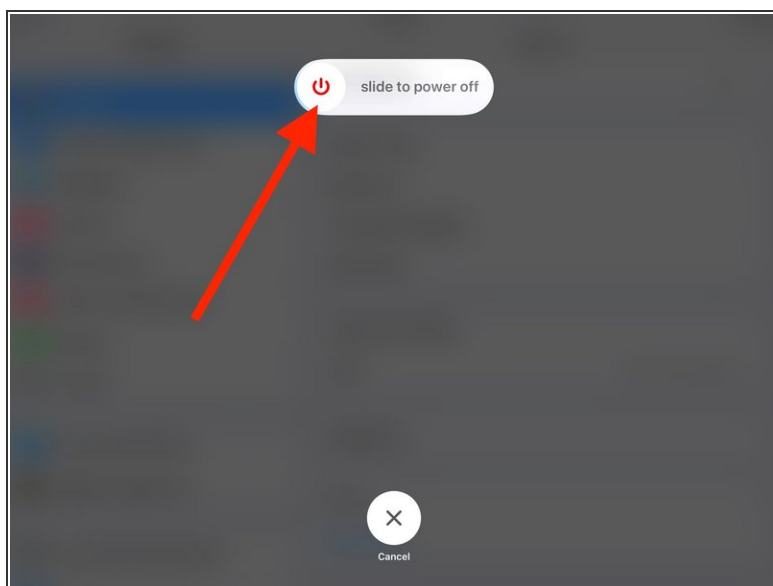


Check in Preparation

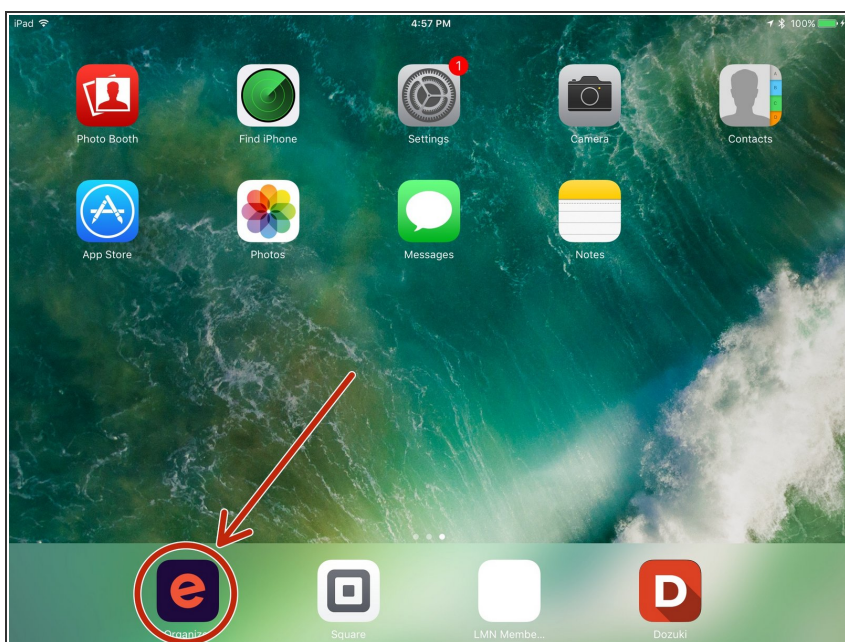


Step 1 — Reboot the iPad



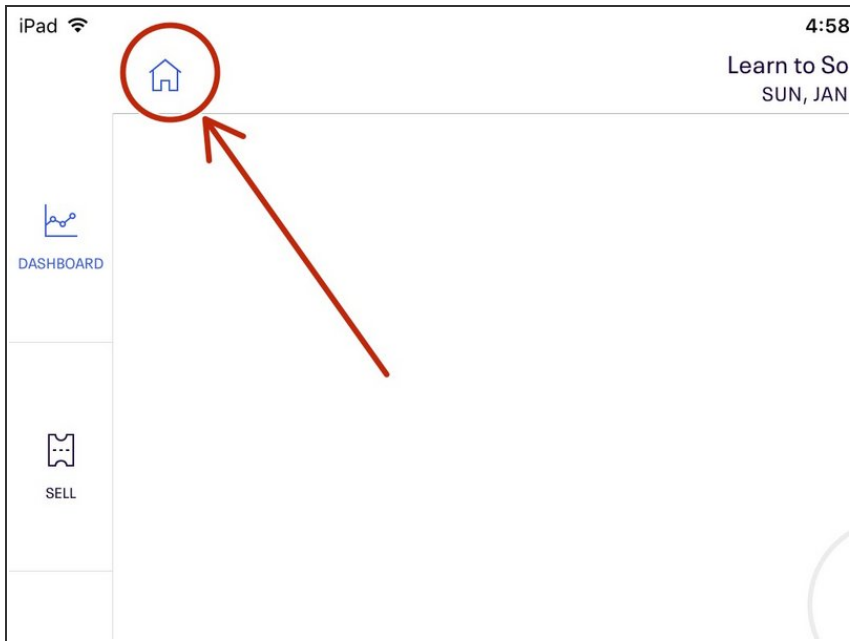
- i** If the iPad hasn't been turned off and on in a while, go ahead and reboot it. It tends to be much happier after a reboot.
- Press and Hold the power button until the screen shows "Slide to Power Off"
 - Slide to Power Off
 - Once the screen is dark for a few seconds, press and hold the power button until the Apple logo appears on the screen.

