



Getting started with the WebFez QR Scanner

Introduction

Each Noble has a membership (dues) card that features a unique QR code. Scanning the QR code on the membership card, either the existing hard card or the new digital card, provides several benefits to the temple, club, and unit including in the areas of operations and as a member engagement tool including:

- Determining the status of dues payment
- Awarding credit for attendance at events and activities
- Participating in contests and giveaways
- Expressing an interest in joining a club or unit
- Registering for an event or volunteer opportunities

The only things you will need to get started to scan membership cards is a computer with WebFez and a QR Scanner. Via the QR Scanning Module in WebFez you can setup events in less than five minutes. For temples, clubs, and units that have used the WebFez QR Scanning function for the last three years, please note that there are no changes to the existing process. We recommend using a 2D QR Barcode scanner to scan membership cards; however, a mobile device like a smartphone or tablet will work with WebFez. For 2D QR Barcode scanner recommendations please review the WebFez QR Scanner Buyers Guide available at the end of this document.

Should you have any technical questions please contact FIS via their incident system at webfezfeedback@shrinenet.org. For all other questions, please contact membership@shrinenet.org.

Before you get started

Temple Recorders need to issue either a QR_Basic or QR_Full claim to allow access to the WebFez QR Scanning Module.

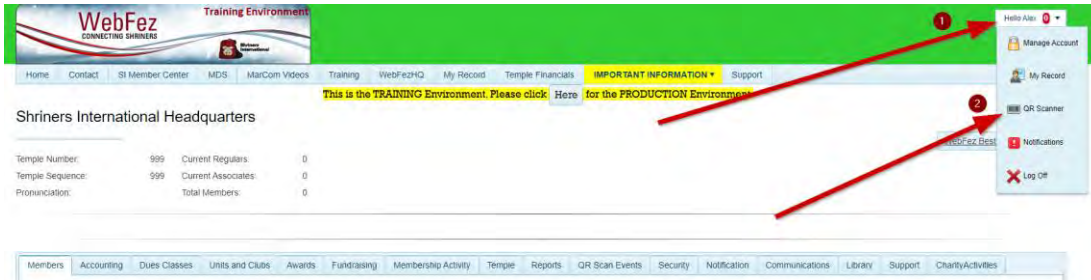
QR_Basic claims will not display any dues balance or arrears during scanning, but will only show a green check for good standing or a red "X" if they are not in good standing.

QR_Full claims will display any dues balance or arrears during scanning, and will also show the green check for good standing or a red "X" if they are not in good standing.

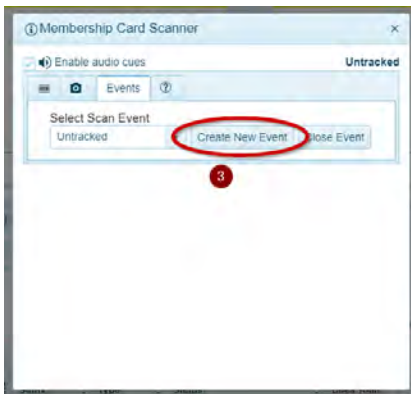


Setting up an event in less than five minutes

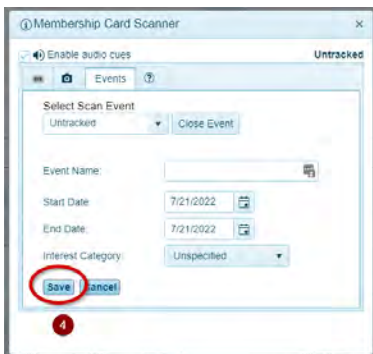
- Log into WebFez and click the button in the upper-right hand corner that says “Hello...” (#1), then click “QR Scanner” (#2) to open the QR Scanning Module.



- In the box, click “Create New Event” (#3).

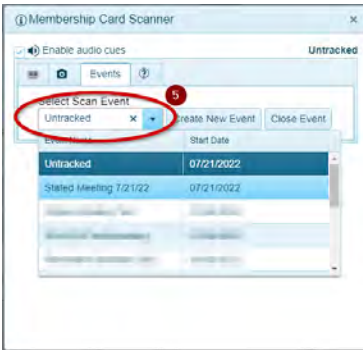


- Enter in your Event Name, such as “Stated Meeting 7/21/22”, then select your start and end dates. Select an applicable Interest Category, and then click “Save” (#4). A prompt will appear reminding you to select that event from the list before scanning.

