

4 Mental Health Online Registration and Evaluation Process (QR Code Explanation)

F2F Training: Online registration and evaluation

The first option when you come to register a course is you click '*register face-to-face course*' and then at the bottom of the registration page you select '*online registration and evaluation*'

1. You will first be able to register all your delegates as normal on the portal before the session (names and email addresses).
2. You will then need to print off two QR Code sheets, one for registration at the beginning of the session, and the second for delegates signing out of the training session at the end.
3. At the beginning of the session, you will use the 'Registration QR sheet' when delegates enter the training room. They will need to scan the first registration QR code and their attendance will be confirmed for the beginning of the session. If you had not registered them prior to the session, when they scan the QR code, they will simply be prompted to self-register by filling out their name and email address there and then.
4. At the end of your session, you will then ask delegates to scan the 'Evaluation QR sheet' which delegates will need to scan to receive their personal sign out page. This will include a box for them to tick to confirm their attendance and an anonymous evaluation that is automatically uploaded to the portal.

Once they have completed the 'Evaluation QR sheet' steps, they will then be asked how they want their attendance certificate sending – either direct download or sent to an email address. Again, this is automated, so you won't need to send any certificates out after training.

If a delegate did not sign-in at the beginning of the session they will need to complete this step first, before they are able to complete the sign-out process.