Step 2 — Open EventBrite on iPad



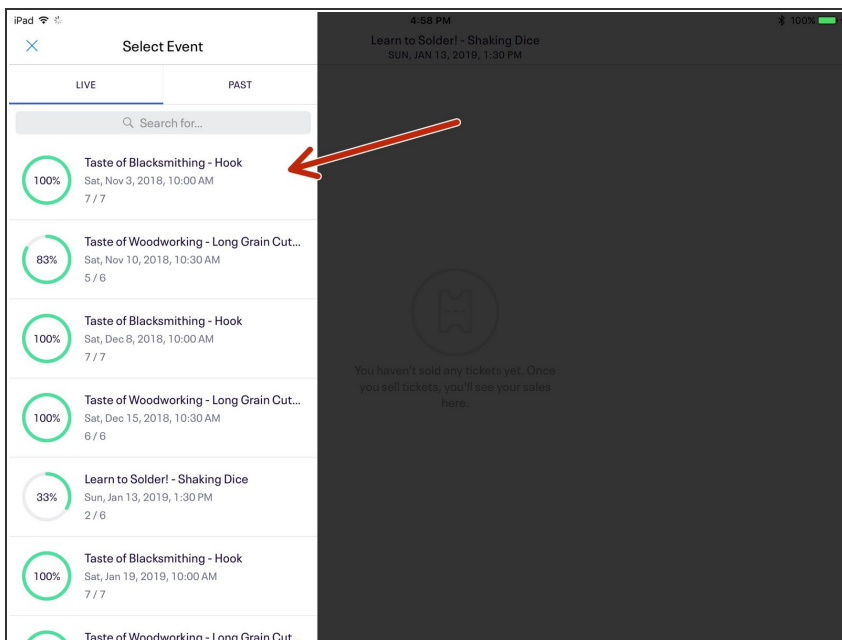
- Tap the Eventbrite Organizer app icon.

Step 3 — Open Event List



- Tap the "Home" icon to open the event list.

Step 4 — Select the Event you're checking in



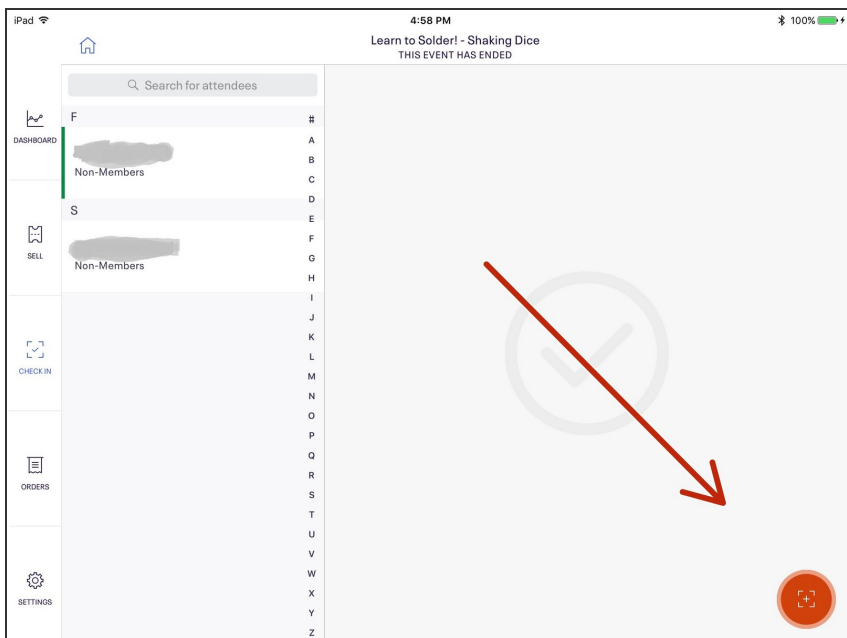
- Tap the event in the list.
-  The organizer app doesn't get rid of old events. Its annoying.. and there's not much to be done about it.

