Step By Step guide to Events registration and Attendance taking on Healthy 365
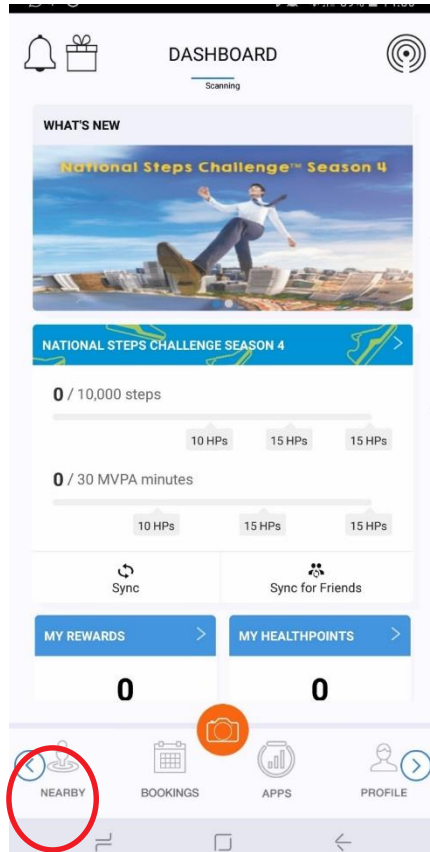
How to start
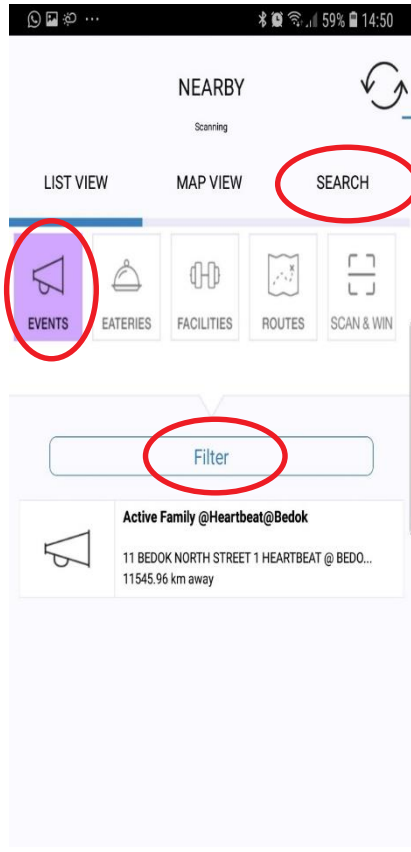
1. Download or update to the latest Healthy 365 mobile app from App store or Google Play store
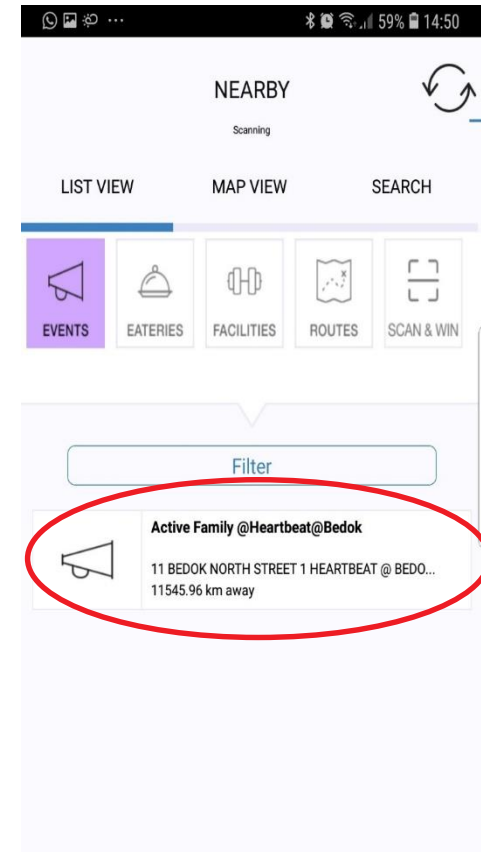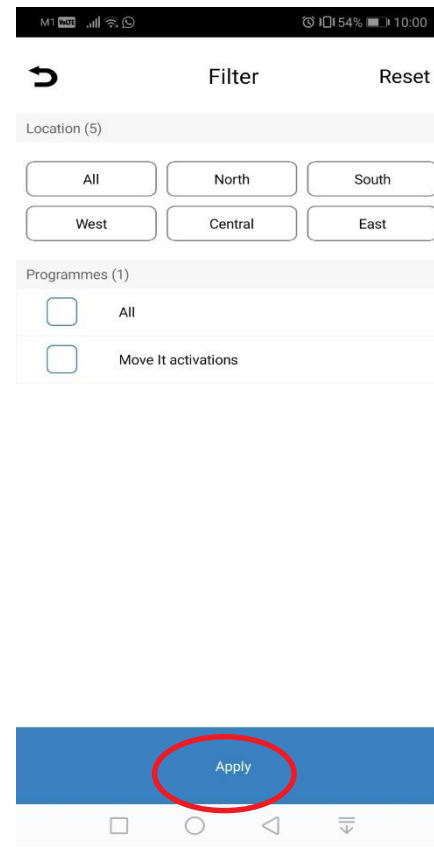

