



# Quick Reference Guide

## Log In

- Click Log In/Out
- Click on your name
- Enter your password and press “Enter”
- Scan a new wristband

## Log Out

- Click Log In/Out
- Click on your name (it will be a green button when you are logged in)
- Scan your wristband

## Open a tab for a single person

- Click “Open Tab”
- Scan your wristband
- Click “open”
- Scan the driver’s license
  - Scan the driver’s license 2d barcode with the scanner. If there are 2 barcodes on the license, hold your thumb over the 1D barcode (the one that looks like a UPC code).
- Or Manually enter a driver’s license
  - Click Manual
  - Click the state and select the license’s state in the popup
  - Click the driver’s license box and enter the driver’s license number
  - Click the name box and enter the person’s name
  - Click the DOB box and enter their DOB
  - Click “Continue”
- Scan a new wristband

## Open a tab for a group

- Click “Open Tab”
- Scan your wristband
- Click “Group”
- Click the name of the group in the highlighted box
- OR click in the Group Name box and enter a name for the group
- Click “Create Group”
- Scan the driver’s license
  - Scan the driver’s license 2d barcode with the scanner. If there are 2 barcodes on the license, hold your thumb over the 1D barcode (the one that looks like a UPC code).
- Or Manually enter a driver’s license
  - Click Manual
  - Click the state and select the license’s state in the popup
  - Click the driver’s license box and enter the driver’s license number
  - Click the name box and enter the person’s name
  - Click the DOB box and enter their DOB
  - Click “Continue”
- Scan a new wristband

## Close a Tab

- Click “View/Close Tab”
- If this is a group, click “Groups” at the top
- Click the name of the person or group to open their tab
- Click “Close Tab”
- Scan your wristband
- Scan the guest’s wristband
- The receipt will print