


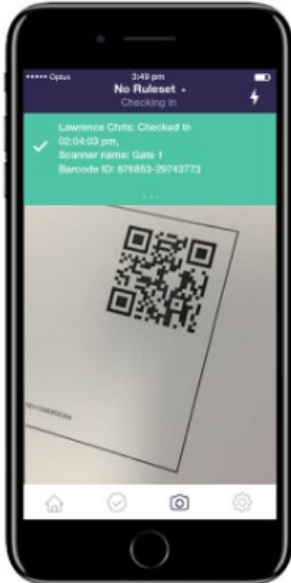
Vanco Events Scanning App

Ticket Scanning & Manual Check-In

Scanning Tickets

To start scanning tickets, from the bottom menu, select the  icon. This will activate your camera

Simply hover the phone over the QR code on the ticket. A successful read will display a green screen and ping sound. There is no need to push a button in order to scan tickets



A red screen and alarm sound indicate that this ticket has an issue



The red screen text will indicate:


- If the ticket has already been scanned, if so by which scanning point / person and how long ago
- That the ticket is for the wrong session (day or event)
- That it is the wrong ticket type based on a rule that you've applied

Vanco Events Scanning App

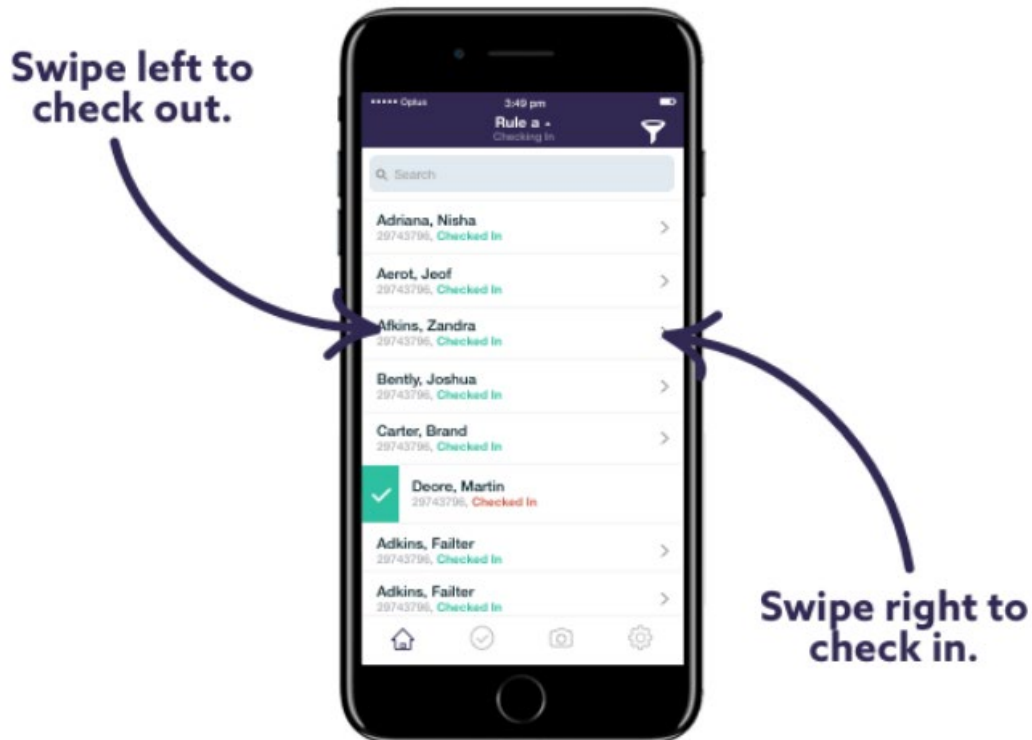
Ticket Scanning & Manual Check-In

Finding Tickets / Manual Check-In

When a person arrives without their ticket or their ticket won't scan, it's easy to find their booking/ticket

Go to your list of ticket holders by clicking the  icon and search by their last name, this will filter the list

From here you can check the person in by swiping right over their name or check out by swiping left



You may wish to validate the person further or review the booking. Click on the person's name from the search listing to reveal their phone, zip code, last 4 digits of their credit card, ticket numbers and all the tickets booked as part of the same booking

By tapping the circle next to the right of the person's name, you can check in or check out that person or group.