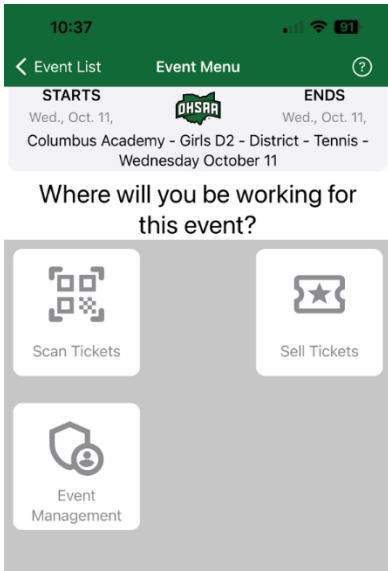




# Ohio High School Athletic Association

## Selling Tickets at the Gate

This guide is meant to assist Athletic Directors, Tournament Managers, and Tournament Staff who will be selling tickets at the Gate. This guide will provide detailed instructions for selling to assist with training.



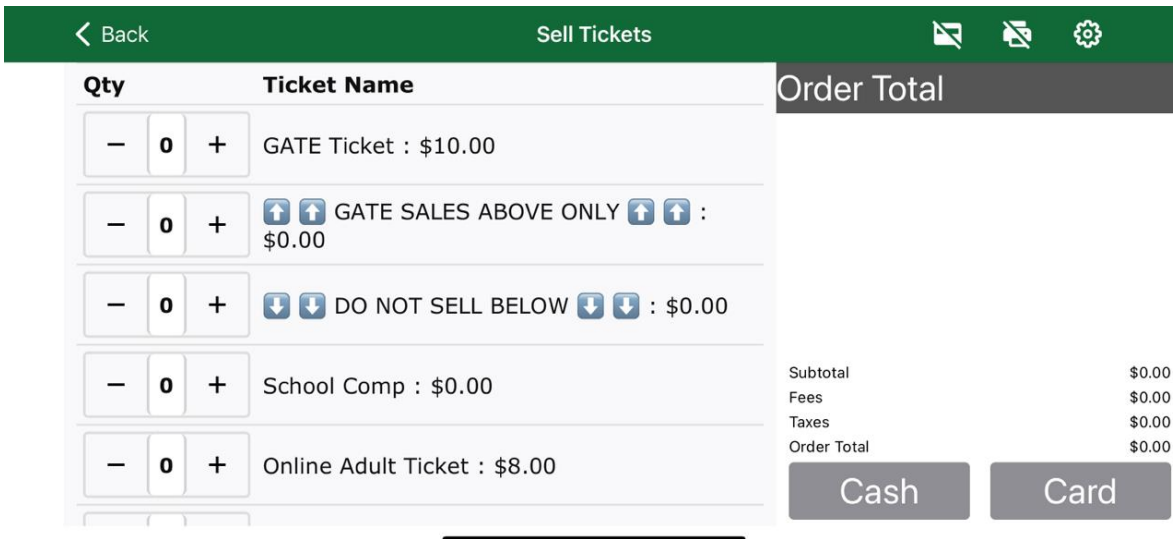
Once you log into the HomeTown Ticketing Gate App with your credentials, if you are at a High School Facility, then you will see the screen on the left.

Select “Scan Tickets” in the top left for those who will be scanning tickets at the Gate

Select “Sell Tickets” in the top right for those who will be selling tickets at the Gate