2. Launch the app and create a profile

Registration for events

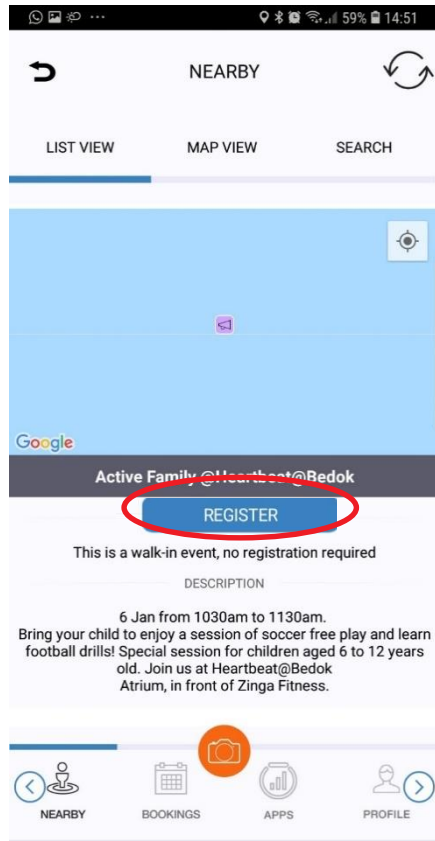1. Tap on 'Nearby'> 'Event' to see the list of events

2. Scroll through the list of events or tap on 'Search' to search by keywords. Alternatively, tap on 'Filter' if the event you want to search by location/ programme and tap to apply the necessary filters
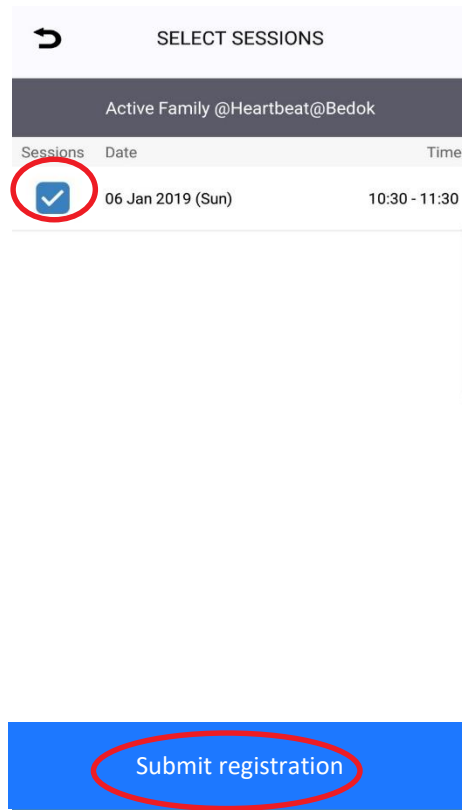
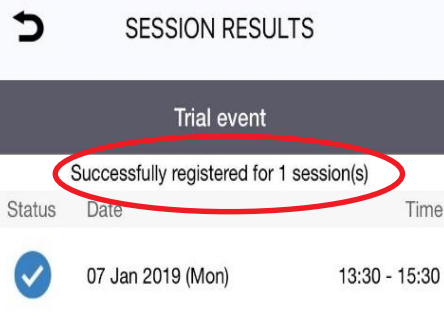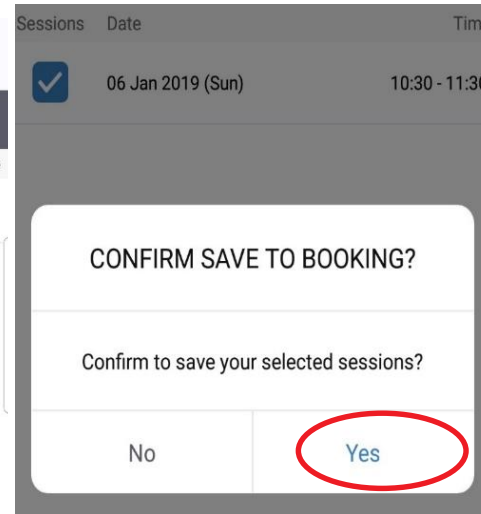3. Select your preferred event to view details.

