

Conducting a Dance Event

1. Click on the event calendar 
2. Click Add New at the top of the calendar.
3. Fill out the event information and click Create Event.
4. Add your pre-sale tickets
 - a. Click **Manage Tickets**
 - b. Use 1 of the 4 options to add tickets
 - i. **Ticketing**: use a wired barcode scanner or manually enter ID numbers to add a ticket for a student. Once the ticket is added, you can manually enter notes or guest information.
 - ii. **Add from list**: select students by name and click save list to add tickets.
 - iii. **Import from file**: upload an excel or csv file with ticketed individuals. The file must include the ID number. It can also include guest name, guest notes, notes, and date/time.
 - iv. **Import from scanner**: if you used a mobile barcode scanner (CS3000/CS3070) when students were purchasing tickets, upload the BARCODES.TXT file from the scanner here.
5. Update your No Privileges List
 - a. Click **Manage No Privileges** from the event page
 - b. Use 1 of the 3 options to add students to the No Privileges list
 - i. **Add from list**: select students by name and click save list.
 - ii. **Add from IDs**: type or scan IDs (one per line) and hit process list.
 - iii. **Import from file**: upload an excel or csv file. The file must include the ID number.
6. Online check-in
 - a. Find your event on the calendar
 - b. Click **Check-in**
 - c. Pair a mobile barcode scanner (CS3070) via Bluetooth, use a wired plug-in scanner, or manually enter ID numbers to check students in
 - d. It will cross reference the Tickets and No Privileges list
7. Check-in from mobile device
 - a. Login to the 5-Star Students Manager app and find the event on your event calendar.
 - b. Use 1 of the 3 check-in options:

- i. **Manual Add:** manually enter the student's ID number or look them up by name. Hit enter to check them in.
- ii. **Bluetooth Scan:** if you're using the mobile barcode scanner (CS3070), pair the Bluetooth scanner to your device and scan with the scanner. The ID number will appear in the text box and check them in.
- iii. **Camera Scan:** this will open up your device's camera. Line up the barcode with the red lines and it will automatically scan and check them in.