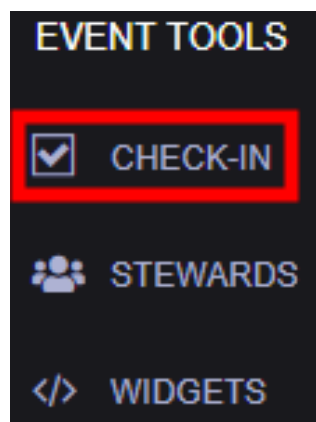


The Total Tickets platform also comes with an online check in tool that can be used to check in and check out people who are coming to your event by scanning their tickets.

To access the check in tool. Go to the event tools while in an event and click on the check in link at the top of the event tools. Clicking on this link will take you to the online check in page.



Once you have accessed the page you should get a notification to access your camera on your device. Accept this so the camera can scan the tickets.



Now that the camera is up and running, you just scan a ticket and that person's name will be changed to a tick to show you that they are at the event.

If you don't want to use the camera you can also manually check people in and out of events by clicking on the check in or check out button