

## Setup your QR code from home, now.

Please read everything on this page before proceeding.

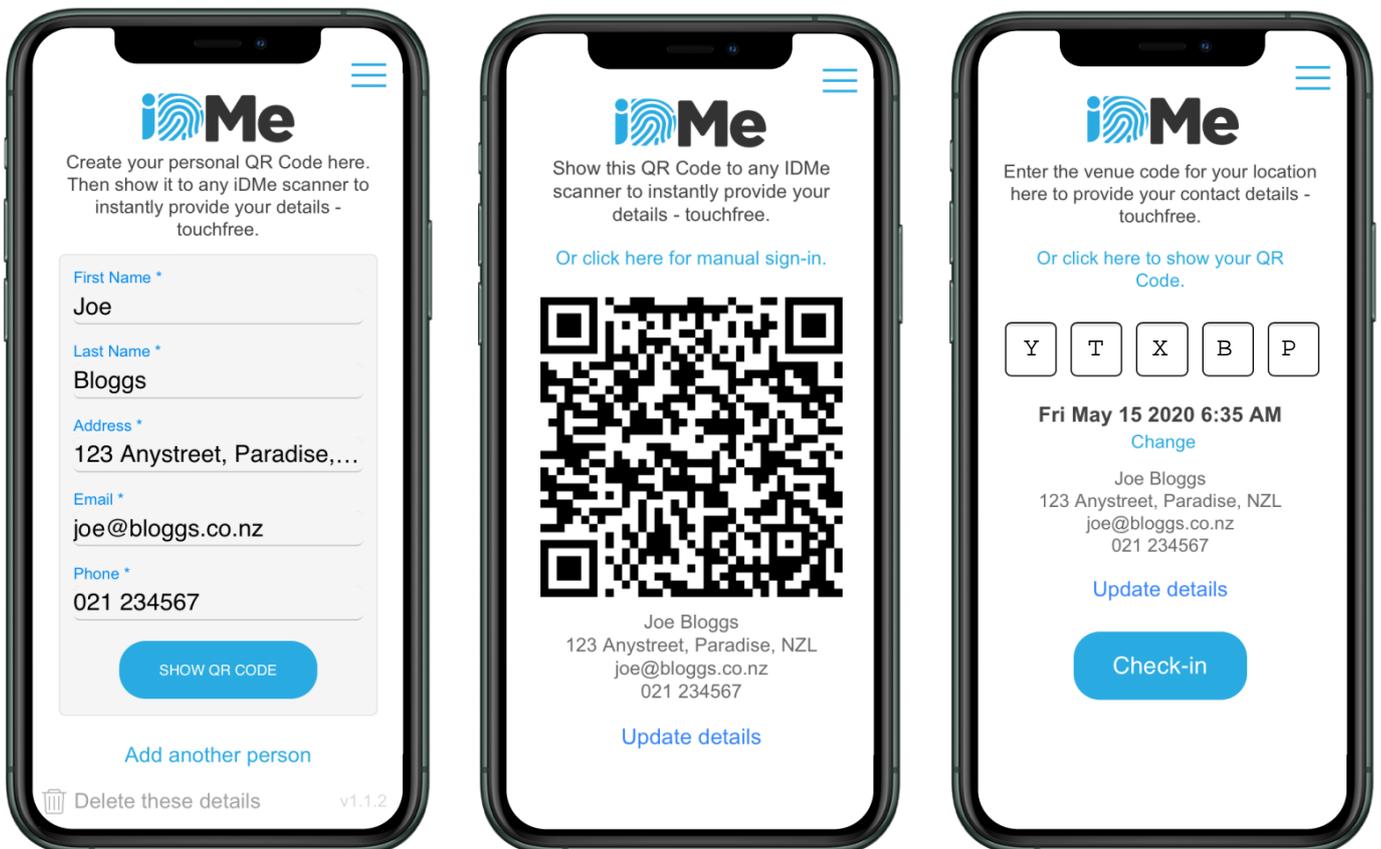
The second page shows graphically how to do this on a smartphone, if you have one, if not there are options below.

1. The app is NOT in the app store (Apple or Android), it is only available from the [www.idme.co.nz](http://www.idme.co.nz) site.
2. Recommended to use a smartphone to do this.
3. The share button may be at the bottom of your screen OR on your browser to put the icon with QR code on your “home screen”. If you cannot find the share button to save to your home screen, then please ask someone as they appear in different places on each device, and this is the hardest part of the process, which is simple.
4. Add other family members, or team members who often play at the same time, but you will need to check-in each one by toggling through the individual QR codes for each.
5. If you do not have a smartphone, then check-in from a PC/Laptop or tablet/iPad, (for contact tracing) just before each visit to the club, OR print your QR code for scanning at the club on club days, for the few people who do not have smart phones.
6. Once you have the process ready to go, then the Otumoetai Tennis Club location code for manual check-in is YTXBP
7. Please use this to check in every time you visit the premises, as it is law, even under Level 1 of COVID-19, so it will be the new normal. Please don't do it until just before or at arrival at the club, as the time is logged immediately you hit submit.
8. If you inadvertently, check-in then please email [memberinfo@otumoetaitennis.co.nz](mailto:memberinfo@otumoetaitennis.co.nz) to have your check-in removed.
9. The data is held online for 4 weeks, then deleted by the system, as required under the contact tracing rules.
10. Once the initial setup is done, then the process is really extremely easy and very fast each time you check-in. Remember the club code YTXBP – it will also be displayed on our website, Facebook page and at the club entrance.
11. We also have an option to scan and manually add people for organised events, but to save time please spend a few minutes doing it yourself.



iDMe lets you use your phone to create your own personal QR Code with your contact details. Your details just stay on your phone and you can share them with any iDMe scanner or by entering a 5 character iDMe venue code. Your contact details may then be used by the Ministry of Health and/or the District Health Board to alert you if you might have come into contact with someone diagnosed with COVID-19.

1. You don't need to download an App. Simply use your phone to visit [www.idme.co.nz](http://www.idme.co.nz)  
*NOTE - IOS users ONLY use Safari for this step.*
2. Complete your contact details and tap **SHOW QR CODE**. You only need to do this once. **Save it to your home screen for quick access** and so that it works offline. If you need to check-in where there's not an iDMe scanner, tap the link **Or click here for manual sign-in** and enter your venue code, then tap the **Check-in** button.



3. To create and store contact details for multiple people on a single phone, tap the **Add another person** link from anyone's Details screen. You can then scroll through each record to instantly scan in their QR Code or manually check them in using a 5 character venue code.