

Quick Start Guide | Guest Check-in

This easy-to-use app will assist you in swiftly checking in attendees to your events. Please follow these instructions to ensure a smooth experience.

1) Scanning a Ticket QR Code

With the **FrontDoor+** app, you can quickly scan attendees' QR codes. These codes may be printed on paper, displayed on a phone via PDF, or in a phone's smart wallet.

- **Step 1:** Open the FrontDoor+ app and enter the organizer **PIN**.
- **Step 2:** Select the **'Scan a Ticket'** option.
- **Step 3:** Position the phone's camera over the QR code. The app will automatically recognize the code and confirm the check-in.



2) Looking Up a Guest by Name or Email Address

If the QR codes aren't available or aren't scanning, you can easily look up a guest to check them in manually.

- **Step 1:** Select the **'Lookup Guest'** option in the app.
- **Step 2:** Search by entering the guest's name or email address.
- **Step 3:** Confirm the guest's details and check 1 or more of their tickets in with a few taps.

Tips

- Ensure that the camera lens is clean for optimal QR code scanning.
- Select **'Scanner Name'** to assign a name to the app. This will be used in post-event reports.
- Select **'Tickets Allowed'** to limit what ticket types the app will be able to scan.

Get The App

Search **'FrontDoor+'** in your favorite app store, or use the links below.



tinyurl.com/AppleAppFD

tinyurl.com/GoogleAppFD



We wish you a successful event! If you need further assistance, please don't hesitate to reach out to us.

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