



How to create a QR Code Sign in Sheet

With new protocols for attendance and touch-free methods of doing things, you have probably come across QR Codes at many sports, cafes, restaurants, and shops. These are very quick and easy to set up and makes collecting data from attendees efficient and safe.

What is a QR Code?

A QR Code is a Quick Response code (it looks a bit like a barcode) that smart phones recognise and will prompt the user to open up a website. You can link your QR Code to just about anything—in this instance we will link to a Google Form that will collect data for us.

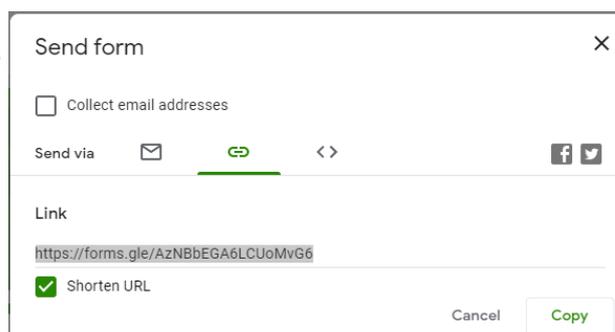
First—Set up your data collection method

The method you use will depend on what resources you have access to. Google Forms is free and easy to use. Click [here](#) to go to Google Forms. You can either sign in with your Google account, or create a new account (which is free).

Once you have signed up or signed in to your account, create a new form. You can collect whatever information you think you need. If you are using this form for a covid declaration, insert the questions that are required on our PDF document [here](#).

Now, let's create a QR Code

You can either Google “Create Free QR Code”, or we have used this website [here](#) and it has worked well. First we need to get the website address for the Google Form. In the top right hand corner of the Google Form, click “send”, and then the link button (see right), and click “shorten URL”. Click the Copy button, and then go back to the QR Code Generator Website—Click “URL”, and then



paste the Google Form link in there. It will automatically create a QR Code. Then you can click the green “Download” button to create a jpg image file of the QR Code. We will then use this image to insert into a flyer.

Create your flyer!

You can create your flyer with Word, Publisher, or any word processing program you have access to. Create your flyer, give a brief explanation of what to do, and copy and paste your QR Code image in the flyer. We suggest printing a few and laminating them to put at the entry gate.

Collect your data

When you want to review your collected data, go back into your Google Forms file and click responses. You can export this information as an Excel spreadsheet which makes it easy to access, and you can save this information onto your computer.

PONY CLUB
NEW SOUTH WALES

State School Sign in

To digitally sign in today's State School, please open your Smart Phone camera and hover over the below QR Code. Your phone will prompt you to open a website. This website contains the online sign in form. If you have any issues please let your presenter know. If you do not have a smart phone, another person can use their phone to sign in for you.

Date:
Venue:
Presenter:

