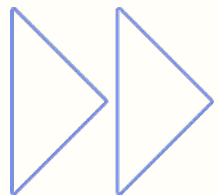


New App PAW Check-In



Fast, easy, essential!



Use the new PAW Check-in app to easily manage attendance for your events

New

The **PAW Check-in** feature has been completely redesigned to make welcoming participants to your in-person events simpler, faster, and more reliable.

Now available as a mobile app, it provides a smoother experience and helps avoid waiting times during check-in.

1. Access the app

Download the **PAW Check-in** app on your smartphone from the **App Store** (iPhone) or **Google Play** (Android).

2. Check in participants

Once connected to your event, you can check in all participants whose registrations were completed on the website.

The app also allows you to easily add additional participants directly from the interface if needed.

3. Track the visitor list

As participants arrive, the list of attendees is automatically updated. This gives you a clear and complete overview of everyone who has taken part in your event.

4. Export the data in one click

At the end of the event, you can download the complete list of visitors in **Excel format** with a single click from your **partner back office**.

This allows you to quickly retrieve a usable file for reporting or follow-up.

IMPORTANT

The application has been designed not to rely on **4G/5G or Wi-Fi coverage**, making it faster and more efficient during events.

However, to ensure it works properly, you must **initiate and finalize the usage process in an area with a good network connection**.

Before check-in

1. Connect to the event

A few minutes before the event:

- Check your **4G, 5G, or Wi-Fi connection**.
- Open the **PAW Check-in** app.
- Enter the **Event ID** and the **password**. These details can be found in the **Event** tab of your partner back office.
- Enter your name, then click **Validate**.
-

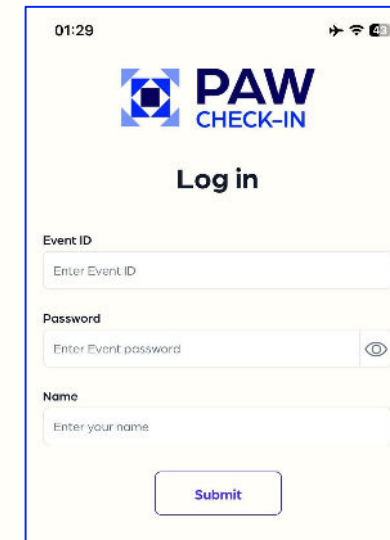
2. Confirm the event, or return to Step 1.

3. Synchronize the participant list

The participant list downloads automatically. On the app's homepage, a chart displays the number of registered participants.

⚠ If the number of participants is **0** or if the chart does not appear, click **Sync Data**.

✅ The check-in session is ready.



01:29

PAW CHECK-IN

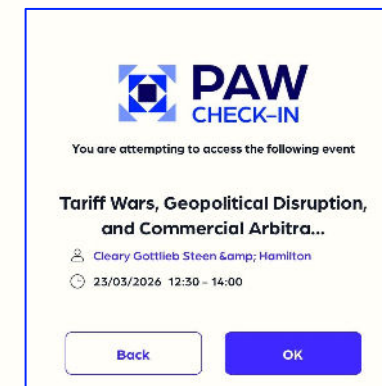
Log in

Event ID
Enter Event ID

Password
Enter Event password

Name
Enter your name

Submit



PAW CHECK-IN

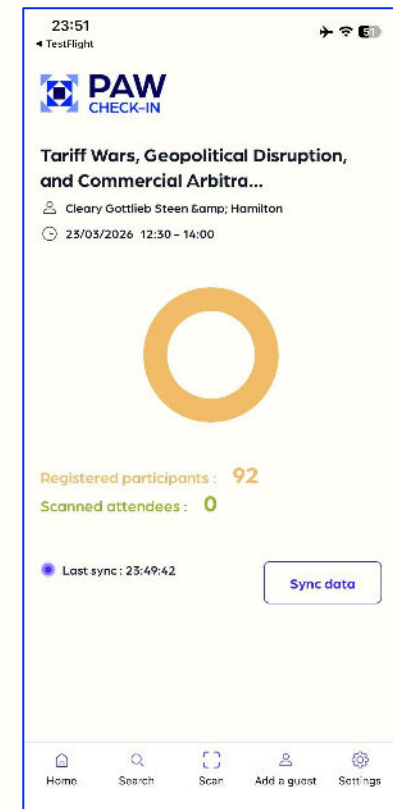
You are attempting to access the following event

Tariff Wars, Geopolitical Disruption, and Commercial Arbitra...

Cleary Gottlieb Steen & Hamilton

23/03/2026 12:30 - 14:00

Back **OK**



23:51

TestFlight

PAW CHECK-IN

Tariff Wars, Geopolitical Disruption, and Commercial Arbitra...

Cleary Gottlieb Steen & Hamilton

23/03/2026 12:30 - 14:00

Registered participants : **92**

Scanned attendees : **0**

Last sync : 23:49:42

Sync data

Home Search Scan Add a guest Settings

Check-in via scan 1/2

All participants whose registration for the event has been validated receive an **email invitation** containing a **PDF with their QR code (the PAW Pass)**.

They can also download their **PAW Pass** from their **visitor back office** or add it to their smartphone wallet.

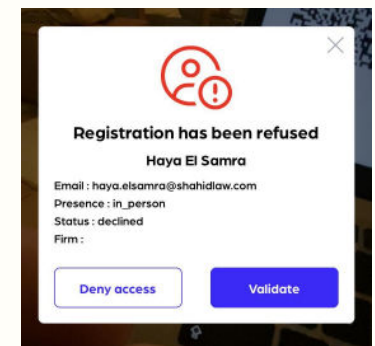
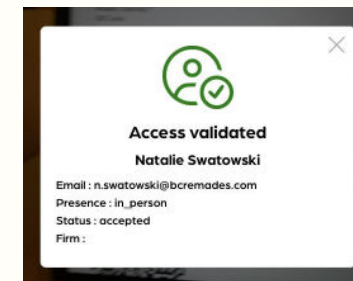
Scanning participants

In the app, click **“Scan”** in the menu.

Your smartphone camera will activate, allowing you to scan visitors' **PAW Passes**.

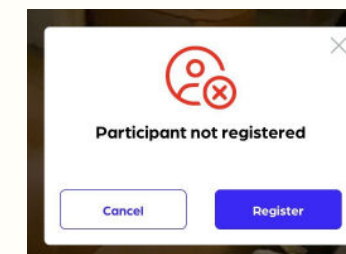
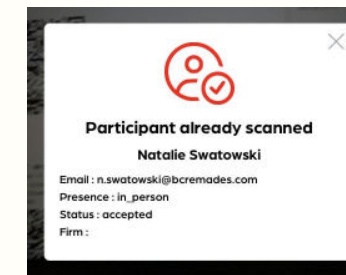
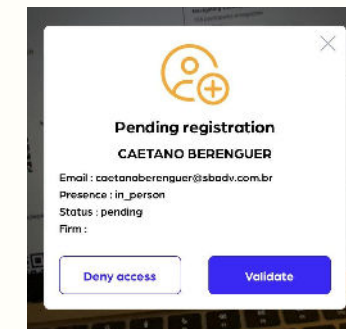
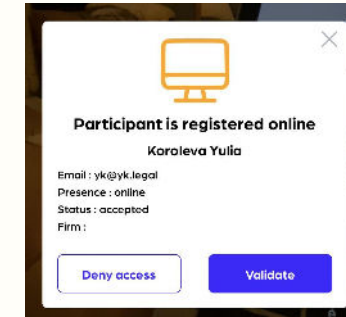
Possible situations during scanning

- **1. “Access validated”**
The participant is properly registered. You can grant access.
- **2. “Registration has been refused”**
The visitor's registration has been refused. You can choose whether or not to grant access.



