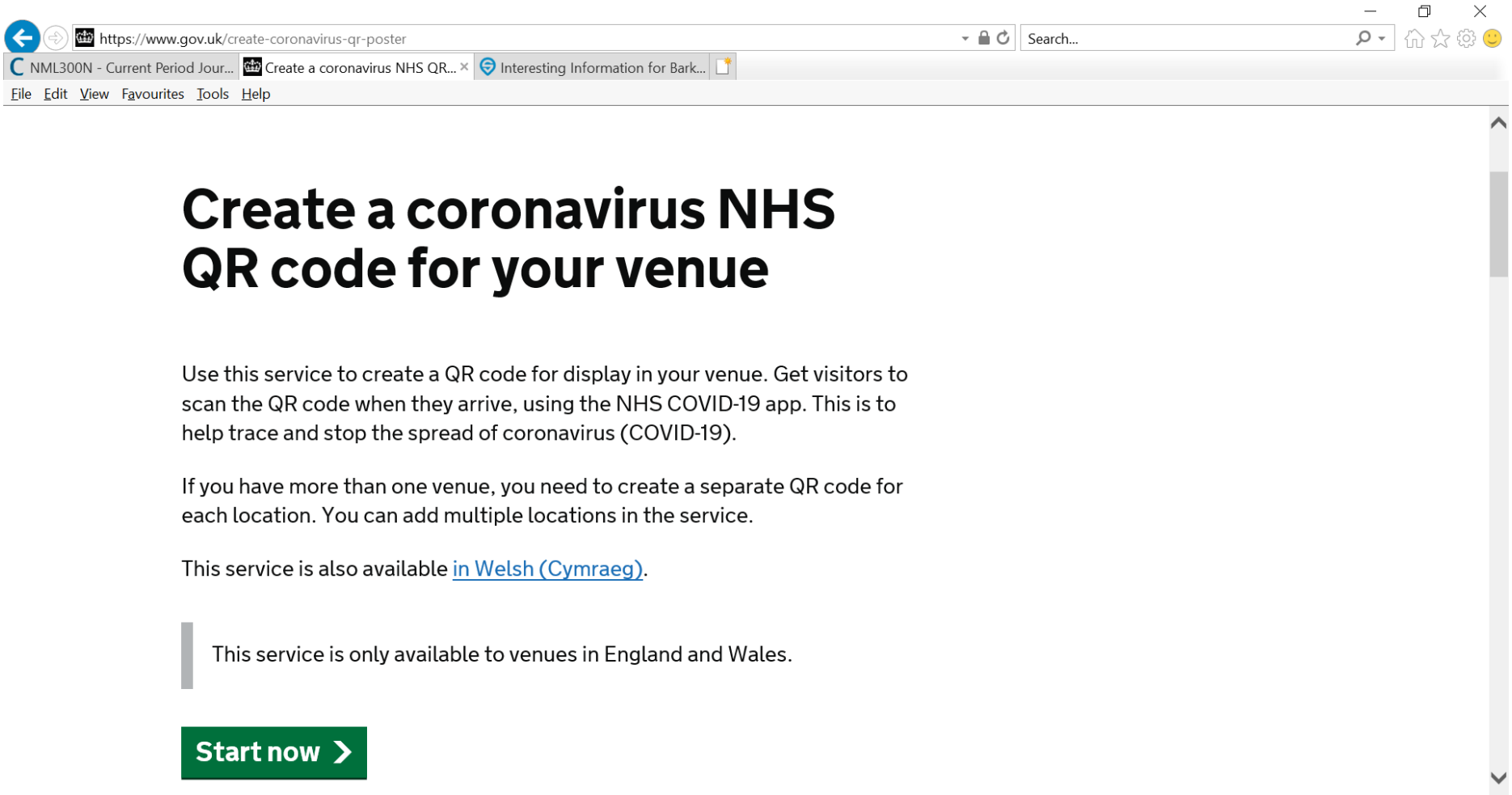
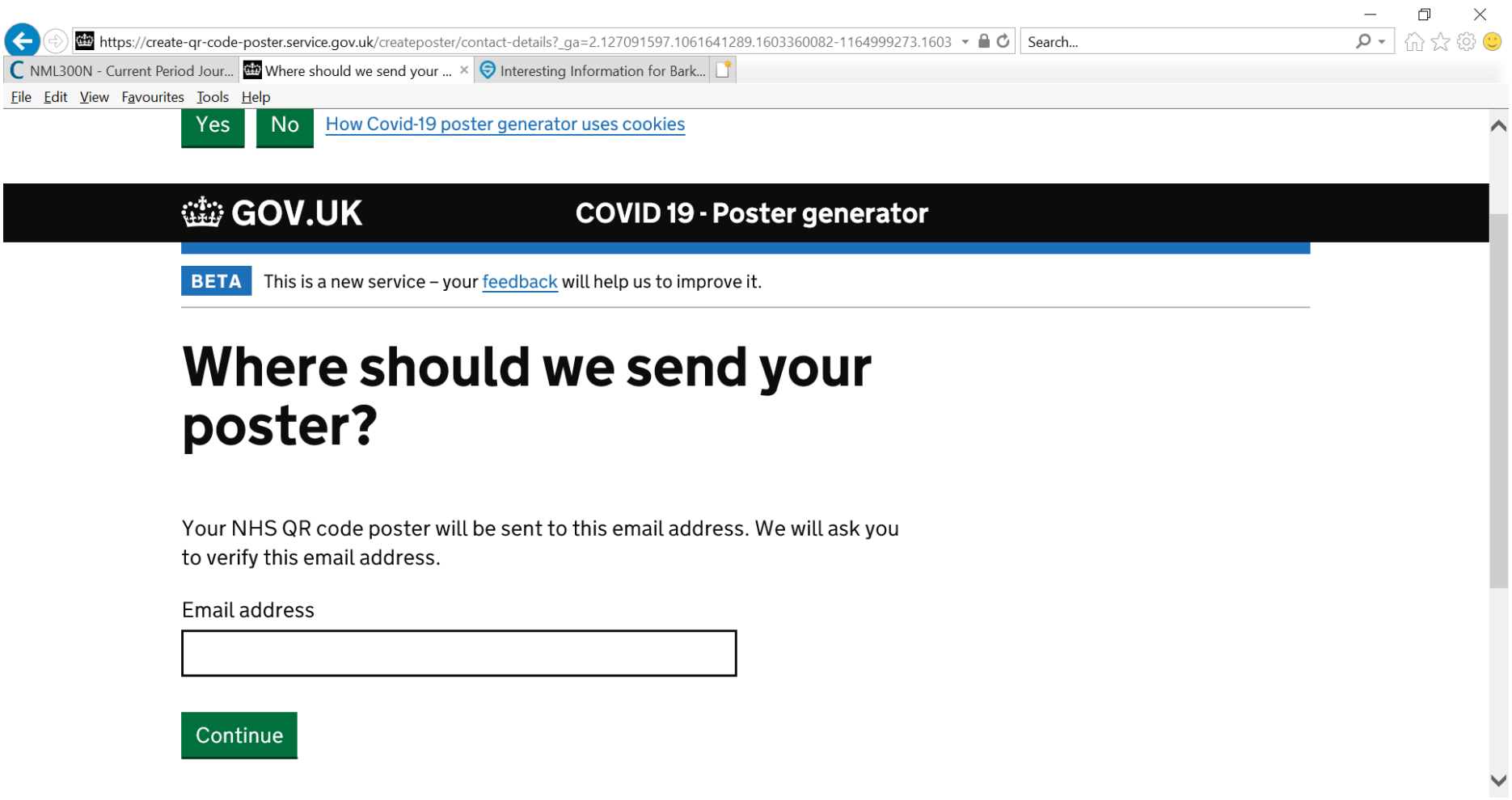
Notes on how to create an NHS QR code for a venue, business or event