Registration for events

4. Tap on "Register" to view the full schedule. If the event does not require pre-registration, you may opt for "Add to my booking"

5. You may check the preferred sessions to proceed for registration. Note that registration is subjected to capacity
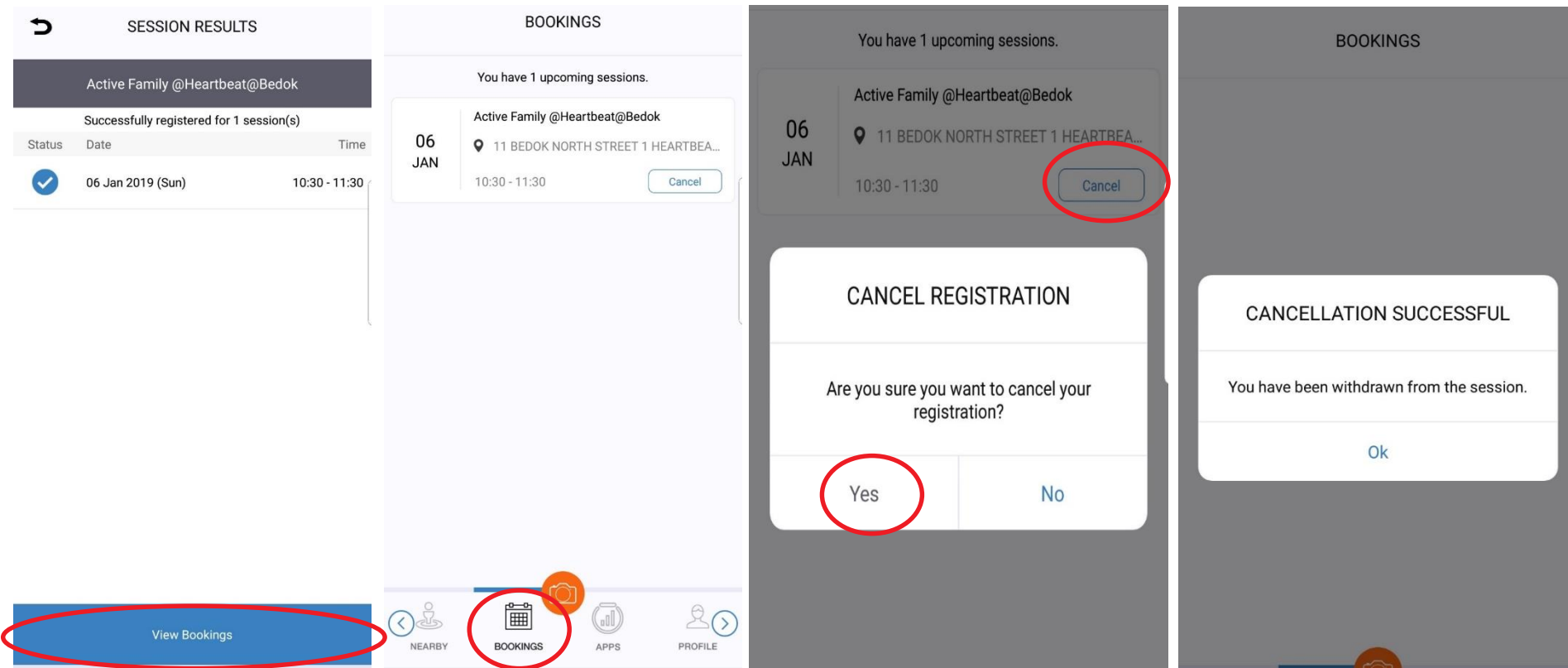
6. Confirm your registration to see "successfully registered" message

