

# Visitor Registration

## Contactless Registration with Kastle Visitor

Have a QR code sent to your visitor's phone, which can be used to gain access through the turnstiles without having to check in at the Visitor Center. Please see below for instructions:

**OR**

- 1** Create a calendar invite on Outlook and add [kastlevisitor@kastle.com](mailto:kastlevisitor@kastle.com) to the "To:" line
- 2** Click the "View & Confirm" link in the Captivate confirmation email to verify your guests
- 3** Click "Confirm" to pre-register your guests for the date/time of the calendar invite

- 1** Log in to myKastle
- 2** Go to the Visitors tab
- 3** Click "Add Visitors" and type in the first and last name(s) and email (s) of your guests(s)

Then, a QR code will be emailed to your visitor, which they can either print or show on their smartphone to the building guard, or present directly at the turnstile to gain entrance.