Follow this link to go to the government website - https://www.gov.uk/create-coronavirus-qr-poster or search for NHS track and trace QR code in your preferred internet search engine

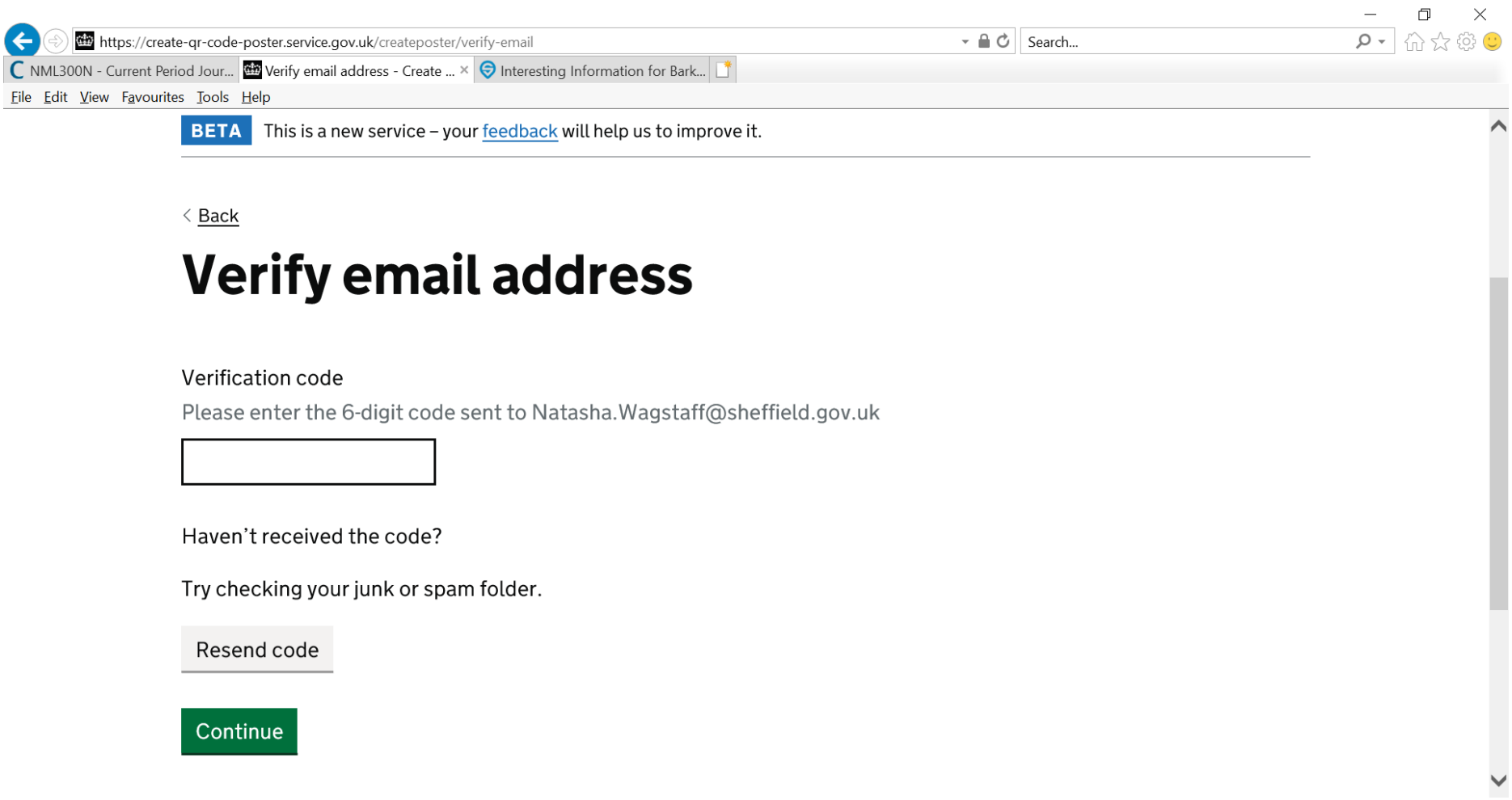
When the page below loads click on the ‘Start now’ button



