Check-in Like a Pro!

You've done all the work to prepare for the big night. Let Sparxo handle the check-in technology for you. Now that you've imported all of your guest lists and sent all of your complimentary tickets out, all that's left is getting your staff ready for check-in.

Prepare yourself

Download the Sparxo Check-in application on iOS or Android ahead of time and make sure your staff knows how to navigate through it.

PRO TIP: If you are using a personal laptop, set up a separate login account for your cashier and onsite persons to use so you do not have to give them your login.

Make sure you are charged up

If you are using a laptop, make sure your laptop's charge can last the duration of the event. If the battery doesn't last that long, make sure the charger can be plugged into an outline nearby or with a help of an extension cord.

If you are using smartphones. It's a good idea to have extra powerpacks on site. Make sure the powerpacks are fully charged and you have the right cables to connect them to your devices.

Speed the line with entry passes

Use a unique stamp, bracelet, or entry ticket to identify a valid ticket holder. We call this entry passes. This allows you to check tickets and manage entry in two steps. This will speed up the line to large events as the bottle neck is usually at the entrance of the event.

Have one person on staff scan tickets for every 250 ticket holders. They should use Sparxo Check-in iOS/Andriod App to walk down the entrance line scanning tickets and giving out entry passes.

PRO TIP: Direct the crowd. Make sure they know where they are going if there are many entry lines. Make sure ticket holders have their tickets out and ready. Unfolding tickets or finding them on a smartphone is the main reason lines slow down.
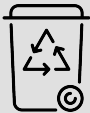
Recycle for your guests

Have a large recycle bin at check points to obtain and place all printed email confirmation pages into. This helps prevent customers from entering twice with the same printed confirmation page.

Even though our system catches rescans, a sneaky customer trying to share a ticket can be prevented from passing their ticket at the door.