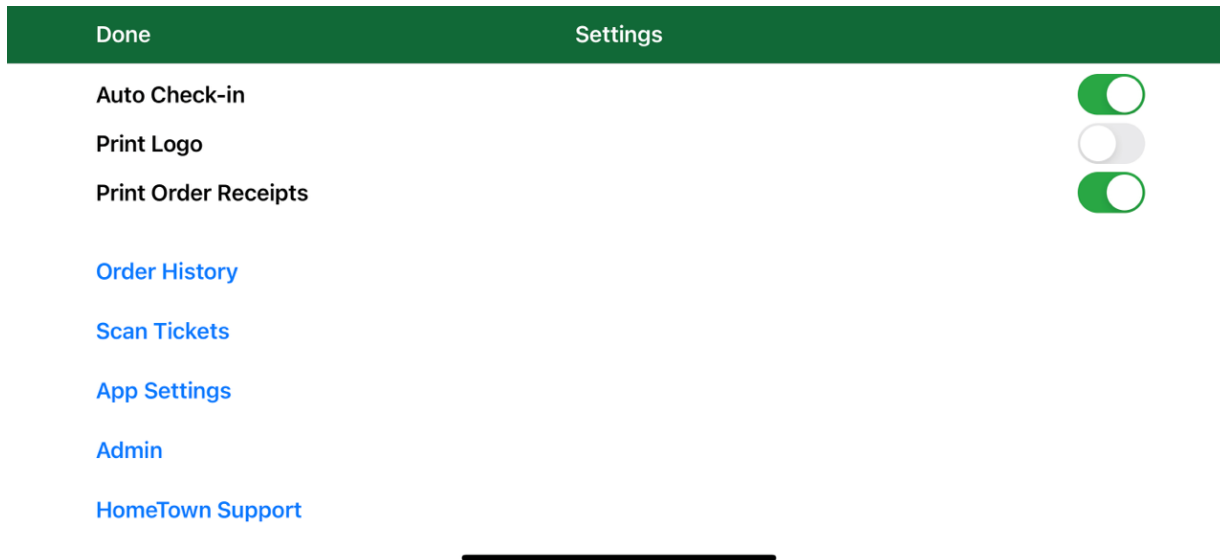
Select “Event Management” in the bottom left at the end of the night to pull the User Report of Cash Sales. This is for your reconciliation purposes. This will only be available until 11:59 PM the day of your event, so make sure the report is exported before then.

When you select “Sell Tickets” you will see the below screen.



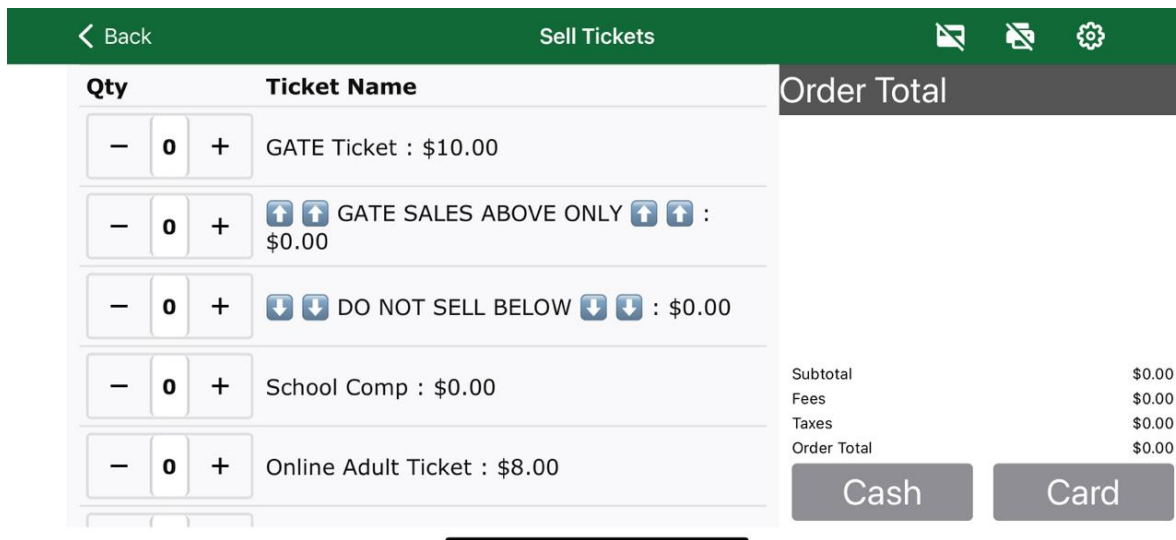
First, you will need to enable “Auto Check-in.” This is VERY IMPORTANT so that scan rates for GATE sales are captured correctly. If scan rates are not accurate, this could reduce your hosting fee. To enable “Auto Check-in” select the Gear Icon on the far right of the header. Once you do that, you’ll see the below screen on the next page.

You MUST enable “auto check-in” on every device that is being used to Sell tickets. When it is enabled, it will look like the screenshot (green). If it is grey than it is NOT enabled, and you must click it to enable it and turn it green.



Once you have enabled Auto Check-In, click “Done” on the far left of the header. You will return to the selling screen.

The ONLY ticket option you will be Selling is the “GATE Ticket” at the top of the list. **Do Not Sell any other ticket types.** For more information review these [Best Practices](#) or [Webinar](#).



If you are interested in Selling Gate Tickets by Credit Card as well, please reach out to [claired@ohsaa.org](mailto:claired@ohsaa.org).