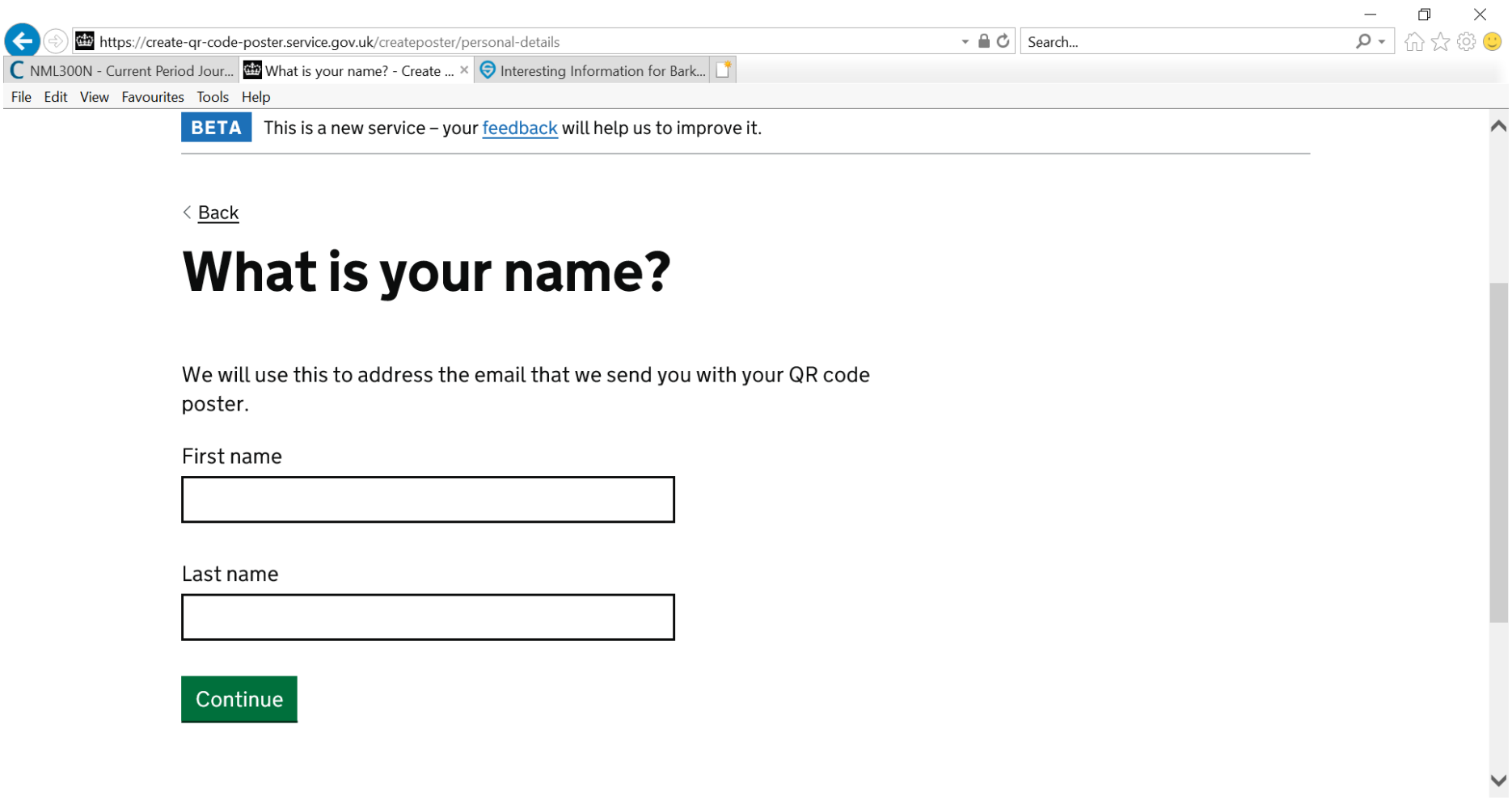
Fill in the email address of the person the QR code poster should be emailed to for printing or distributing. This does not have to be the organiser or manager of the event, their details will be asked for at a later stage.



