

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.

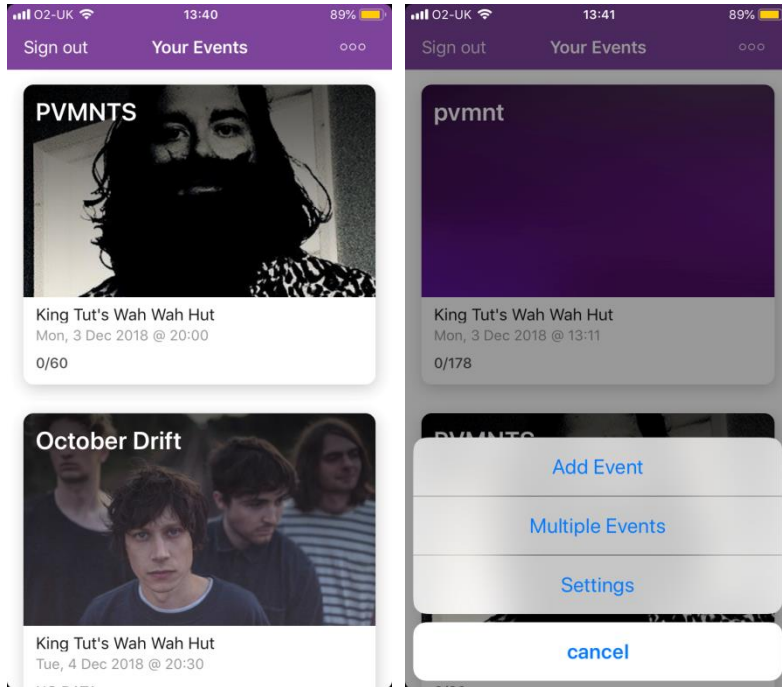


Repeat for each scanner

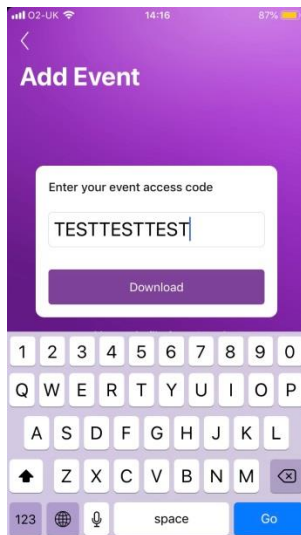
For events where an access code has been provided

Log in to TW CheckIn using your TW log in details

Click the 3 dots top right and select **ADD EVENT**



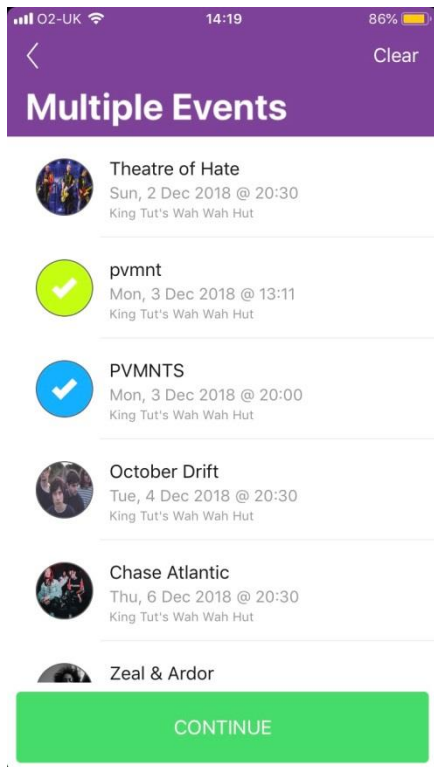
Enter the access code that you have been sent for the show and click download



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**



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

Repeat this for each scanner.