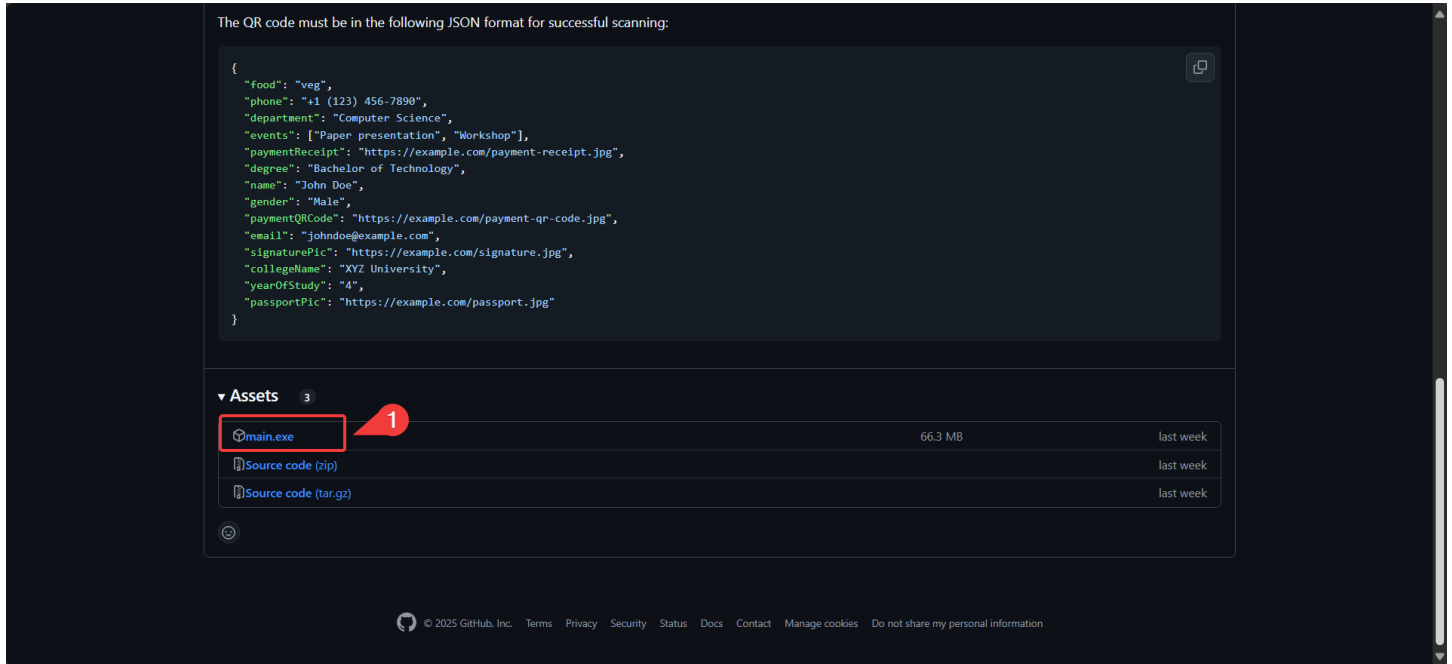


# Registration Desk Docs

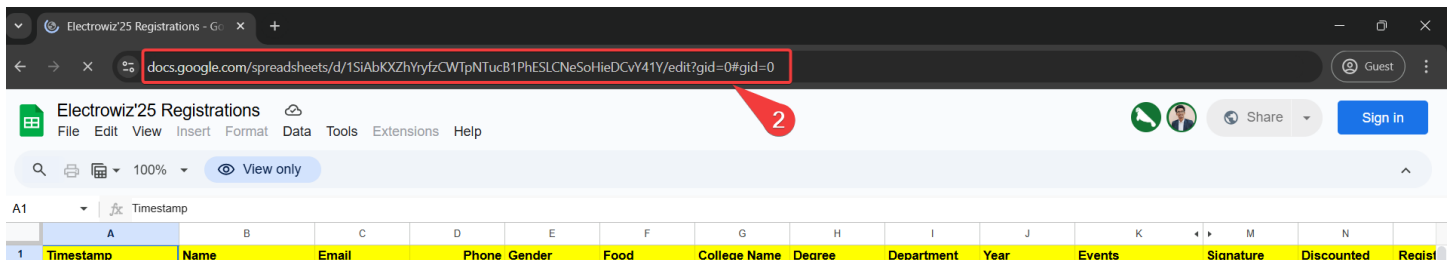
## Step 1: Download the Application

- Access the application from the GitHub release page.
- Download the **main.exe** file (approximately 64MB).
- This is a portable executable file, so installation is not required. You can directly open the file.



