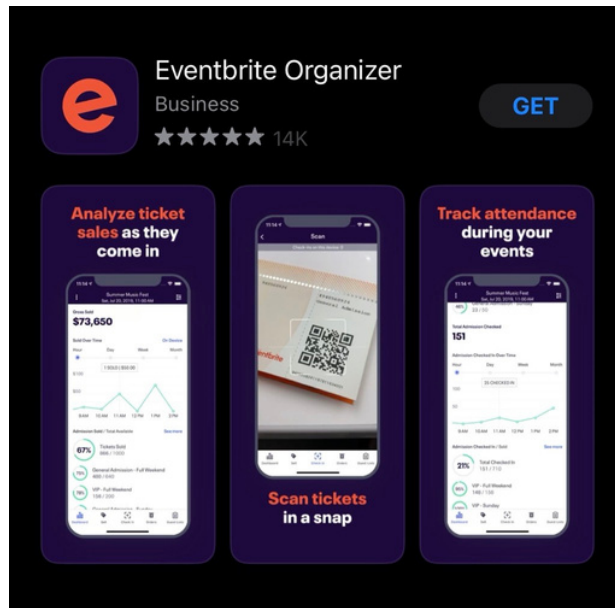
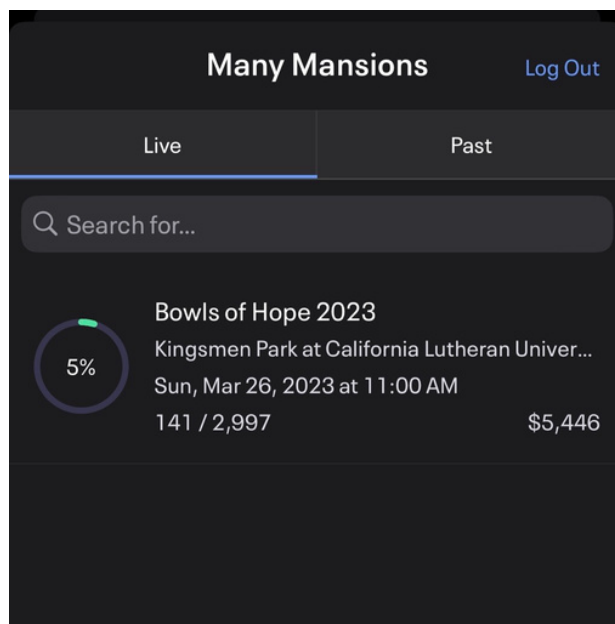