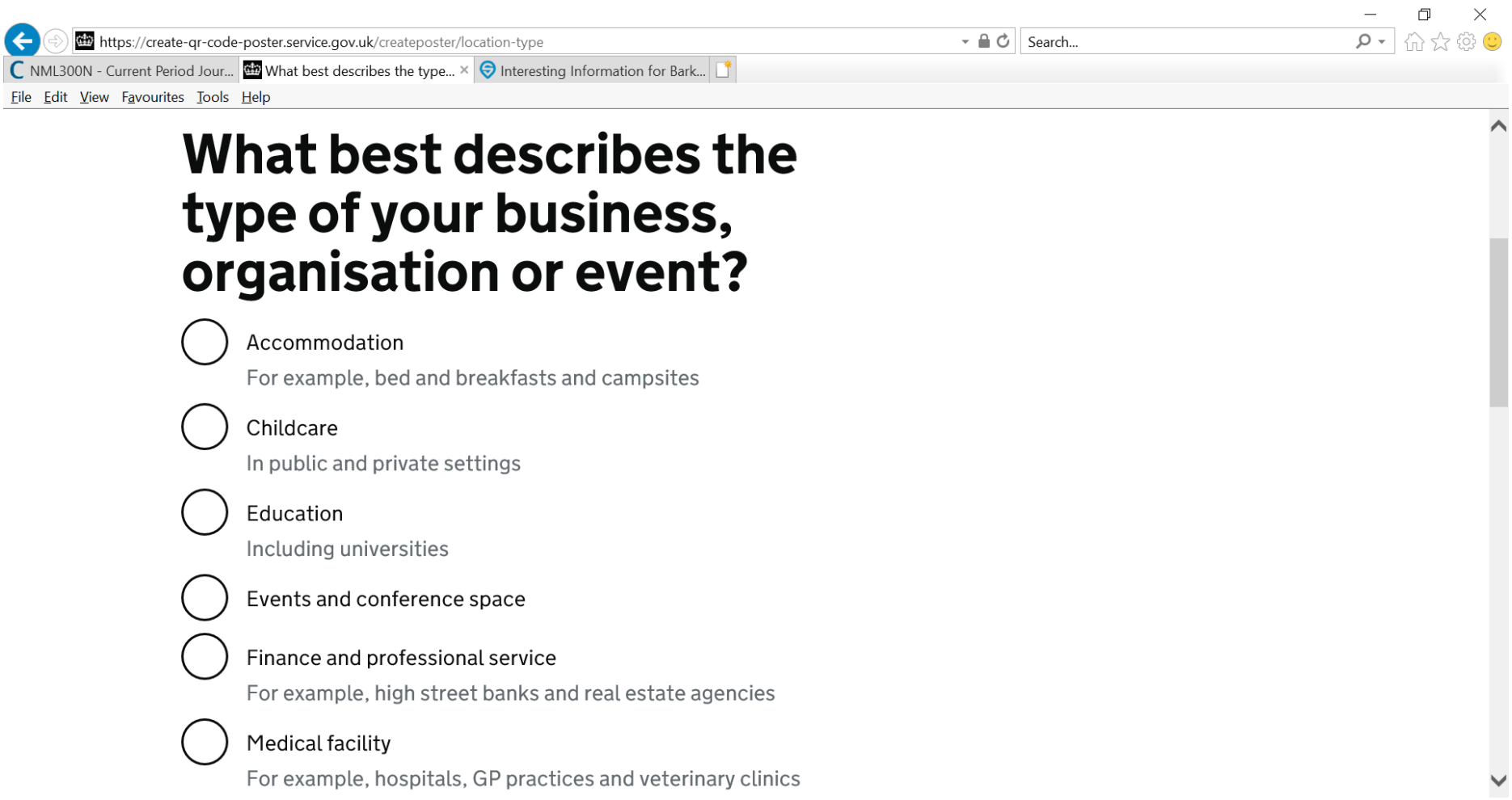
The person whose details were entered above will receive an email with a verification code. Enter the 6-digit code from the email and press ‘continue’



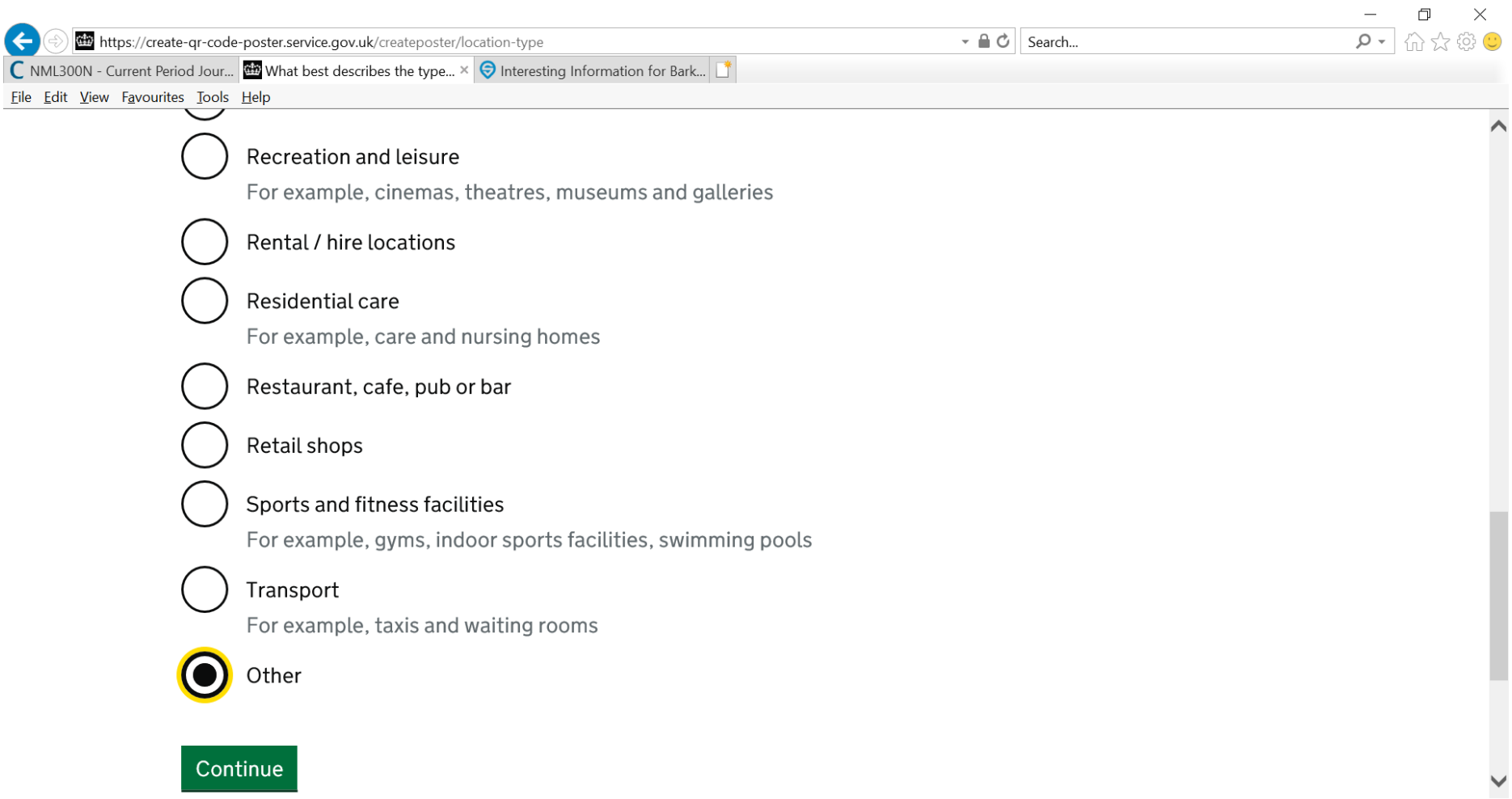
Fill in the name of the person who will receive the email with the QR Poster (this is just for the addressing of the email in case the email doesn't contain the person's name)



