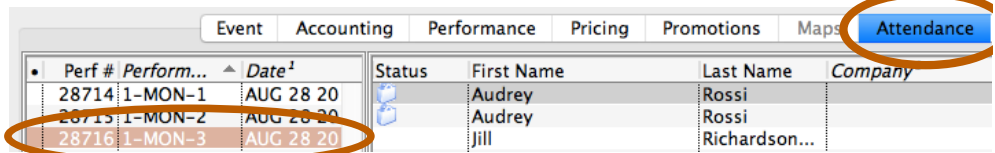# TMT: Tip of the Week

MANUAL TICKET SCANNING

YOU DON'T NEED A TICKT SCANNER TO MARK ATTENDANCE:

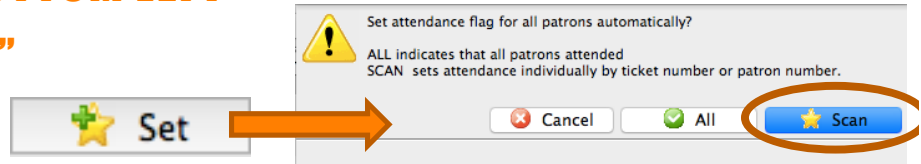**1. GO TO THE ATTNDANCE TAB IN THE EVENT WINDOW**

2. SELECT PERFORMANCE
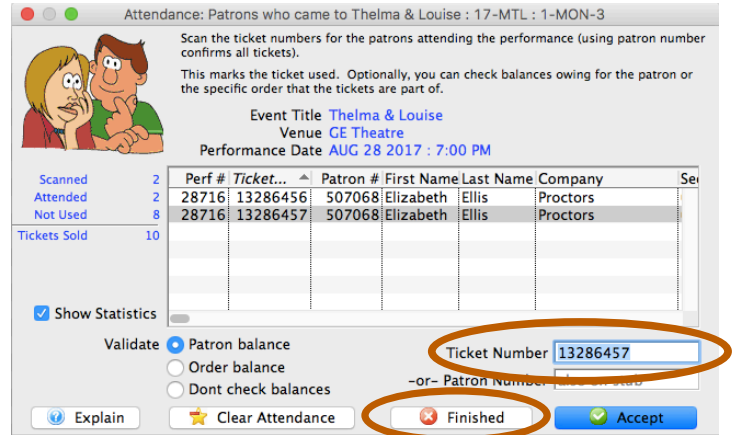

3. CLICK "SET" BUTTON AT BOTTOM LEFT

4. SELECT "NO REASON GIVEN"

5. CLICK "SCAN"

6. ENTER ATTENDED TICKET NUMBERS

7. CLICK "FINISHED"

ONLY DOING A FEW AT A TIME?

- **FIND TICKET IN ATTENDANCE TAB**
- **RIGHT CLICK OR CONTROL CLICK**
- **SET ATTENDANCE**

This TMTip compliments of: Liz Ellis, Proctors – Thank you!