7. An error message will be displayed if the event has reached maximum capacity. Pls select other available slots in such cases.
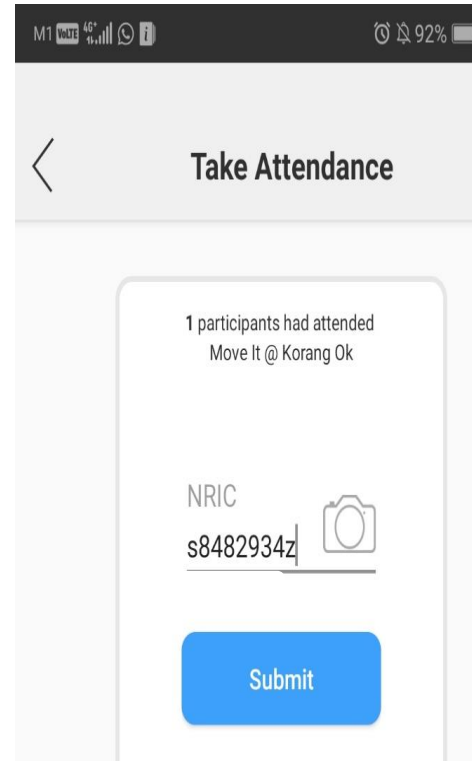
View/ Cancel registered events

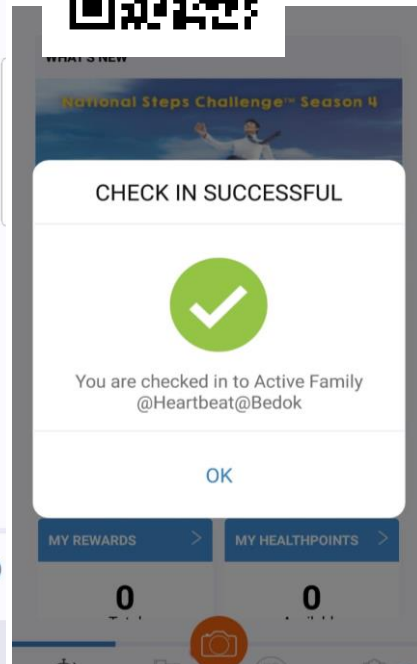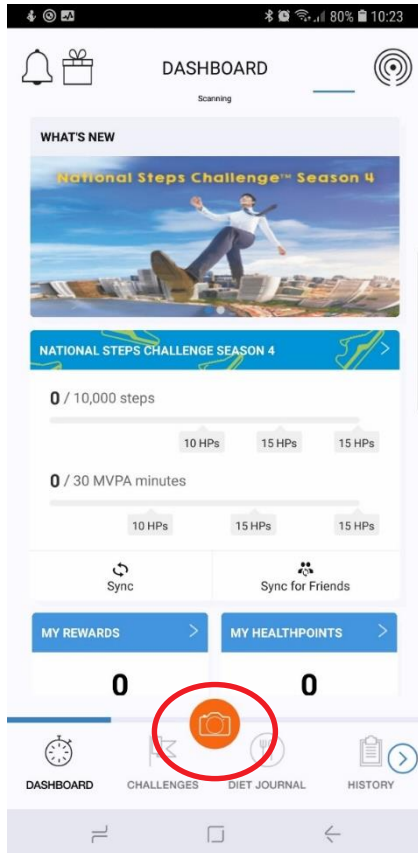1. To view registered events, you may either tap on "View Bookings" upon successful registration or select "Bookings" from the Healthy 365 app. Upcoming registered events will appear by chronological order.

2. To cancel registered events, tap on "Cancel" next to the event and confirm the cancellation. You will receive a successful cancellation message and it will be removed from the "Bookings" page.

Check in attendance at event

Note
- Each QR code is unique and time-sensitive for specific event
- Each person may only scan the QR code once for each event
- If you are late for the session, you may still scan the QR code at the end of the session to mark your attendance

1. During the actual event, the on-site facilitator will provide the event QR code for attendance taking. Launch the Healthy 365 app and tap on the camera icon to scan the QR code. A successful check in message will pop up upon scanning the QR code.

2. If you do not have smart-phone or did not bring along your phone, you may provide your NRIC to the on-site facilitator to enter the attendance through the backend system