



TQ SecureMeet Meetups Quick Start Guide

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1- SIGN IN

Go to <https://meetups.securemeet.io> to log in securely with your SingPass Mobile account.



2- CREATE A NEW MEETUP

Click 'Create Meetup', then fill in your event name, venue, start and end time, and capacity. You can also set recurring Meetups here. Once done, click 'Save'.



3- SHARE YOUR MEETUP

After saving, click on the QR icon to generate your Meetup's unique QR code & link. Attendees can register for your Meetup by scanning the code / visiting the link and signing in with SingPass.



4- TRACK ATTENDEES

Have your attendees flash their Registration Pass before allowing them into your Meetup. You can also allow registrations on-site by providing your Meetup QR code for attendees to register on the spot.



FURTHER INFO:

- Free accounts are able to set up a maximum of 3 Meetups at a time
- Registrations will be auto-accepted, no acceptance / rejection necessary