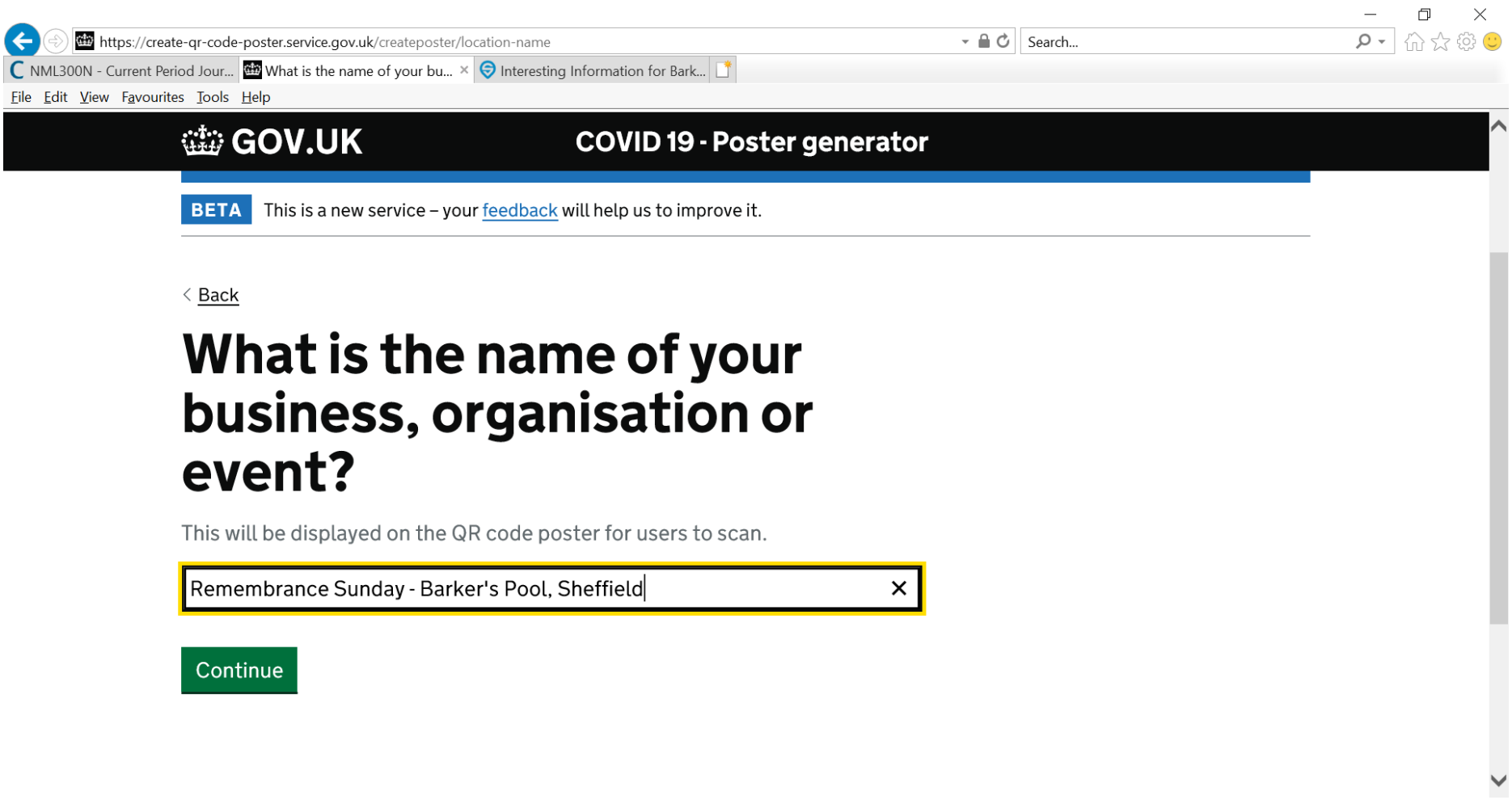
Please select the best option for your event, this may be ‘Other’ at the bottom of the list (see the continuation of the list on the next page)



