



## How to Check-in Attendees

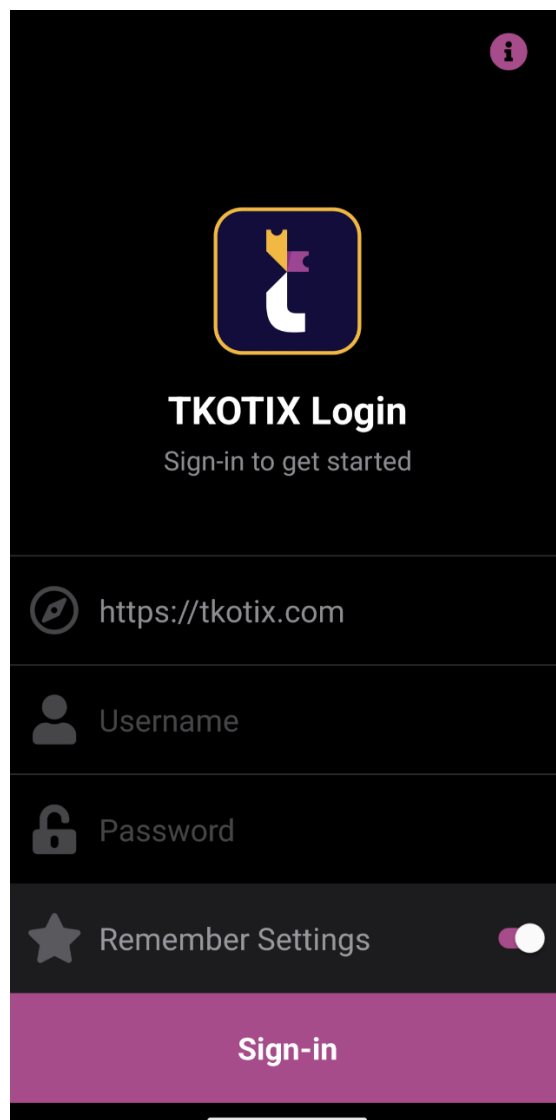
- 1) Download the Foo Events Login App for Apple or Android:

<https://www.fooevents.com/features/apps/>

*You can scan tickets using your smartphone, or pair via Bluetooth with a handheld QR Code scanner to scan multiple sources of QR codes.*

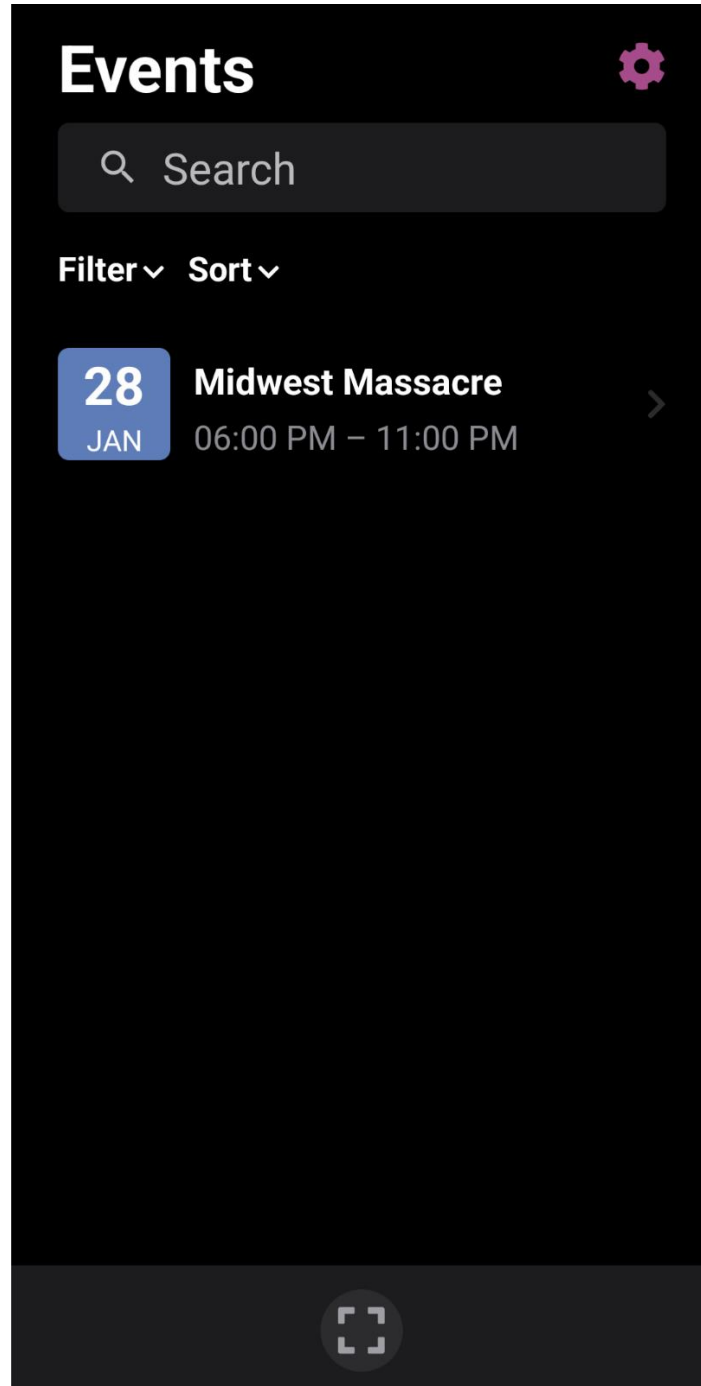
- 2) Login to the App. Enter this EXACT Website: <https://tkotix.com>

