



CM Exhibition app

Arrival registration

Introduction

The CM Exhibition app is a fast and efficient tool for registering participants' arrival at events managed with Conference Manager.

Arrival registration

The CM Exhibition app makes it easy to register participants' arrival during an event. Simply scan a participant's QR code or barcode, search for their name, or count attendees using the built-in counter.

This introduction will show you:

How to log in with your mobile key

If you are the organiser, you can find the mobile key under the *External login* setup in Conference Manager – click [here](#) to learn how to create a mobile key.

If you are a partner assisting the organiser, you will receive the mobile key by email from the organiser.

How to register participants' arrival

Register arrival by scanning QR codes/barcodes or manually by using the search field.

How to count participants

Track attendance by manually counting participants with the counter.



Start by
downloading the
CM Exhibition app



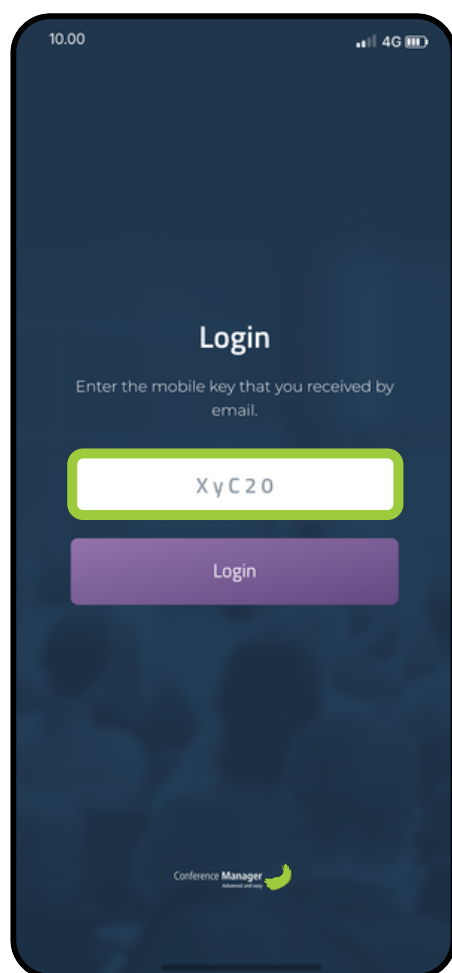
Log in and scan

Enter the mobile key and go to Arrival registration

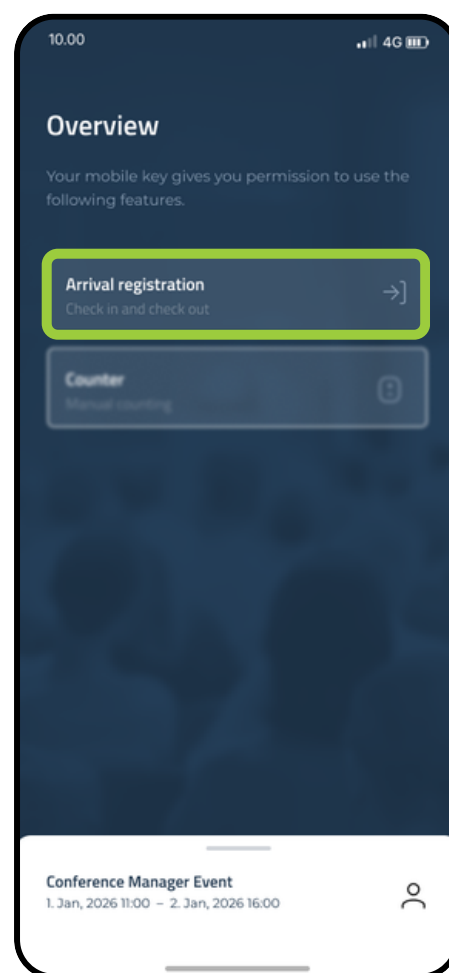
1: Enter the mobile key on the login screen and click **Login**.

2: Click on **Arrival registration** in the overview.

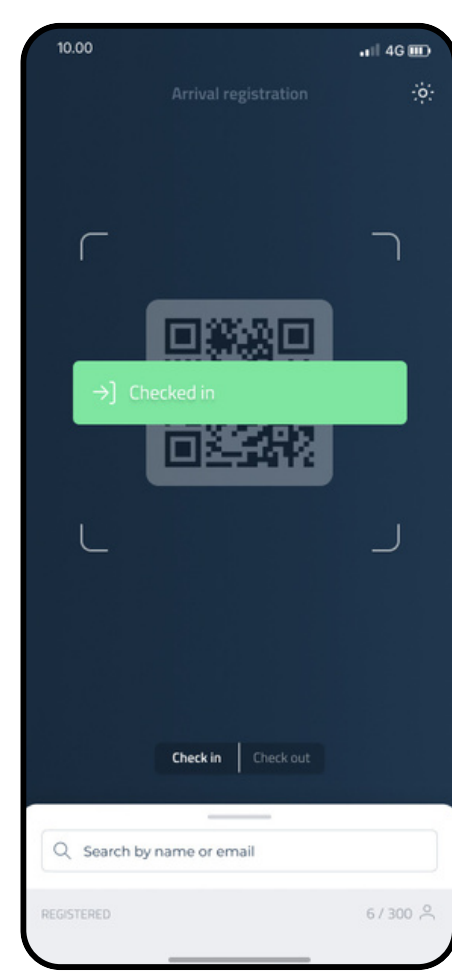
3: Register participants' arrival by scanning their QR code/barcode or by searching for them manually.



