

Using TeachTix

Selling Tickets

- Go to www.teachtix.com
- Scroll all the way to the bottom and click "Admin Portal."
- Log in using "jonathan.brown@ocps.net" and password "iloveband" (*I can create additional logins if necessary... I just need a name and email address.*)
- Click "View Upcoming Events" under "University High School."
- Click "Sell Tickets and View Options."
- Right now the only option is "Pre-Sell Tickets" 2 hours before the show starts this will change to "Sell Tickets."
- Select the number of individual tickets and click "Add to Cart."
- On the bottom right, click whether they are paying with cash, credit, or check. Note that there is a processing fee for credit payments, although most people will pick this anyway.
- The system will ask for their name and email. We need the email at the very least since the system is going to email their tickets to them. The name is helpful in case we need to do a refund, something goes wrong, or there is a question about their tickets.
- Check the box on the Covid-19 waiver acknowledgement.
- The system will automatically calculate how much change you owe them if they're paying cash. If they're paying by card, it will ask for their card information. I'll have a card scanner at the ticket booth, although they can be finicky so you may need to enter information manually.
- Click "Process Order."
- Once payment has been processed, you'll need to click "Email Tickets to Patron."
- Give them a wristband and they are good to go!

Scanning Tickets

- Go to www.teachtix.com/scan on any device.
- Click "Scan with Camera."
- Scan the QR code.
- Messages will appear showing whether the ticket has been scanned (good), is a re-scan (fine), or if there's some sort of problem (send them back to the ticket booth.)