Vanco Events Scanning App
Download and Ticket Scanner Setup

App Information

App is called *Vanco Events Scanning App* (approximately 40MB) and can be downloaded from Apple App Store or Google Play Store

Minimum phone operating systems are:
- iOS 9+ as an iPhone application
- Android 4.4.4 (KitKat) and above

To point and shoot (scan) a QR code, the application will use your phone's camera

Navigation

The icons at the bottom are quick navigation tools to allow you to move quickly to scanning, volunteer setup or review your event status

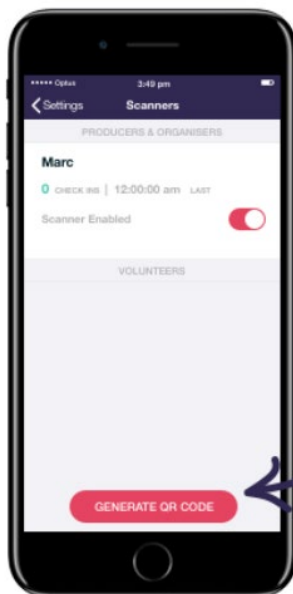From left to right, these icons will take you to:
- **Home**: Takes you back to the event dashboard
- **List**: will list ticket holders, allow for manual searches or scanning
- **Scan**: Allows you to scan tickets
- **Settings**: here you can define rules, monitor who is scanning, generate your Volunteer QR Code, review your app version and basics on the event or contact us

Setup a Volunteer with Limited Access

NOTE: A Main Admin user with full access must download the *Vanco Events Scanning App* to set up a limited access Volunteer user
Make sure the Volunteer has downloaded the *Vanco Events Scanning App*

As a Main Admin user, click on the "cog" icon and click on "Scanners" and then click on button, "Generate QR Code"

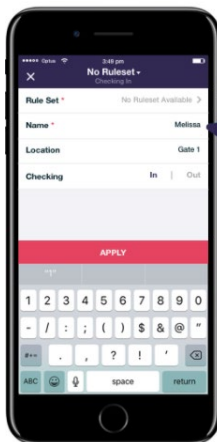Tap here to generate a QR code that your volunteer can use to log in with.

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This will generate a QR code that you will scan from the Volunteer's phone after selecting Volunteer Login
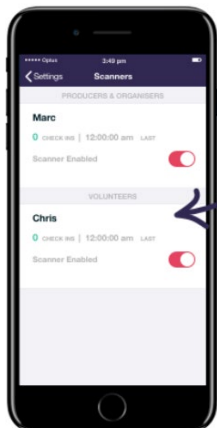

Once logged in, the Volunteer phone will be prompted to enter their name

Add your volunteer's name after logging them inA

Adding their name allows you to monitor the volunteers using the scanning app, how many tickets have been scanned or for you to disable their access

Ticket data on the Volunteer's devices will be wiped automatically after the event is finished or they are logged out. You can also disable their access so they can't check in or scan tickets. This feature is part of our commitment to privacy and ensuring you the event organizer can run your events without worrying about who has access to your ticket data

View those with volunteer access here.

NOTE: Remind Volunteers to charge their phone prior to the event