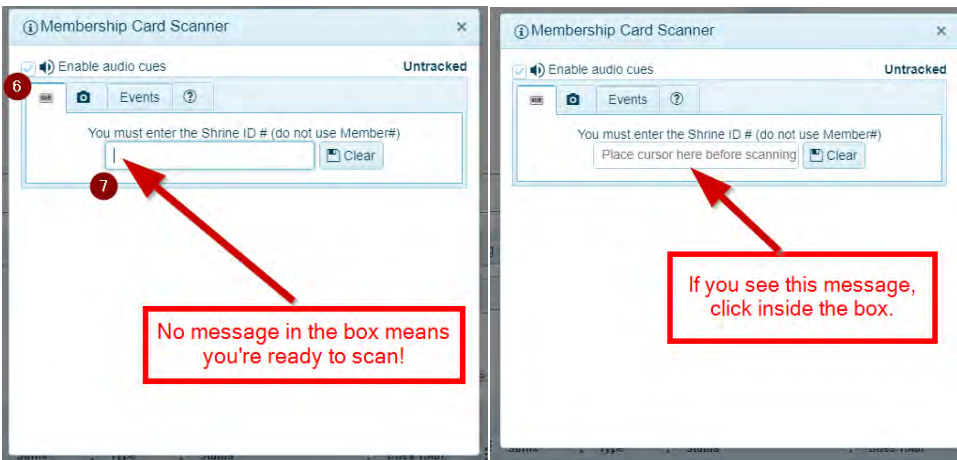




- Next, you will be taken back to the QR Scanning Module. Select your event from the dropdown menu (#5). In this example, I created “Stated Meeting 7/21/22”.

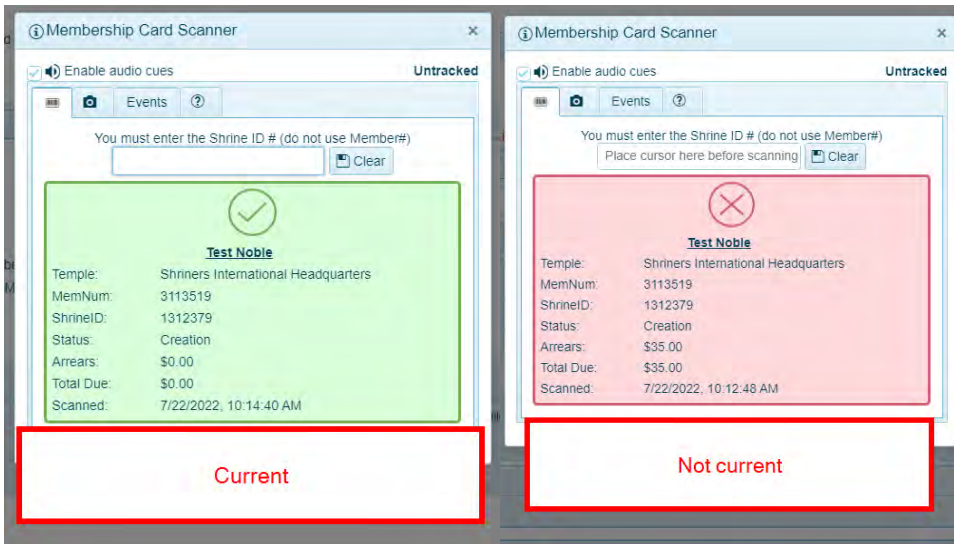


- Click the Barcode icon (#6) and you are ready to start scanning. You must be click in the scanning box (#7) to be able to scan cards. If you see a message that says “Place cursor here before scanning”, you need to click inside that box.

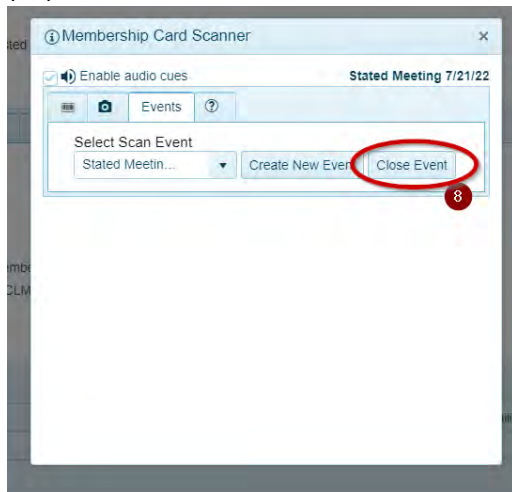




- Use your QR Scanner to scan the QR Code on the back of Membership cards. The examples below show a current member and a non-current member.



- When the event is over, you can close the event by selecting it from the Events list, and clicking "Close Event" (#8).





Draw a raffle winner from an event

You can easily draw some raffle winners from a scanned event. This is a great way to incentivize attendance at stated meetings. Follow the steps below after scanning in members at an event to draw a winner.