Step 5 — Open the check in list



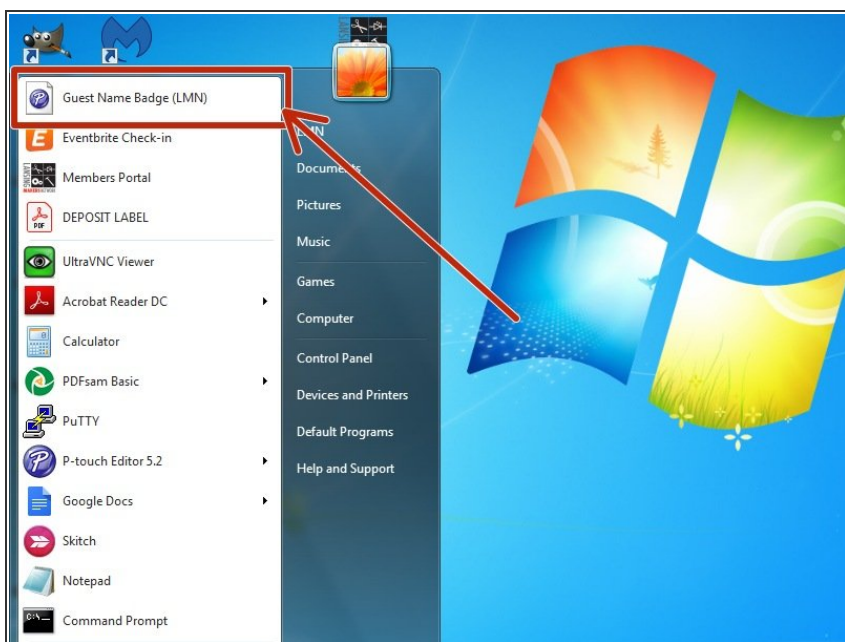
- Tap "Check In" on the left hand side of the screen.

Step 6 — Start up the QR Reader



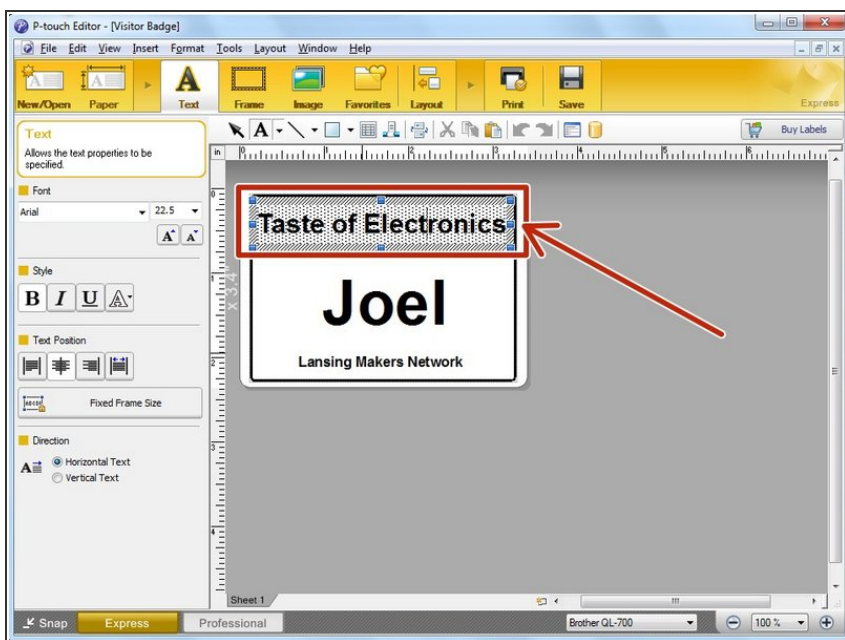
- Tap the QR reader icon to start up the camera.

Step 7 — Open Guest Name Badge template



- At the top of the Start Menu on the PC, click on "Guest Name Badge"

Step 8 — Edit class title on badge



- Edit the title of the class on the badge.

You're now ready to check people in!