Attendee lists for building entry, Wi-Fi and other purposes

Status: Current product help

AI Tinkerers almost never shares attendee email lists, including with sponsors, and a list is generally not needed to engage the community. Event management permission is not blanket permission to export contact information or give it to another organization.

If an organizer asks “Can I export the guest list?”, ask who needs it and why. Attendee email addresses are personal data. We limit sharing for privacy and GDPR purposes. For building entry or venue security, point the organizer to **Building Access** in the event management tools. Sponsor engagement uses voluntary opt-in. Refer other purposes to HQ for review.

There are three paths: Building Access Requests for building-entry operations; a voluntary opt-in offer for sponsor engagement; and HQ review by Joe Heitzeberg or Jake Laes for other needs. Asking who needs a list and why helps choose the right path. It does not imply that a general-purpose export is available.

Venue security and building entry

Use our GDPR-compliant **Building Access** request flow for building-entry operations. Its purpose limits, approval, recipient authentication and audit controls are part of the workflow:

1. An authorized event manager opens the event’s management tools, chooses **Building Access**, and enters the actual facilities/security contact’s email.
2. The manager explains the building-entry need and certifies building-entry-only use. HQ reviews the request; submission is not approval.
3. After approval and delivery, the named recipient opens the secure link and signs in with the approved account. Forwarding the link does not grant another person access.
4. Access has an expiry, can be revoked, and downloads are logged. The list is for building entry, not marketing or sponsor use.

The requester has read-only portal visibility and cannot download through that requester role. Standard attendee CSV fields include name, email, company and RSVP status for the attending scope, with configured event fields where applicable. Attendees use their normal registration and do not need to re-enter their email for this workflow.

The workflow includes organizer certification and a recipient purpose/privacy notice. Attendees register normally; do not collect everyone’s email again. Expiry stops future portal access; it cannot recall a CSV already downloaded. See Building Access Requests for the complete flow.

Wi-Fi provisioning and broad guest-list requests

A venue portal asking for email addresses needs its purpose checked. If this is part of the building-entry/security requirement, describe it accurately for HQ's Building Access review. Do not assume that every Wi-Fi, hospitality or analytics request qualifies for Building Access approval.

For other operations or an unclear guest-list request, contact HQ (Joe Heitzeberg or Jake Laes) with the event, intended recipient and purpose. Do not invent a general organizer-export or alternative approval workflow. The availability of a roster view, preview or download control does not authorize a new purpose. Do not paste attendee contact data in a board thread.

Sponsor and marketing use

The best practice is for the sponsor to work with the organizers on a relevant **opt-in offer shared by QR code**, such as a giveaway or contest. Attendees choose whether to scan, engage and give their details directly to the sponsor under the offer's stated terms. Keep participation voluntary and clearly explain what they are opting into.

This lets sponsors engage the community directly without receiving the event's attendee email list. Do not pitch contact exports as a normal or premium sponsorship benefit, or promise that a sponsor package includes attendee emails. An existing contact-sharing feature or opt-in setting is not a general permission or recommendation to distribute a list. Any exceptional request belongs with HQ (Joe or Jake). This policy does not mean contact-sharing features do not exist or that every exception is approved. Do not describe it as "no contact export is available"; explain the preferred opt-in approach and HQ review instead.

Building Access is for building entry only. It is not marketing consent and cannot be reused for sponsor outreach, profiling, a giveaway or a contest.

A safe how-to explanation can describe the approved workflow without revealing a roster, submitting a request, approving access or claiming that an email was delivered.