- Log into WebFez and go to your Temple Page. Click the “QR Scan Events” tab (#1), then click the arrow next to your event to expand it (#2). In this example, I’ll be using Stated Meeting 7/21/22.

This screenshot shows the WebFez interface. At the top, there is a navigation bar with various tabs including Home, Contact, St Member Center, MDS, MarCom Videos, Training, WebFezHQ, My Record, Temple Financials, IMPORTANT INFORMATION, and Support. Below the navigation bar, there is a message: "This is the TRAINING Environment. Please click Here for the PRODUCTION Environment." The main content area is titled "Shriners International Headquarters" and includes a "WebFez Best Practices Guide" button. Below this, there is a table with columns for Temple Number, Current Regulars, Temple Sequence, Current Associates, and Pronunciation, Total Members. The table shows: Temple Number: 999, Current Regulars: 0, Temple Sequence: 999, Current Associates: 0, Pronunciation: Total Members: 0. Below the table, there is a navigation bar with tabs: Members, Accounting, Dues Classes, Units and Clubs, Awards, Fundraising, Membership Activity, Temple, Reports, QR Scan Events (circled with a red circle and labeled #1), Security, Notification, Communications, Library, Support, and CharityActivities. Below the navigation bar, there is a table titled "Show Closed Events" with columns: Event Name, Event Start Date, Event End Date, and Closed. The table shows one event: Stated Meeting 7/21/22, with Event Start Date: 07/21/2022 and Event End Date: 07/21/2022. The event name is circled with a red circle and labeled #2.

- Click the “Draw Noble” button to draw a winner from the list of attendees (#3). You can draw as many winners as you’d like, but each attendee can only be drawn once.

This screenshot shows the WebFez interface. The "QR Scan Events" tab is selected, and the event "Stated Meeting 7/21/22" is expanded. Below the event name, there is a "Drawings" section with a "Draw Noble" button circled in red and labeled #3. To the right of the "Draw Noble" button is a "Refresh Grid" button. Below the "Draw Noble" button, there is a table with columns: Draw Index, ShrineID, Last Name, First Name, Temple, Discarded, and Prize. The table shows one row: Draw Index: 0, ShrineID: 1312379, Last Name: Noble, First Name: Test, Temple: Shriners International Headquarters, Discarded: No, Prize: No items to display. Below the table, there is an "Attendees" section with a table with columns: Last Name, First Name, Temple, ShrineID, MemNum, and Current (At Scan). The table shows one row: Last Name: Noble, First Name: Test, Temple: Shriners International Headquarters, ShrineID: 1312379, MemNum: 3113519, Current (At Scan): 1. The "Attendees" section is labeled "1 - 1 of 1 Items".



Running Reports

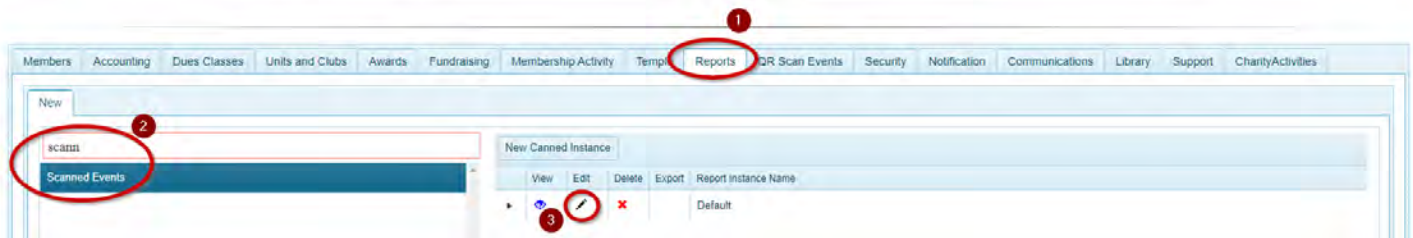
You have the ability to run reports to see who has attended past events. You could use this to track attendance at stated meetings over the course of a year, or review who attended other Temple events.

- Log into WebFez and go to the Temple page. Click the Reports tab (#1), search for the “Scanned Events” report (#2), then click the Edit Pencil (#3).