## Step 2: Prepare the Google Sheet URL

- Copy the Google Sheet URL, which will serve as the input data source for the scanner application.
- Each event will have a separate URL. Use the respective URL to mark attendance for that specific event.
- Follow the upcoming steps to set up the scanner app for each event.



## Step 3: Enter the Google Sheet URL

- Paste the copied URL into the first input box of the application.

## Step 4: Confirm the URL

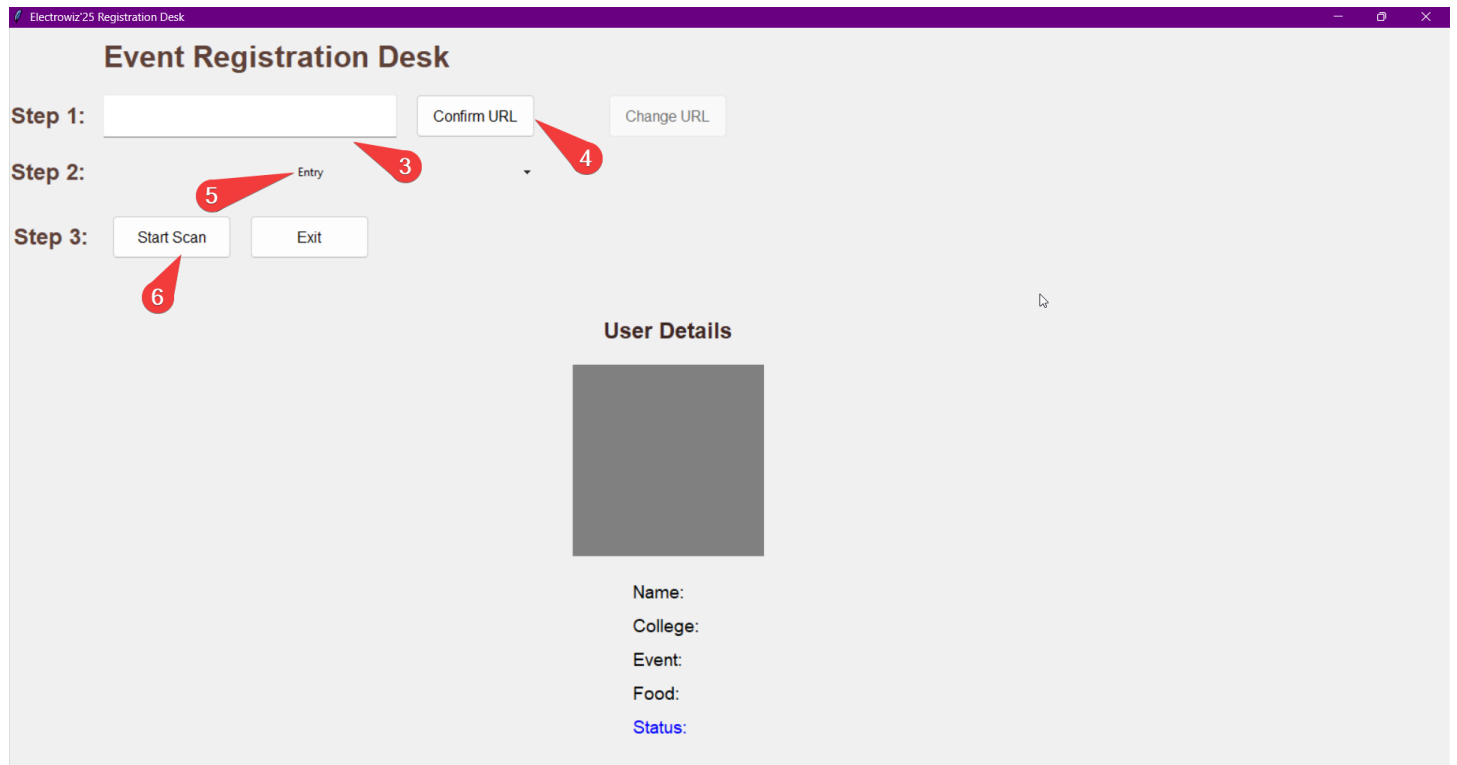
- Press the **Confirm URL** button. Once confirmed, the URL will be locked.
- To change the URL, press the **Change URL** button.

## Step 5: Select the Event

- Choose the event for which you want to mark attendance from the drop-down menu.
- The **Entry** option is selected by default.