Organisers find the mobile key under External login in Conference Manager. Partners receive the mobile key by email.



The overview page displays all the functions available to you. These can differ depending on your mobile key permissions.



Allow camera access to scan QR codes/barcodes, or use the search field to register participants manually.

Register arrivals

Scanner

Use the camera to scan QR codes/barcodes. Switch between **Check in** and **Check out** as needed.

Activate the flashlight in the top right corner to make scanning easier in dark environments.



Manual search

Enter the participant's name or email in the search field to manually register their arrival.

Make sure to double check that you are checking in the correct person.

Tickets

Participants can access their ticket in the CM Events app or in their confirmation email.



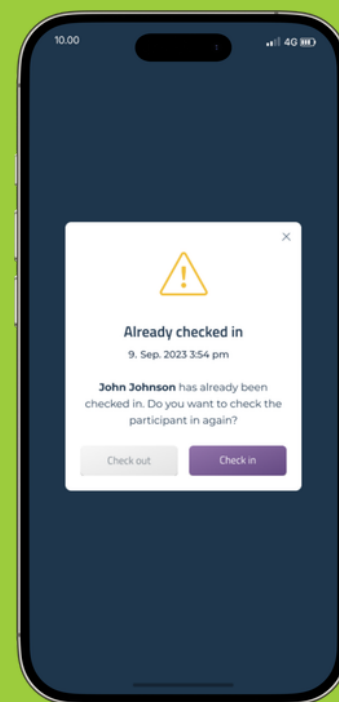
Alerts

The app provides instant notifications during scanning, helping you ensure that each participant's check-in is valid and complete.

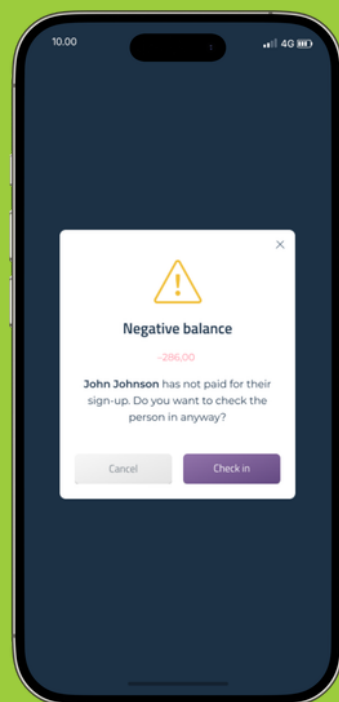
The app will notify you if a participant:



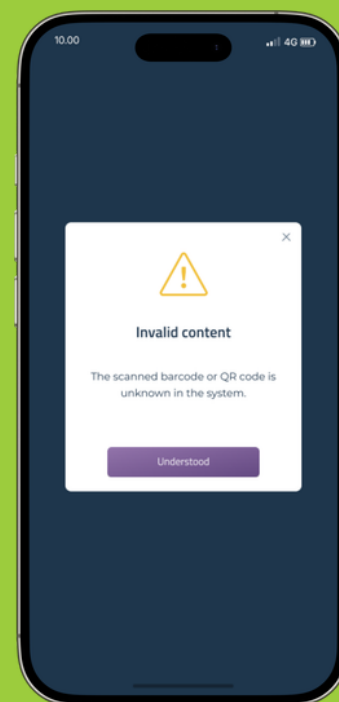
✔ is being checked in or out



⚠ is already checked in or out



💳 has a negative balance



✘ is using an invalid ticket

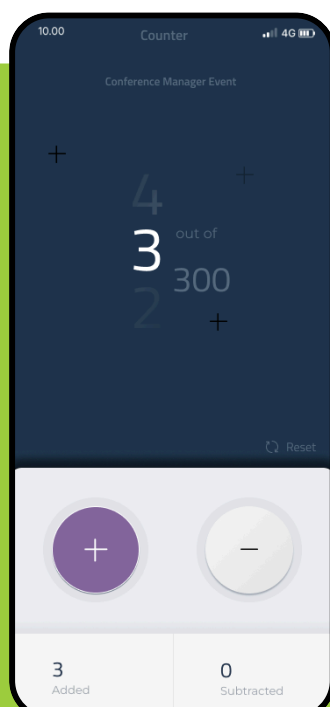
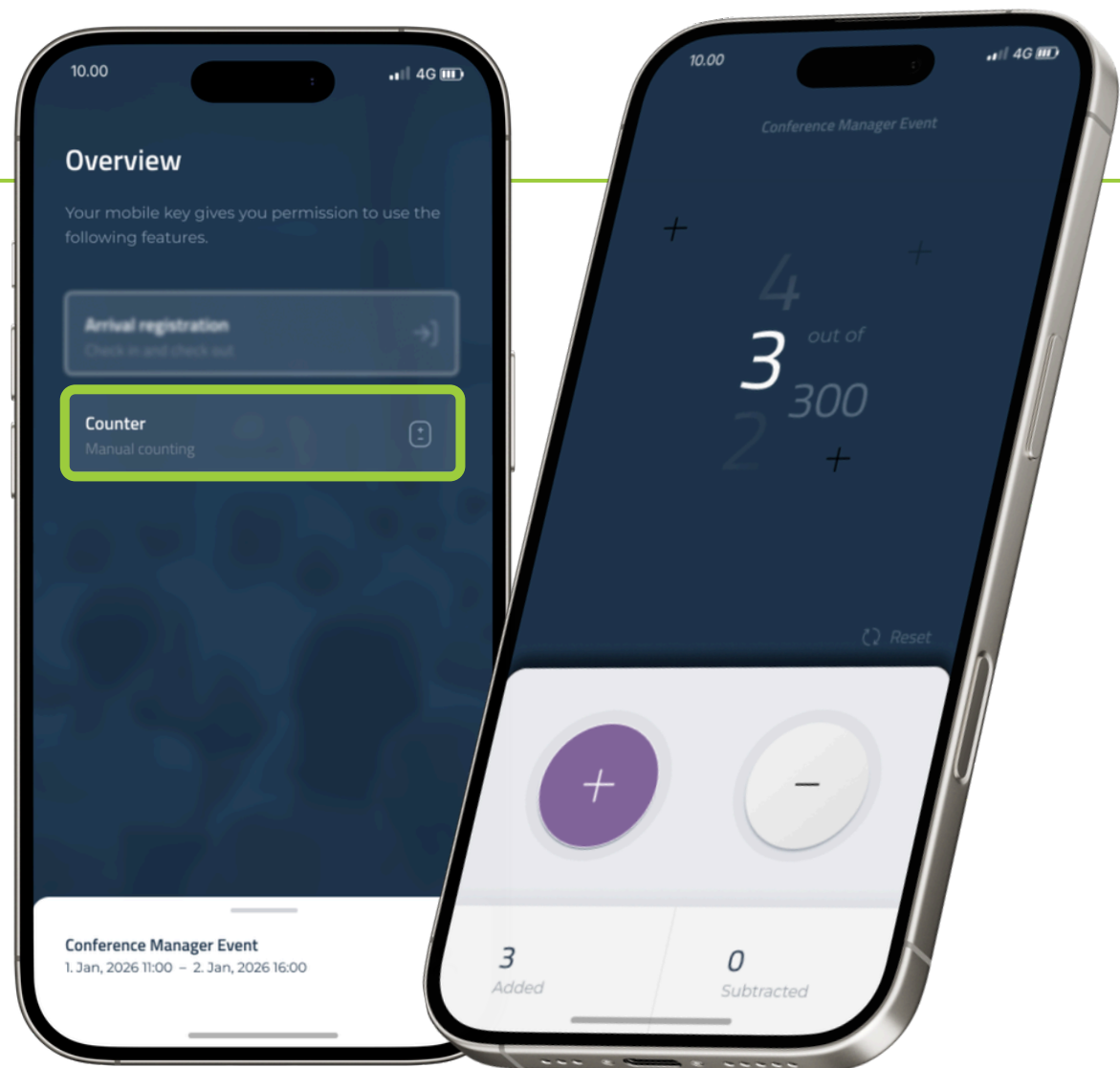
Count participants

In addition to arrival registration, you can use a digital click counter to manually count participants as they arrive. The counter can be used on its own or together with arrival registration. This is useful when you need a quick overview of attendance without registering each participant individually.

+ Count participants

Click on **Counter** in the overview. Press the **+** and **-** buttons to add or remove participants.

*The counter updates automatically if participants are checked in or out via the **Arrival registration** function, or if counting is also taking place on another device.*



🔄 Reset the counter

Click on **Reset** to clear the current count.

Be aware that this will delete the total count of the event and cannot be undone. Individual check-ins will still appear as checked in under **Arrival registration**.

