



Jamaatna

Event management & digital invitations

How to

Add a scanner & gate

Multiple scanners per gate

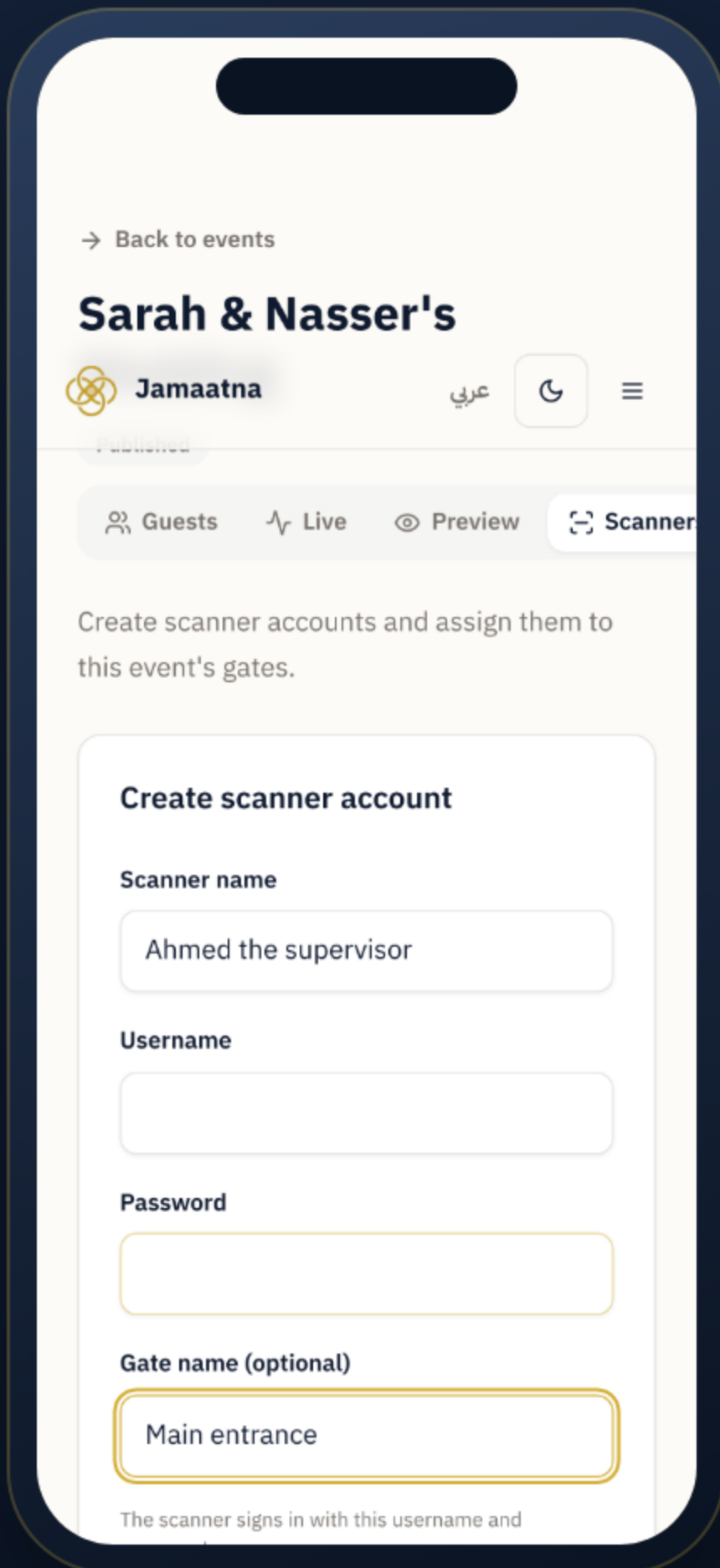
@jamaatna · 2026

1

Open the "Devices" tab and create a scanner account

From your event page, go to the Devices/Scanners tab and tap "Create scanner account".

◀ The "Create scanner account" button



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Sarah & Nasser's

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Published

 Guests  Live  Preview  **Scanner**

Create scanner accounts and assign them to this event's gates.