Shriners International Headquarters

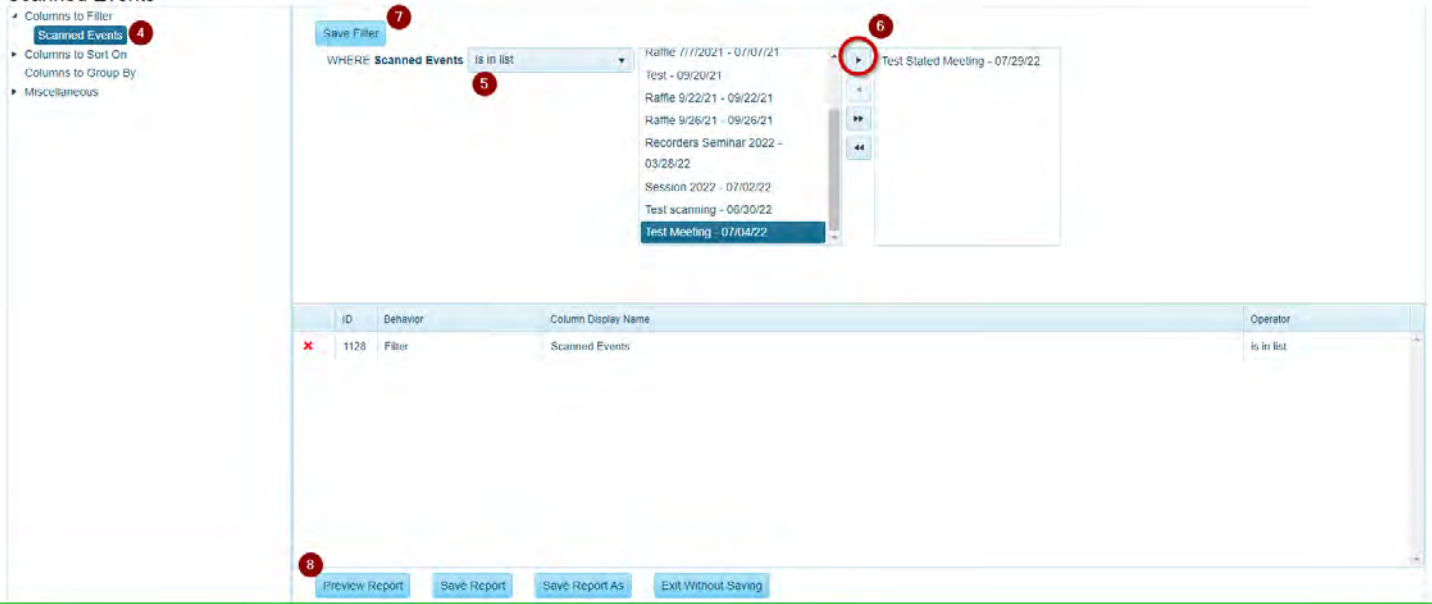
Temple Number: 999 Current Regulars: 0
 Temple Sequence: 999 Current Associates: 0
 Pronunciation: Total Members: 0

[WebFez Best Practices Guide](#)



- Click “Scanned Events” (#4) and choose “is in list” (#5). Find the event(s) in the list and click the arrow (#6) to add them to the list on the right. Click “Save Filter” (#7), then click Preview Report (#8). This will display a report of who attended the event and will list their Shrine ID, Member Number, if they were current at the time of scan, and their status at the time of scan.

Scanned Events



WebFez QR Scanner Buyers Guide

For a temple, club, or unit to scan a membership (dues) card, they need a computer, WebFez, and a QR scanning device. Either a 2D QR Barcode scanner or a mobile device like a smartphone or tablet will work with WebFez QR Scanning Module; however, a dedicated 2D QR Barcode is recommended. 2D QR Barcode scanners have been used for decades in retail outlets (grocery stores, convenience stores, gyms, etc.) to register a transaction and identify loyalty memberships, therefore, these devices are readily available for sale at most major electronic stores at a low price point. The scanners below have been curated from Amazon.com - prices and availability are subject to change.

Best: [Zebra Symbol DS9208](#)

Current price: \$229.99

Benefits:

- Allows for consistent QR Scanning at high volumes
- High level of performance using a wired connection.
- Desktop model allows Nobles to scan their cards themselves.

Notes: At 2022 Imperial Session this scanner was tested in the Member Center, averaging an average of over 350 instant scans per day. This device is ideally positioned for large temples that host events with a high number of Nobles in attendance.



Better: [NetumScan Portable Automatic QR Code Scanner](#)

Current price: \$49.99

Benefits:

- Offers the ability to use the scanner wired to the computer, or wireless via Bluetooth.
- When used with the included stand, it acts as an “always on” scanner, allowing Nobles to scan their cards.

Notes: This model offers the ability for Nobles to scan their own cards, but at a lower price point. This scanner can be used wired or wireless using the included Bluetooth dongle, making it best suited for an average sized temple, club, or unit.



Good: [Tera Upgraded USB QR Scanner](#)

Current price: \$38.89

Benefits:

- Offers a wired connection to a computer.
- Reads QR codes with each pull of the trigger.

Notes: Upon testing this scanner at Shriners International’s headquarter the requirement to manually pull the trigger and no wireless option makes this model best suited for a small temple, club, or unit.