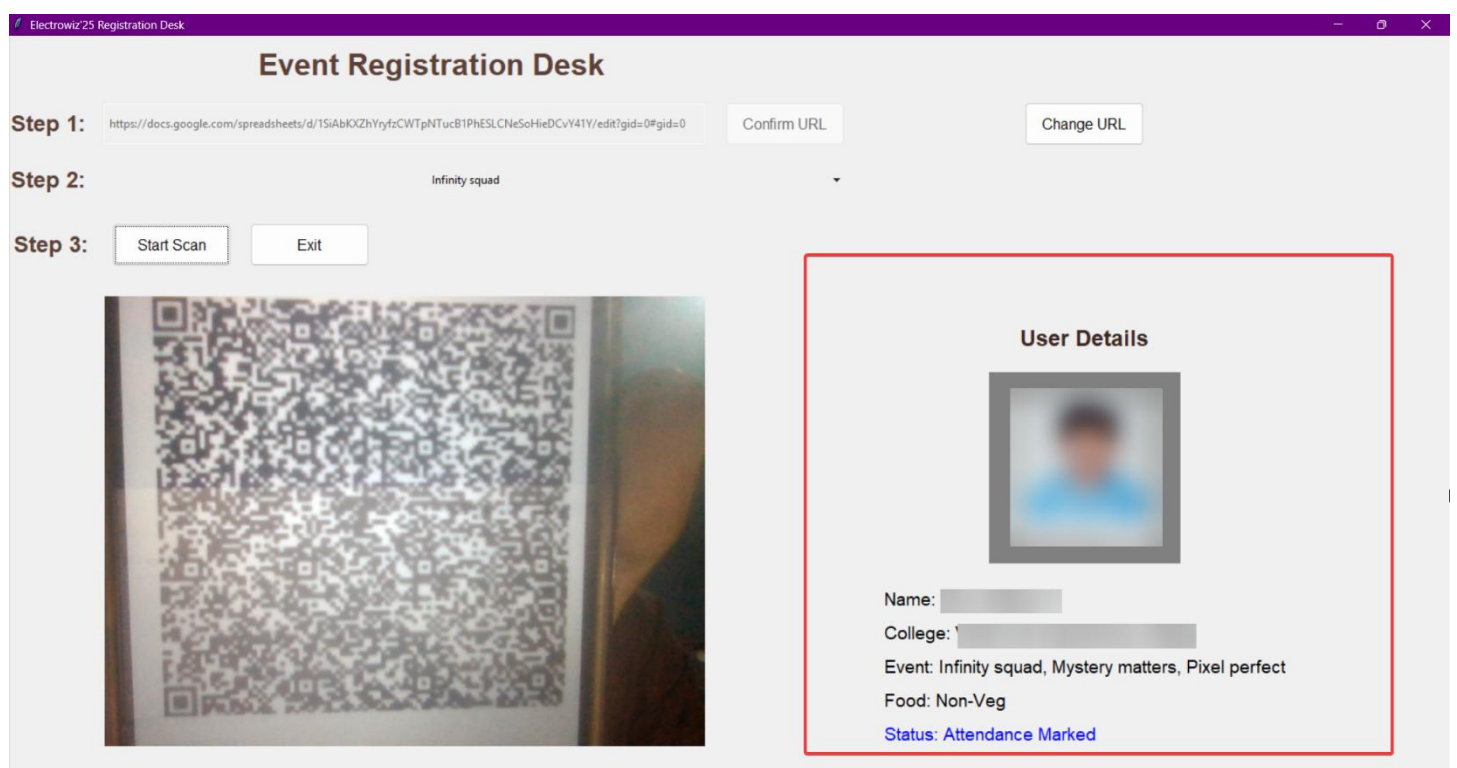
## Step 6: Start Scanning

- Press the **Start Scan** button. This will activate the webcam to scan the user's QR code.



## Step 7: Verify and Mark Attendance

- If the QR code is valid and the user is found in the Google Sheet, their attendance will be marked automatically.
- Verify the user details displayed on the screen to confirm authenticity. The displayed details include:
  - Image
  - Name
  - College
  - Event



## Status Message Details

1. **User Found and Valid:** Attendance Marked.
2. **User Found but Not Registered for Event:** Status: User Found but Invalid Event.
3. **User Not Found:** Status: Invalid User.
4. **Invalid QR Code:** Status: Invalid QR Code.

## Common Issues and Solutions:

- QR code not detected: Ensure the webcam is functional and has appropriate lighting.
- Google Sheet URL not accepted: Verify that the URL is publicly accessible and follows the required format.
- Incorrect status messages: Confirm the user data is properly formatted in the Google Sheet.