# ticketweb **BACKLINE**

### CheckIn App / Scanning

Download the TW CHECKIN app from your app store

Click the cog on the bottom left of the screen and set your region to UK

Log in to TW CheckIn

Select the event you want to scan for

Wait for the event to sync

Check the number of barcodes matches the number of tickets sold + pre-printed on the bottom right of the screen.



Jack Daniels presents: Louis Berry King Tut's Wah Wah Hut Fri, 21 Dec 2018 @ 20:30 Ages 18+ 0/320 ENTRY SCAN Q. Search by name or barcode

**Repeat for each scanner** 

#### For events where an access code has been provided

Log in to TW CheckIn using your TW log in details

Click the 3 dots top right and select ADD EVENT



Enter the access code that you have been sent for the show and click download



#### Repeat this step until all access codes provided have been added.

Click the 3 dots top right again and select MULTIPLE EVENTS

Select the events you want to scan for (any ones you added with an access code + the main TW event) then click **CONTINUE** 

₩ 02-UK 🗢	14:19	86% 🥌 Clear
Mult	iple Events	
	Theatre of Hate Sun, 2 Dec 2018 @ 20:30 King Tut's Wah Wah Hut	
<b>~</b>	<b>pvmnt</b> Mon, 3 Dec 2018 @ 13:11 King Tut's Wah Wah Hut	
<b>~</b>	PVMNTS Mon, 3 Dec 2018 @ 20:00 King Tut's Wah Wah Hut	
	October Drift Tue, 4 Dec 2018 @ 20:30 King Tut's Wah Wah Hut	
	Chase Atlantic Thu, 6 Dec 2018 @ 20:30 King Tut's Wah Wah Hut	
	Zeal & Ardor	
	CONTINUE	

The events will then sync together, and the scanner will be ready to use on the door.

## Repeat this for each scanner.