Create scanner account

Scanner name

Username

Password

Gate name (optional)

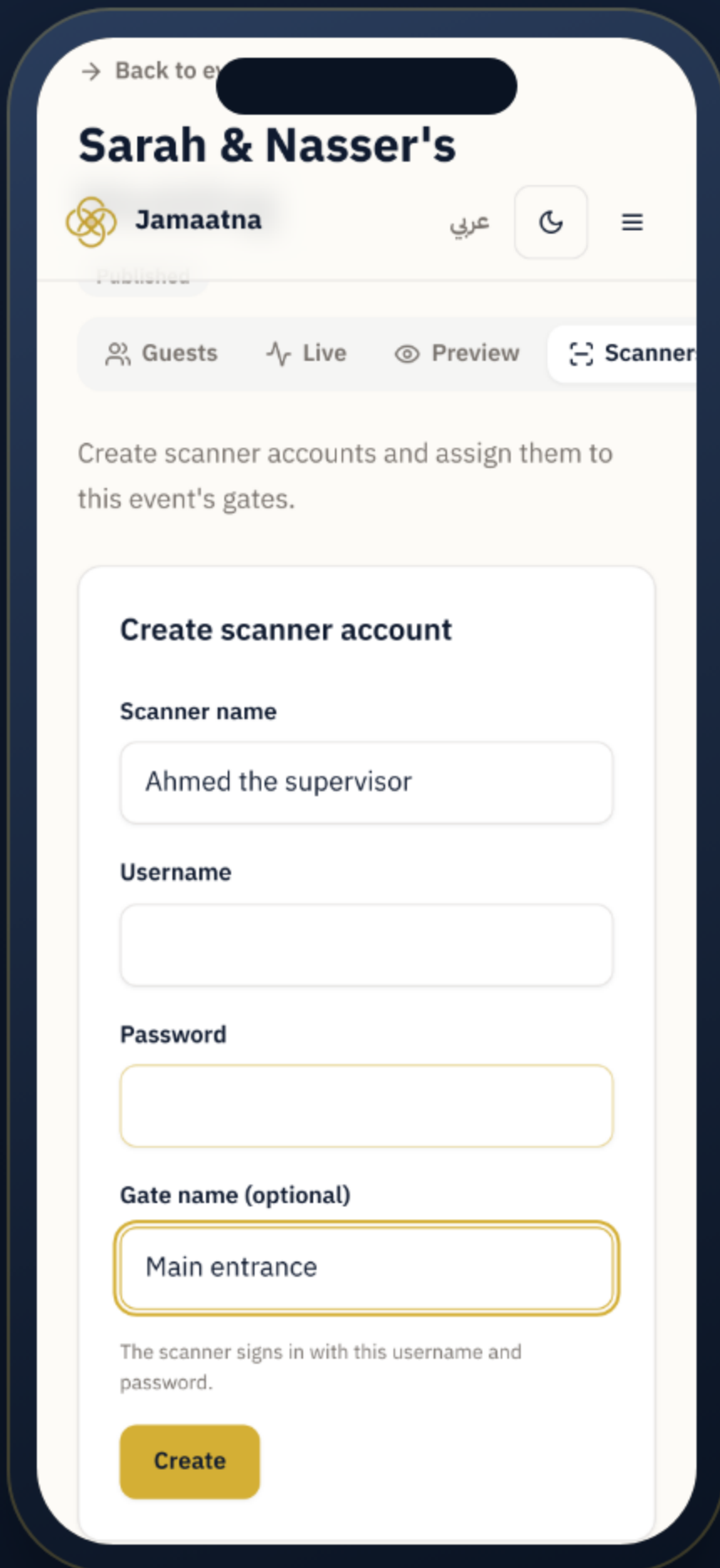
The scanner signs in with this username and

2

Name the **gate** and the username

Enter the scanner name and the gate name (e.g. Main Entrance), plus a username and password for the account.

- ◀ **The gate name shows in attendance reports**
- ◀ **Username and password**



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Sarah & Nasser's

 **Jamaatna** عربي  

Published

 Guests  Live  Preview  **Scanner**

Create scanner accounts and assign them to this event's gates.

