QR codes are now used more broadly because of their versatility. You can read more about QR codes on Wikipedia by scanning the QR code to the right with your phone's camera.



How an Inn can use a QR code for registration

Step 1: Create an [online form](#) for participants using Google Forms, Microsoft Forms, SurveyMonkey, etc.

Step 2: Create a QR Code for the registration form (instructions for a Chrome browser below; alternately, there are websites such as [QR Code Generator](#) that will create QR codes for you).

Step 3: In Person: Display the QR code as large as you can (such as on an 8.5"x11" sheet of paper) in multiple places as members walk in. Instruct members to use their phone cameras to scan the QR Code, which open a link on their phone to the online registration form.

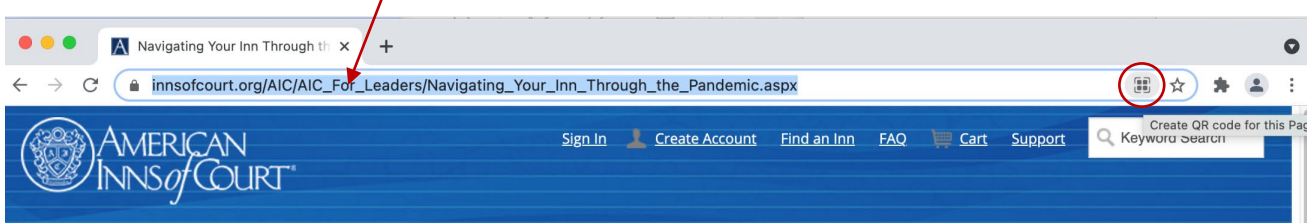
Virtual: Create a Slide at the beginning of the Meeting that displays the QR graphic and request all joining virtually to either follow the camera instructions above or you could also provide the link for them in the chat box for the attendance form.

Step 4: The creator/owner of the form will need to save the results (by digital download) after the event. Check your state's CLE guidelines for information regarding how you are to keep, store, or provide the attendance roster after each meeting.

How to Create a QR Code in a Chrome Browser window

Step 1: Navigate to the page for which you want to create the QR code.

Step 2: Click into the browser URL line. Small icons will appear: Send this page, QR code generator, and Bookmark.



Step 3: Choose the QR icon.

Step 4: Click Download when the QR code appears. Save the .png file on your computer.

Step 5: Share your QR Code .png file where needed.

Want to know more about QR codes? Check out this article from QR Code Generator: [QR Codes 101: A Beginner's Guide](#). For more ideas about how to conduct in-person Inn meetings safely, contact your [director of chapter relations](#).