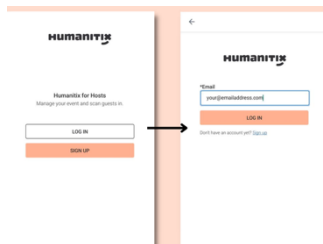


ATTENDEE CHECK IN AND SCANNING – HIGH HOLY DAYS 5786

The Humanitix for Hosts app is free to download. **Please download the app and set up the account before you arrive.** We will review the process below together to get everyone comfortable. It's VERY EASY, I promise.

DOWNLOADING THE APP

- 1) Download the **Humanitix for hosts** app via the [iOS Apple store \(iPhone\)](#) or the [Google Play store \(Android\)](#)
- 2) **Where it says 'Log in' or 'Sign up,' choose 'Log in.'**
- 3) **Log In** using our account email and password.



USE THIS EMAIL ADDRESS Volunteers@chochmat.org | **This Password:** Wearechochmat2215!

TAP on the – **enter name of event in Humanitix** to enter the account. The Event page will show up.

At the bottom of the app, there is a list of functions. You will be using Scan or Attendees only.



HOW TO SCAN: *The app uses the device's camera to scan the QR code on a paper or digital ticket.*

- 1) Open the Humanitix App
- 2) Hold the device's camera over the QR code on a ticket holder's digital or paper ticket
- 3) Click the **scan** icon on the bottom menu bar
- 4) Hold the camera over the QR code that appears on the attendee's ticket
- 5) A valid ticket will be checked in automatically once a QR code is scanned
- 6) Give the appropriate wristband (GA OR VIP)

HOW TO MANUAL CHECK IN

- 1) Enter the last name of the attendee- Select the checkbox to the right to check in
- 2) There may be multiple tickets under one name. Ask if they are all here and check them in.
- 3) Give the appropriate wristband (GA OR VIP)

SCANNING PROBLEMS OR QUESTIONS

- 1) Nothing for you to do! Send them to SOLUTIONS. THANK YOU!