Create scanner account

Scanner name

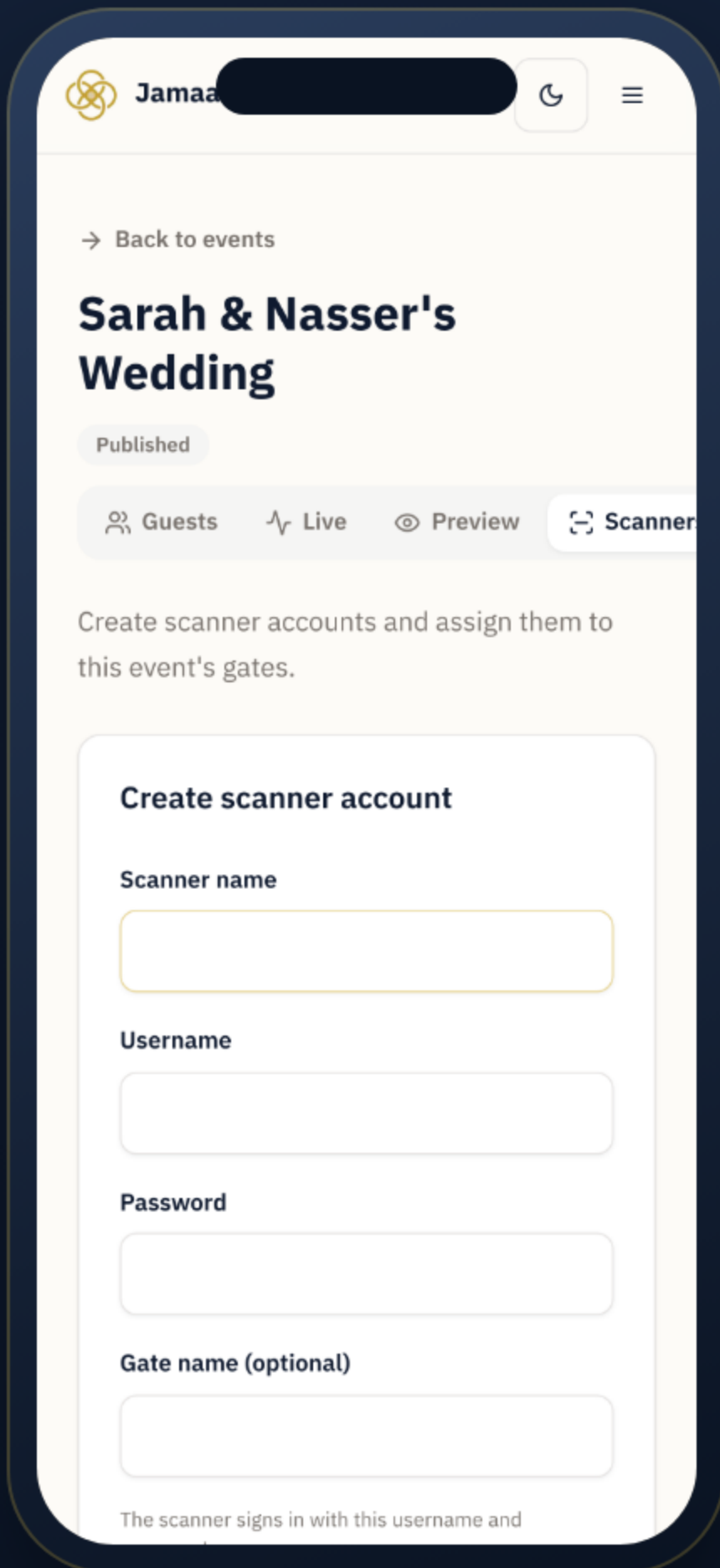
Username

Password

Gate name (optional)

The scanner signs in with this username and password.

Create



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Sarah & Nasser's Wedding

Published

👤 Guests 🔊 Live 👁 Preview 📄 Scanner

Create scanner accounts and assign them to this event's gates.

Create scanner account

Scanner name

Username

Password

Gate name (optional)

The scanner signs in with this username and

3

Share the **login details** with the scanner

Copy the username and password and send them to your gate staff so they can sign in from their phone and start scanning.

- ◀ **The "Copy details" button**
- ◀ **Add multiple scanners per gate**



Your gates are ready

Position your scanners at the entrances and track each gate's attendance separately from the live dashboard.

Message us on WhatsApp

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