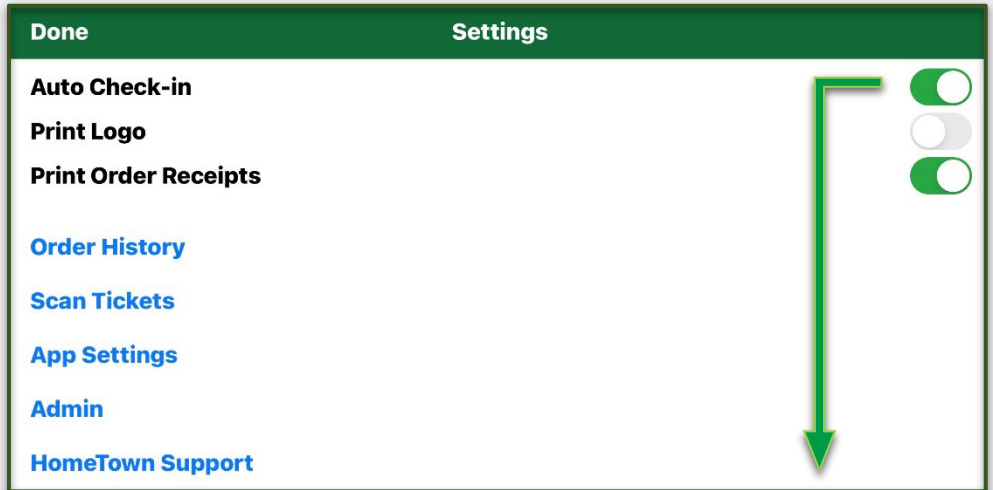
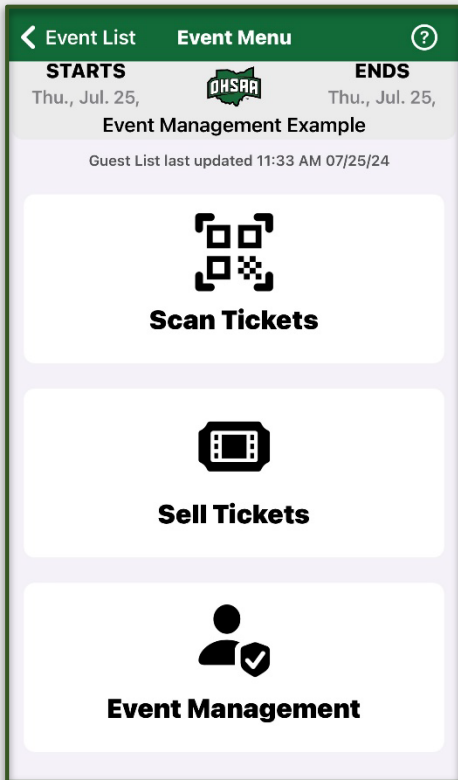




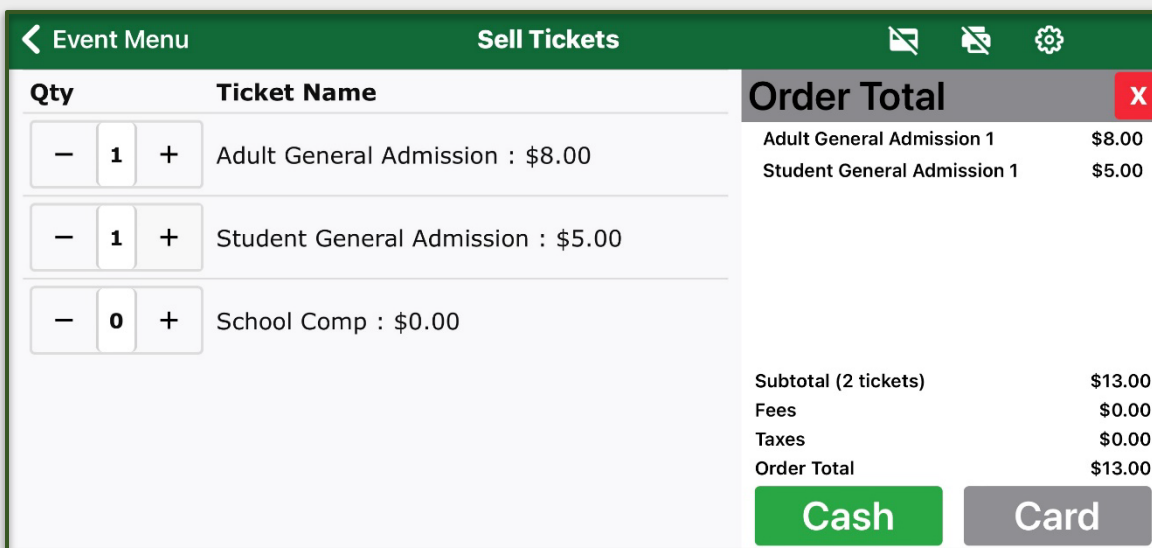
Ohio High School Athletic Association

Guide to Selling Tickets at the Gate

In accordance with Ohio Law, all events taking place at a High School venue **must** accept cash as a form of payment at the gate. To sell, log into the HTT Gate App using your assigned login. Select your event from the list then you'll see the 'Event Menu'. Finally, select the option, "Sell Tickets".



After selecting 'Sell Tickets', click the settings and turn on "Auto Check-In". This feature will check-in the gate ticket purchaser; they won't need a ticket/QR code to scan. It also ensures accurate scan rates are reported which is very important when it comes to reconciliation.



The 'Sell Tickets' screen to the left has a built in POS System used to sell tickets at the gate. The left side of the sell screen will include all ticket level options.

By clicking the plus icon (+) next to the ticket level a purchaser has asked for, you'll be able to see the cost breakdown on the right side of the screen. The 'Cash' key should always be filled in green.

Only sell Adult General Admission or Student General Admission tickets at the gate.



Ohio High School Athletic Association

Guide to Selling Tickets at the Gate

After selecting the number of tickets you're selling, press "Cash". Next, you'll see the screen below.

Qty	Ticket Name	
- 1 +	Adult General Admission : \$8.00	\$20.00 \$50.00 \$13.00
- 1 +	Student General Admission : \$5.00	CLEAR KEYPAD
- 0 +	School Comp : \$0.00	

Subtotal	\$13.00
Fees	\$0.00
Taxes	\$0.00
CASH TOTAL	\$13.00
Payments	\$20.00
Change	\$7.00

PROCESS ORDER - CASH

Choose the dollar amount you've been handed from the upper left of the screen. You'll see the summary and change owed at the bottom.

*Tip: If you have a designated ticket **seller**, take each ticket order one by one rather than waiting until the end of the event to enter orders.*

The 'Subtotal' and 'CASH TOTAL' will be the same number and equal the amount owed in exchange for the ticket(s). There should be no added fees or taxes.

The green 'Payments' line will be the amount of cash handed to you; the number you entered using the keypad or one of the blue dollar amount options.

Once you accept the ticket purchaser's cash and return their change if needed, it's important that you press "PROCESS ORDER – CASH". This ensures that the ticket order went through and with Auto Check-In on, the scan rate is accurate.

If your school is interested in using School owned, Hometown Ticketing equipment such as Credit Card Readers to sell tickets at the gate, please follow the steps below.

- Review and sign the *Ticket Sales and Equipment Agreement* found [here](#).
- Return the agreement to Claudia Markoff, e: cmarkoff@ohsaa.org
- Once received, keep your countersigned agreement on file.

Note: If you've already signed the agreement in the past, you'll need to sign one for 2024-25.