Check-in via scan 2/2

- **3. “Participant is registered online”**
The participant is registered for the **online session** (for hybrid events).
You can choose whether or not to grant access.
- **4. “Pending registration”**
The event registration has not yet been processed.
You can choose whether or not to grant access.
- **5. “Participant already scanned”**
The QR code has already been used by another participant.
- **6. “Participant not registered”**
The visitor has not registered for the event.
You can choose to add the visitor to your attendees (Register) or not.

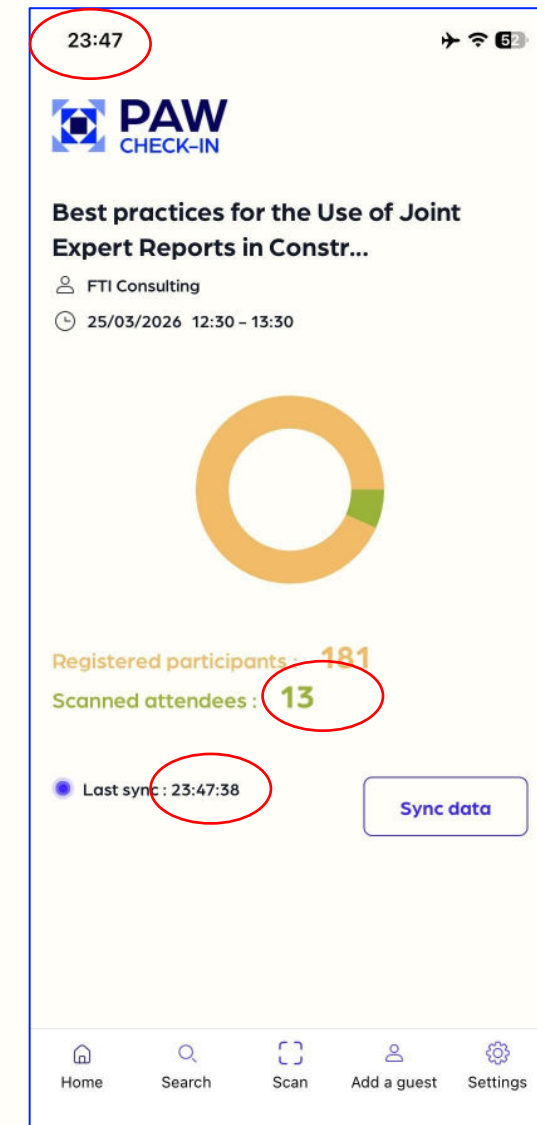


Database synchronisation

Synchronization is automatic; however, make sure to **regularly check the database update** on the app's homepage.

- The **number of scanned participants** should increase.
- The **last synchronization time** should not be more than 2 minutes behind your smartphone's time.

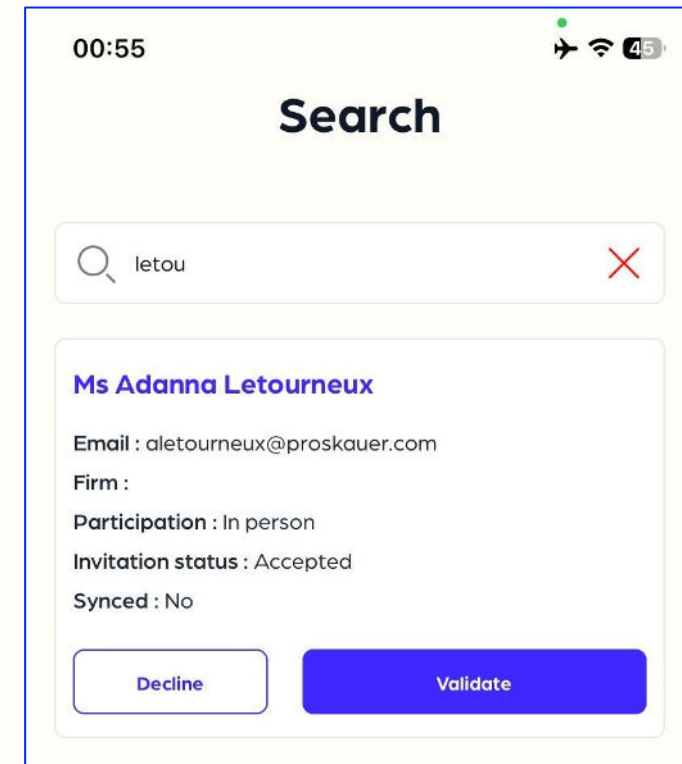
In case of any issues, check your **4G/5G or Wi-Fi connection** and click **Sync Data**.



