Building Access Requests

Attendee emails for venue security

If a venue needs attendee email addresses for security or building entry, use **Building Access** on the event page. The organizer requests access for the building's facilities/security contact. HQ reviews the request and, after approval, the contact receives a secure, time-limited link to the attendee list.

This is the GDPR-compliant operational flow for building entry only. It does not permit marketing, outreach, profiling, or sponsor use. AI Tinkerers almost never shares attendee email lists with sponsors. For sponsor engagement, work with the organizers on a voluntary opt-in offer shared by QR code, such as a giveaway or contest. Other contact-sharing needs go to HQ (Joe Heitzeberg or Jake Laes). See attendee sharing guidance.

Organizer steps

1. Open your event page, open the management tools menu, and select **Building Access**. In the management navigation it is under **Hosting / Venue access**.
2. Under **Add facilities contacts**, search for the building professional by name, company, or email. You can enter their email address to add them even if they have not registered for the event. Select that contact, not yourself.
3. Explain their facilities/security role and why the building needs the attendee list. The explanation is required for HQ review and the audit trail; it is not shared with the building contact.
4. Check the certification that access is strictly for building entry, not marketing, and complies with privacy rules and applicable laws. Select **Submit request**.
5. HQ reviews the request. You can check **Previous requests** and **View email activity**. Submitting a request does not grant access, and approval may precede email delivery.

Event managers and chapter owners can submit requests. HQ approves or declines them. You can request access for more than one facilities contact; each is reviewed separately.

Building contact steps

After approval and email delivery, open the secure link and sign in using the approved recipient's account. A forwarded link does not grant access to someone else.

Download the current attendee CSV or name tags from the portal. The CSV includes name, email, company, and RSVP status for attending registrations; configured event fields may add columns. It is a registration list, not proof of physical check-in. Re-download when you need an updated list.

Use the list only for authorized building access verification. Download any front-desk list before or during the event. The email and portal show the expiry; access normally expires 24 hours after the event ends,

and HQ can adjust the deadline. Downloads stop when access expires or is revoked. Reopening expired access is reserved for verified security/compliance needs and requires HQ review.

The requesting organizer has read-only portal visibility. The approved building contact can download the list; submitting the request does not give the organizer a general email-export permission.

Attendee experience and privacy

Attendees register for the event normally. The organizer does not need to collect their email addresses again for this process. The request includes a building-entry-only certification, HQ approval, a recipient-bound link, an access deadline, and download logging. These controls support the stated privacy purpose; they do not give permission to reuse the data for other purposes.