HOW TO CHECK THE VACCINATION STATUS OF PATRONS AND PARTICIPANTS WITHOUT A SMART PHONE

Patrons and participants without a smart phone are recommended to present a valid certificate from the Australian Immunisation Register or a printed copy of their COVID-19 vaccination certificate to prove their vaccination status. It is important for venue staff to cross check this information with a valid form of photo ID such as a drivers' licence.

In addition to proving their vaccination status with venue staff, it is important for these patrons and participants to check-in to help contact tracers in the event of a COVID-19 outbreak.

Kiosk Check-in service

The **Kiosk check-in service** in the Service Victoria app enables workers to check-in patrons and participants who can't check-in for themselves.

This is a simple electronic form to help staff record a visitor's first name, family name and contact phone number on the venue's device.

Step 1: Log in to the **Victorian Government QR Code Service**

Step 2: Select the location / area of your venue where you would like to have Kiosk check-in available

Step 3: Nominate a Kiosk Contact, by clicking on the pencil icon to edit the screen

Step 4: Enter the Kiosk Contact details

– If the location contact details are the same for the Kiosk Contact, tick the 'Copy existing location contact details' checkbox and select 'Save'. The contact details will be copied across automatically

– If you would like to nominate a different Kiosk Contact, enter their details in the Kiosk Contact details section and select 'Save'

– The Kiosk Contact will receive an email with an 8-digit Kiosk code and instructions for setting up Kiosk check-in on your selected device. Ensure that your device is online

Step 5: Visit the Kiosk check-in on your device and bookmark the link in your browser

Step 6: Enter the 8-digit Kiosk code we sent to your Kiosk Contact and select 'Next'

Step 7: Enter the Security Code (a one-time password that is emailed to the Kiosk

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Your Vaccination is your Ticket

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