Check-in by search

If a visitor does not have their **PAW Pass (QR code)**, you can use the **Search** function.

- Enter the visitor's name in the search bar.
If they have submitted a registration request, a tile will appear. Check the **registration status** and **grant or deny access** based on that status.
- If the visitor has not submitted a registration request, you can **add them to the event** using the **Add a Guest** function.



00:55   45

Search

 letou 

Ms Adanna Letourneux

Email : aletourneux@proskauer.com

Firm :

Participation : In person

Invitation status : Accepted

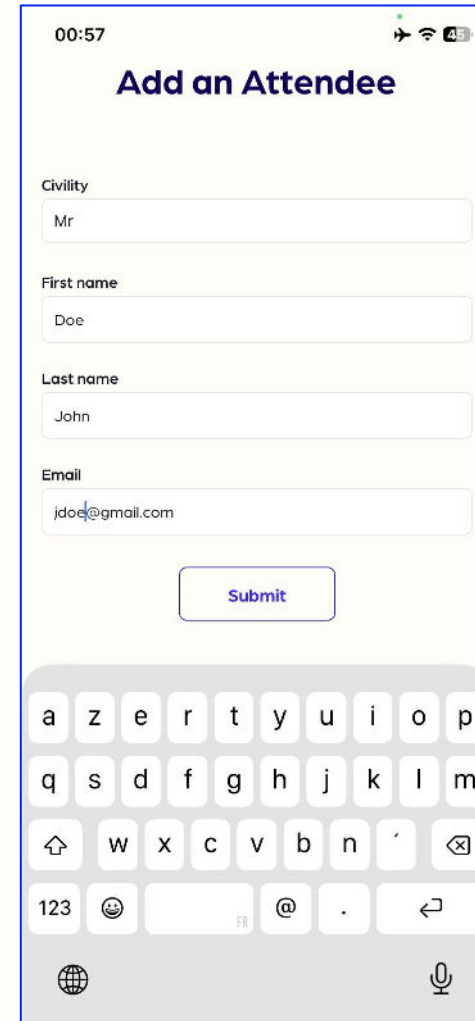
Synced : No

Add an attendee

If a visitor has not registered for the event, you can add them using the **Add an Attendee** function in the app menu.

- Fill in the fields on the form and click **Validate**.
- The message “**A new attendee is added to the presence list**” will appear, confirming that the visitor has been successfully added.



00:57

Add an Attendee

Civility
Mr

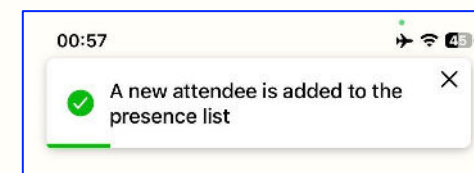
First name
Doe

Last name
John

Email
jdoe@gmail.com

Submit

a z e r t y u i o p
q s d f g h j k l m
⌵ w x c v b n ' ⌵
123 😊 FR @ . ↵
🌐 🎤



After check-in

- At the end of the check-in, click the **Home** icon in the app, then select **Sync Data**.
- Make sure the **number of scanned participants** is correctly updated.
- Next, go to **Settings** in the app menu and click **Logout** to sign out.
- To obtain the **complete attendance list**, log in to your **partner back office**.
In the **Event** tab, click **See details** for the relevant event, then select **Download list / Presence list** on the event page.

