

Please enter the House through the **front door only** and exit via the **rear door only** (from the ramp door). We have installed the Swipedon Visitors App. There are two options to sign in and out of the building.

To be signed in manually, when you arrive at the House please make your way to Reception who will then be able to sign you into the House. Please remember to go back to Reception to sign out at the end of your visit.

The contactless sign in feature provides a hygienic, touch free way to register reducing the need for interaction. You can easily sign in by scanning the QR code on your mobile device, where you will be prompted to complete the registration on your own device via a browser application (*please see below for instructions*)

Contactless sign in

A copy of the QR scan has been placed at the front door so visitors can scan and fill in the details before entering the building. Visitors can choose to use contactless sign in as follows:

For Iphones:

1. Open up the camera and hold over the QR code (image below).
2. Click on the popup message that says **“Open Swipedon.com” in Safari.**
3. Follow the prompts to sign (details below).

For Android devices:

If you have an Android Smartphone, you can use QR scanner apps for accessing content linked to QR codes. Free Apps such as [Google Lens](#), [QR code reader](#) or [QR & Barcode Reader](#) are all free and available via the **Google Play** store on android devices. One of these APPS will need to be downloaded and then follow the steps below:

1. Open the QR scanner app and hold over the QR code below.
2. Click on the popup message that says “Open Swipedon.com” in Safari.
3. Follow the following prompts to sign in (details below).
 - Enter your full name
 - Class attending (enter the name of the class or if visiting a staff member enter **OFFICE**.)
 - Enter email address
 - Enter phone number
 - Answer Yes/No to the 4 questions

Read and Sign the Agreement

The visitor will then be asked to read the agreement and *sign (with their finger) and then press the **agree button**.

If the staff member is signing the visitor in then they can ask the visitor to read the agreement and ask to confirm and when they say yes the staff member can sign on their behalf and press **agree.*

Who are you seeing today

The last screen will ask who the visitor is seeing today. Select the name of the person they are visiting.

- Please remember to open the App and sign out at the end of your visit.
- Please exit via the rear door (from the ramp door).
- As the gate is locked on the weekends, participants can leave from the front door one at a time with the required social distancing of 1.5 metres.

Thank you for your assistance.