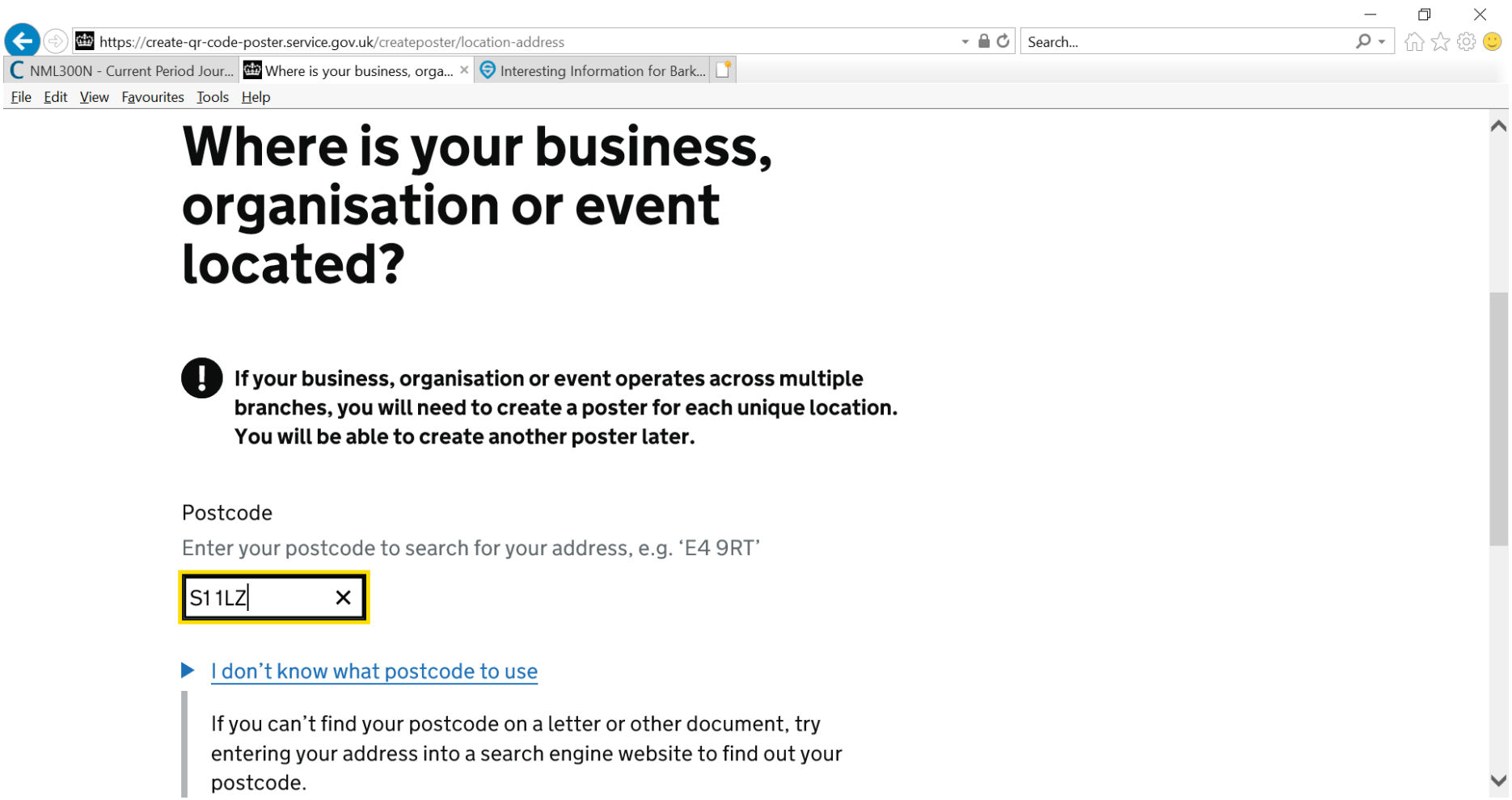
Select your preferred option (which may be ‘Other’ as in this example) and click ‘Continue’



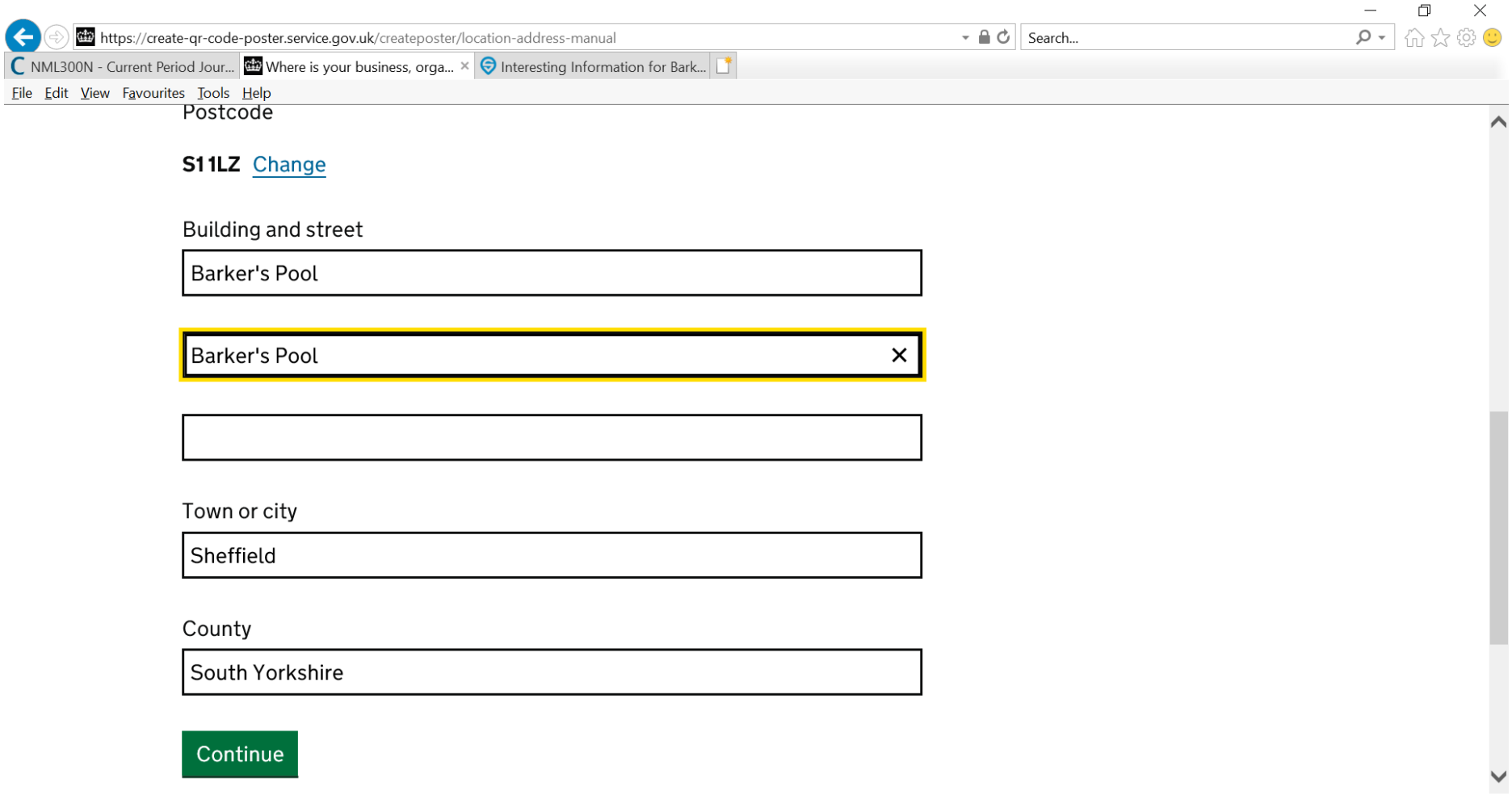
Please enter ‘Remembrance Sunday – and change the location shown in the example below to the location of your event eg Remembrance Sunday – Oughtibridge, Sheffield. **Please note** – this name is displayed on the QR code so should ideally contain the event name and location.



