



BeamIt helps you keep your attendees informed, aligned, and engaged in real time.

Follow these simple steps to set up and run your event.

HOW IT WORKS (SINGLE ROOM)

1



Create Your Content

Add schedules, links, and resources that attendees will need.

2



Create Your Room

Tap "Create Room" in the app.

Your room and QR code will be generated instantly.

3



Set Up Your Space

Print and place the Room Code Sign outside your room so it's easy to find and scan.

4



Attendees Join

1. Scan the QR code.
2. Install the app (if needed).
3. Tap "Join Room".
4. Scan again or enter the room code.

Once inside, they're connected instantly.

5



Run Your Event

- Share announcements instantly
- Send links, and resources

Keep everyone aligned without repeating yourself.

6



Best Practices

- Put your sign in a visible location
- Mention BeamIt at the start of your session
- Encourage attendees to join early
- Use it consistently throughout the event

RUNNING MULTIPLE ROOMS?

1



Create Beam Pages

Set up individual pages for each room, session, or track.

2



Create a Room

Set the duration (up to 10 days). A room and QR code will be generated.

3



Save Access Details

Save both the QR Code and Room Code for each room.

4



Repeat the Process

Enter the room → Exit the room → Create the next room until all rooms are ready.



IMPORTANT: BeamIt only works if people are joined to the room. Make sure attendees scan and join to stay connected.




THAT'S IT!

No complicated setup. No technical overhead.

Just: **Create a room** → **Share the code** → **Communicate instantly.**

NEED HELP?

 www.trybeamit.com

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