

PARADE OF HOMES TICKET SCANNING INSTRUCTIONS

You MUST use the TicketSpice app for all Parade Ticket Scanning

** Be sure your data syncs **BEFORE** logging out of the app.

WiFi or Cellular Data is only required to sync, not to scan. Syncing happens automatically when connected to WiFi or Cellular Data.

1. Download the app: **TicketSpice**

- When you open the app for the first time, tap 'OK' on the screen when it asks to "find and connect to devices..."
- The app will use your device's camera for scanning functionality.
- If you have used the app for previous events, go to Settings, then tap "Log Out"

2. Enter the **Device Name**, this is the **NUMBER** of the Parade House where you are scanning

- Note: This is not the house address number. If you are unsure about the Parade House Number, check out the Parade Builder sign in the front yard.
- Example: 24 (do not enter any words or symbols)
- **Settings** will allow you to change your device name if you volunteer at different houses throughout the weekends.

3. Enter the **App Key: 5401526990**

4. Press the **Scan button** to open the ticket scanner

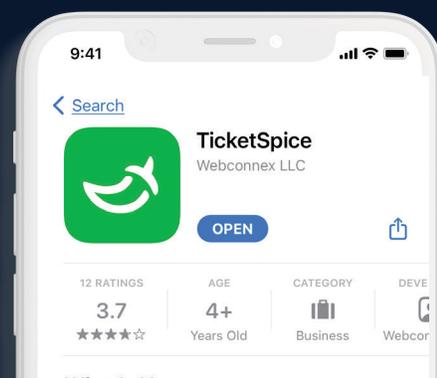
- When prompted, allow the app to have access to your device's camera.

5. Point your camera over the QR Code on the Attendee's Ticket

- Your screen will turn green for a successful ticket scan.
- Buttons you will not need to click include: **More Info** and **Redeem Items**. If you accidentally click one of these buttons, simply tap the "Back" button to navigate to the main Scanner page.
- For purchases with multiple tickets, you can view the group of tickets by either clicking 'Group Check In' or swiping to view the other tickets to quickly check in all attendees present.
- If the QR Code ticket is not available/present, you can tap the "Search" button on the Home page and look up the tickets by the purchaser's name and tap 'Check-In' at the bottom of the screen.
- A ticket may say it has already been checked in, this just means they have toured other Parade houses already.

6. Click 'New Scan' or 'Scanner' to continue scanning.

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PARADE OF HOMES
HOME BUILDERS ASSOCIATION of GREATER BATON ROUGE
presented by **FERGUSON**



BOYS & GIRLS CLUB
OF METRO LOUISIANA