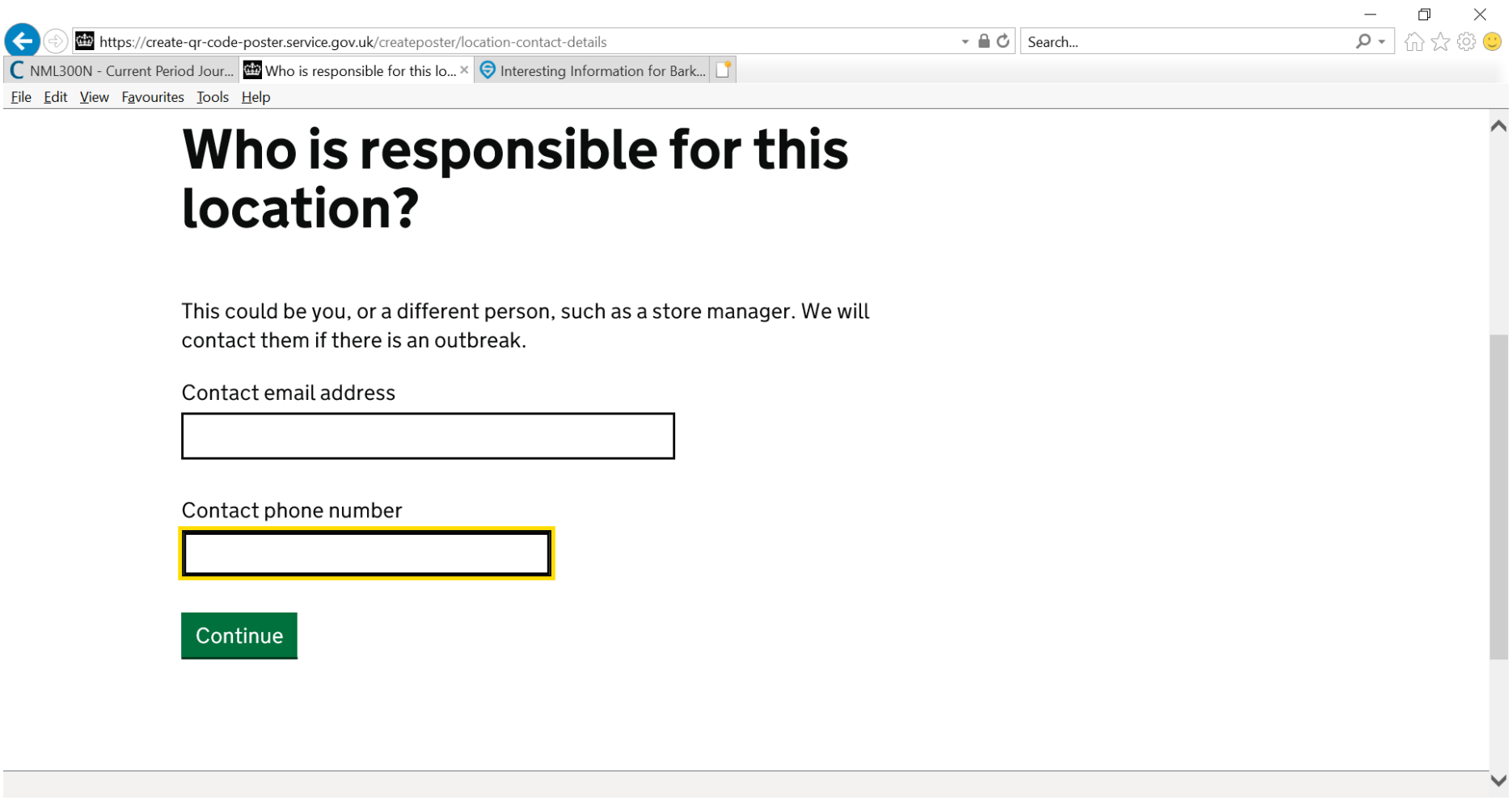
Enter the postcode for the event venue. If you don’t know it search on google or other search engine. Enter the nearest postcode you can find (you can change the details later but do have to enter a postcode