# Check-In Instructions

DOWNLOAD EVENTBRITE ORGANIZER APP

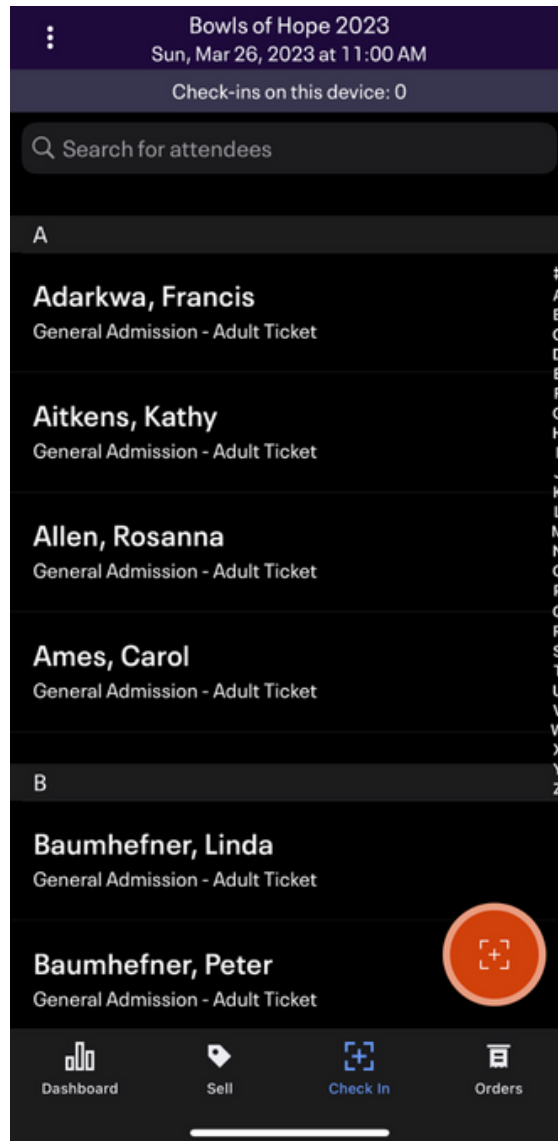


SELECT BOWLS OF HOPE 2023



## IF GUEST HAS A DIGITAL OR PAPER TICKET

- Open EventBrite App and select “Check In” (bottom middle icon)
- Click the orange button then hold up the view finder to the barcode on the ticket or phone screen.
- Attendees may have to adjust their screen brightness to scan properly.



## IF GUEST DOES NOT HAVE DIGITAL/PAPER TICKET

- Search for guest by last name on the EventBrite app
- Open EventBrite App and select “Check In” (bottom middle icon)
- Scroll to their last name or click search and type their name. Select the guest and check them in.

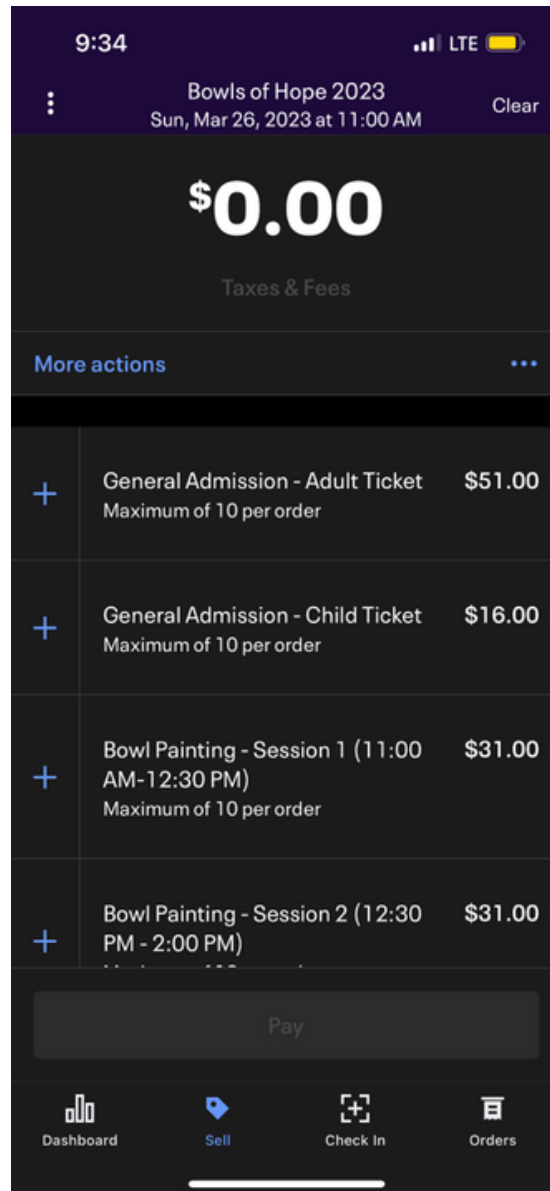
## TO PURCHASE TICKETS AT CHECK-IN (CARD)

- Have guests scan QR code on their phones to purchase their tickets through Eventbrite. Check them in using the app.
- To begin a transaction, enter the donation amount on the keypad, or add the selected items to the cart (under Products tab).
- Verify the items and total with guest, then press “Next.”
- Instruct guest to insert or tap their card to the reader. When their card is inserted, click “Begin Transaction” on the device.
- You will hear three beeps, then instruct the guest to remove their card when the screen prompts them.
- Have guests enter their email for a receipt. Click on “Receipt” and enter their email address.
- Ask them to sign in on the check-in sheet.



## TO PURCHASE TICKETS AT CHECK-IN (CASH)

- For cash, ask them to sign in on the check-in sheet and click “Sell” on the EventBrite app.
- Enter the amount of tickets requested, then select “Cash.” Enter the ticket amount shown.



*Thank You!*

