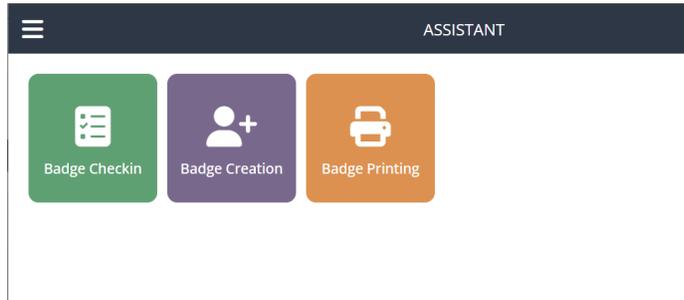
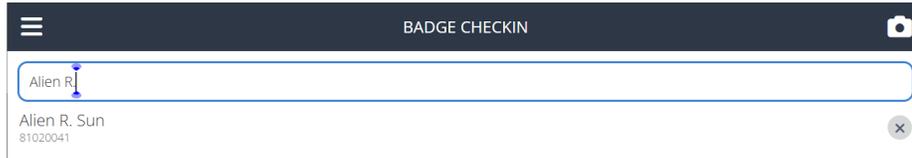


Access the Assistant from the following URL: <https://assistant.cardboardevents.com/>  
Enter the Access Code: \_\_\_\_\_

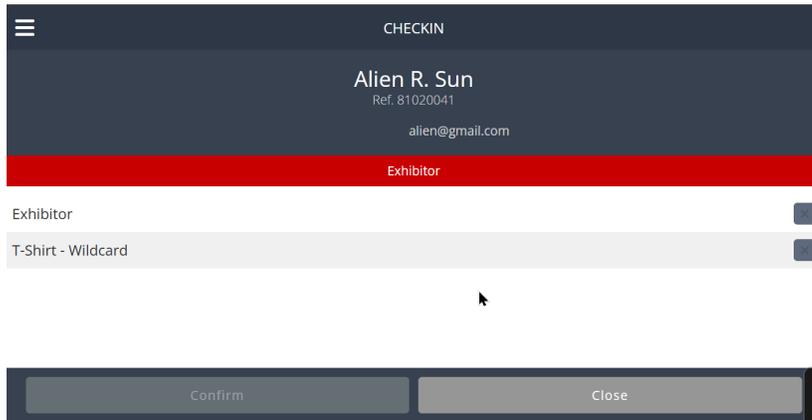


### Badge Checkin

- 1) Click **Badge Checkin**
- 2) Click the Camera to Scan the Attendee's QR Code  
or Search for the person using the name provided during registration and select the completed option



- 3) A list of items requiring collection will be shown check off each item provided



- 4) Retrieve and select each item picked up.  
Carefully double check the list before clicking **Confirm**.  
**Caution:** Once an item has been marked as collected it cannot be changed back to uncollected.