- a. Enter EXACT Promoter Username and Password:



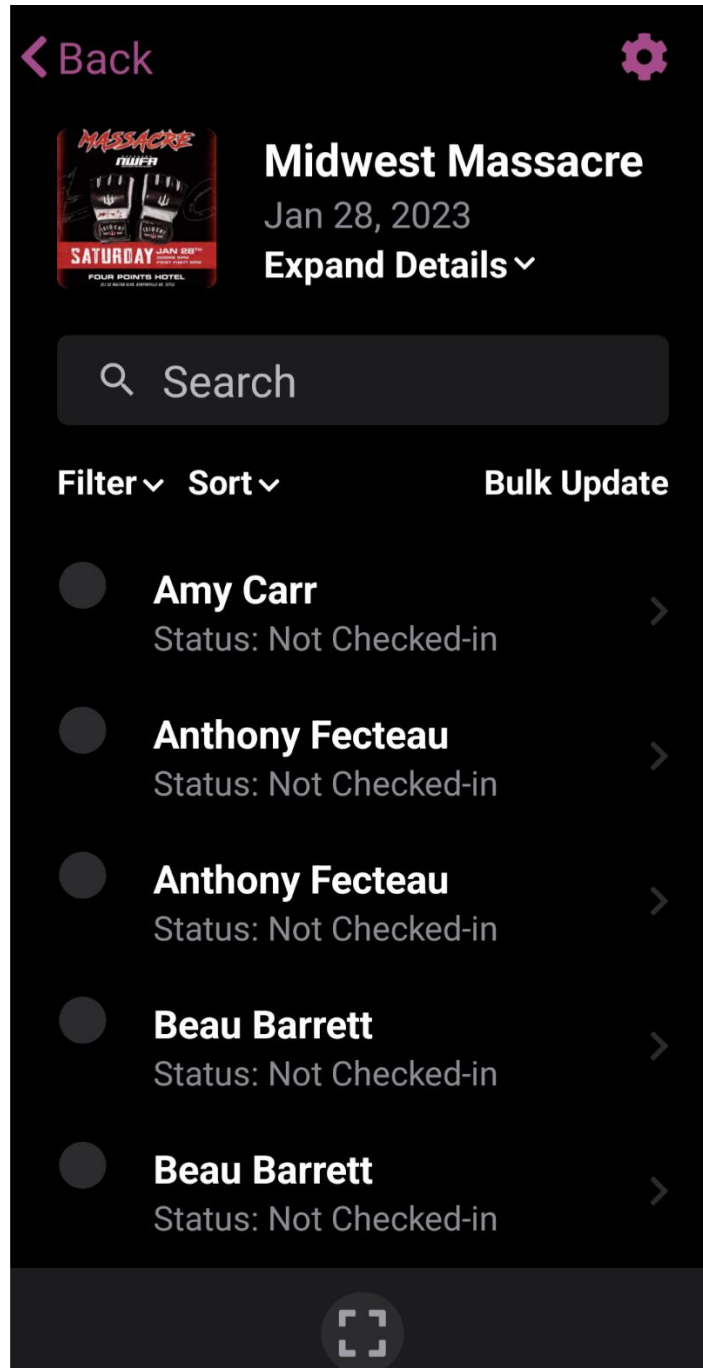


3) Click on Your Event.





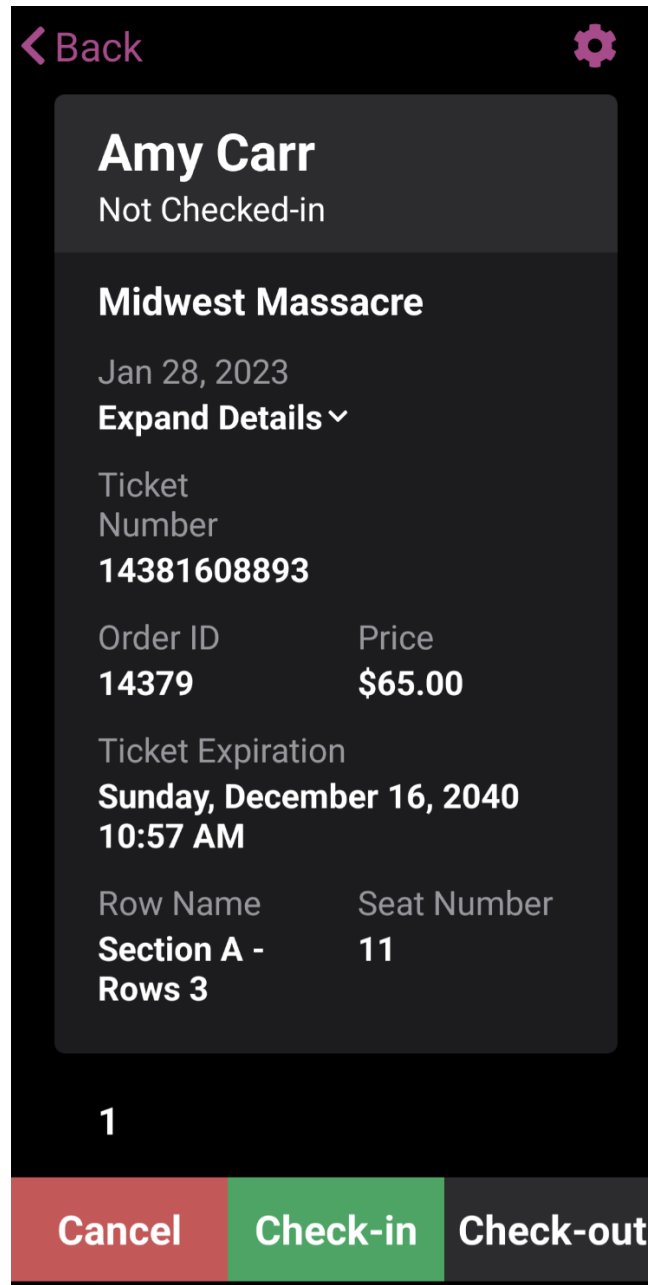
- 4) Attendees list will appear. When someone arrives with a ticket, on their phone or printed, click on the QR Code Scanner button. Then you scan the ticket.





5) After scanning, the Attendee's information will appear. Click on the green: "Check In" button.

*If a person does not have a ticket and you still want to allow them entrance, you can click on their name and click "Check-In"*



Finally, click on the "BACK" button to get back to the Check-in screen!

The App and TKO Dashboard will track all sales.