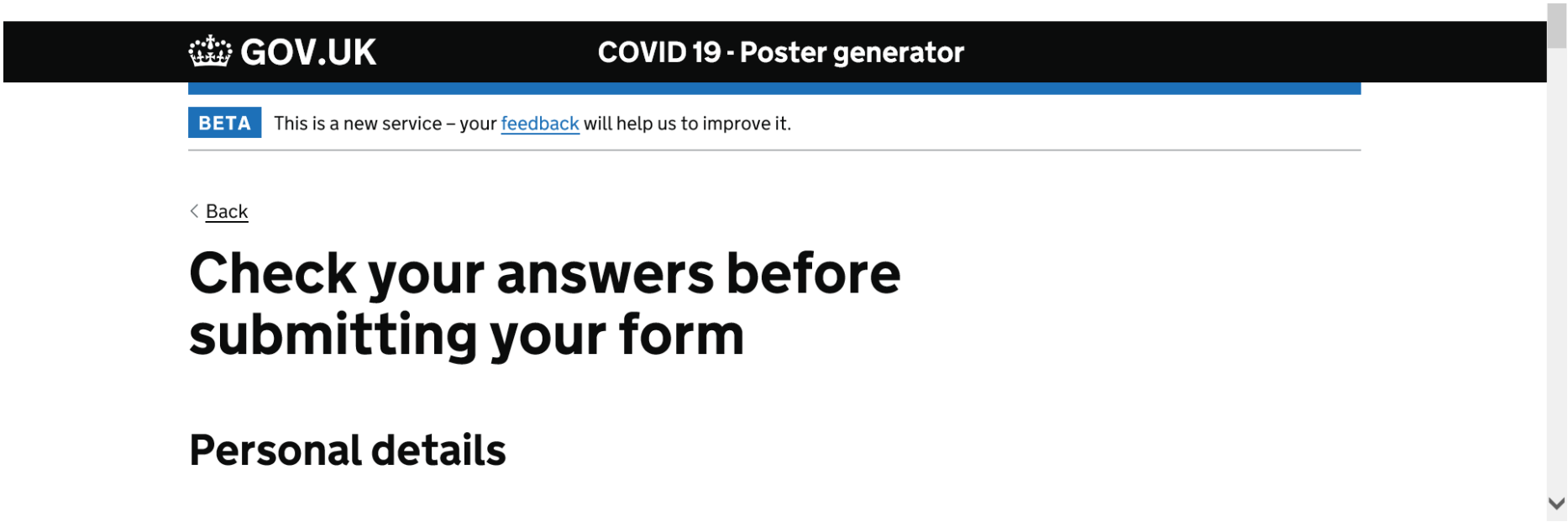
If the address you need does not come up in the postcode search results or it brings up a nearby business click change and manually enter the address as shown in the example below. Please don’t select a business address if it is not correct or the QR code will show that people have checked into that business premises



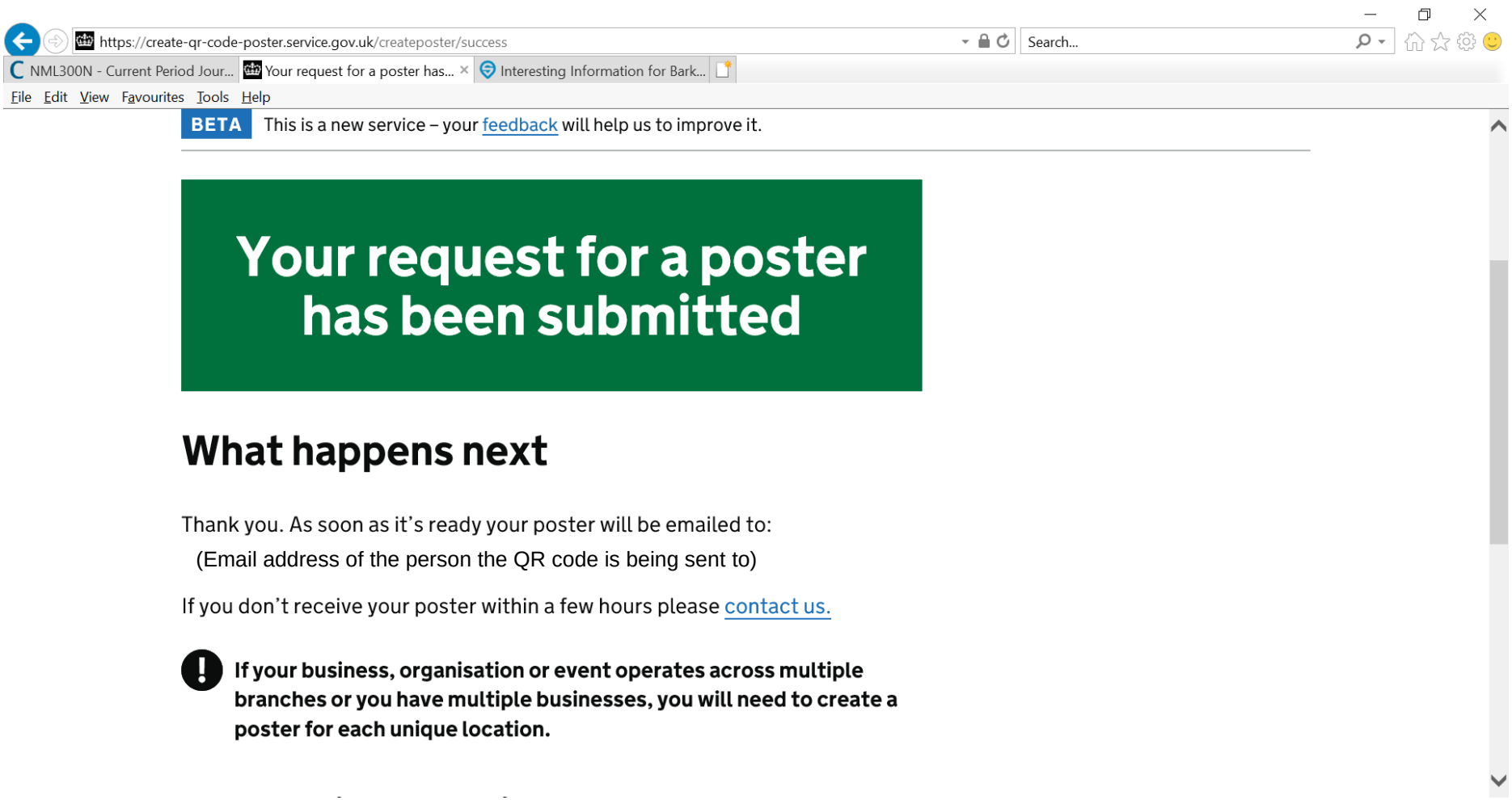
Enter the email address of the event organiser and a contact phone number. This is the person that will be contacted regarding track and trace if anyone testing positive is linked to the event



Check the information you have entered is all correct before submitting your request for a QR code



You will receive a confirmation that your request has been submitted



This is an example of the QR code that will be sent to you by email (this one is only for Barkers Pool and should not be used at any other events as it won't be valid). You should print off and display at access points to the event and around the venue.

Please note - It is the organisers responsibility to ensure that all participants check in to the event/venue or to collect names, addresses and contact phone numbers for anyone that does not have a smart phone or access to the NHS Covid app