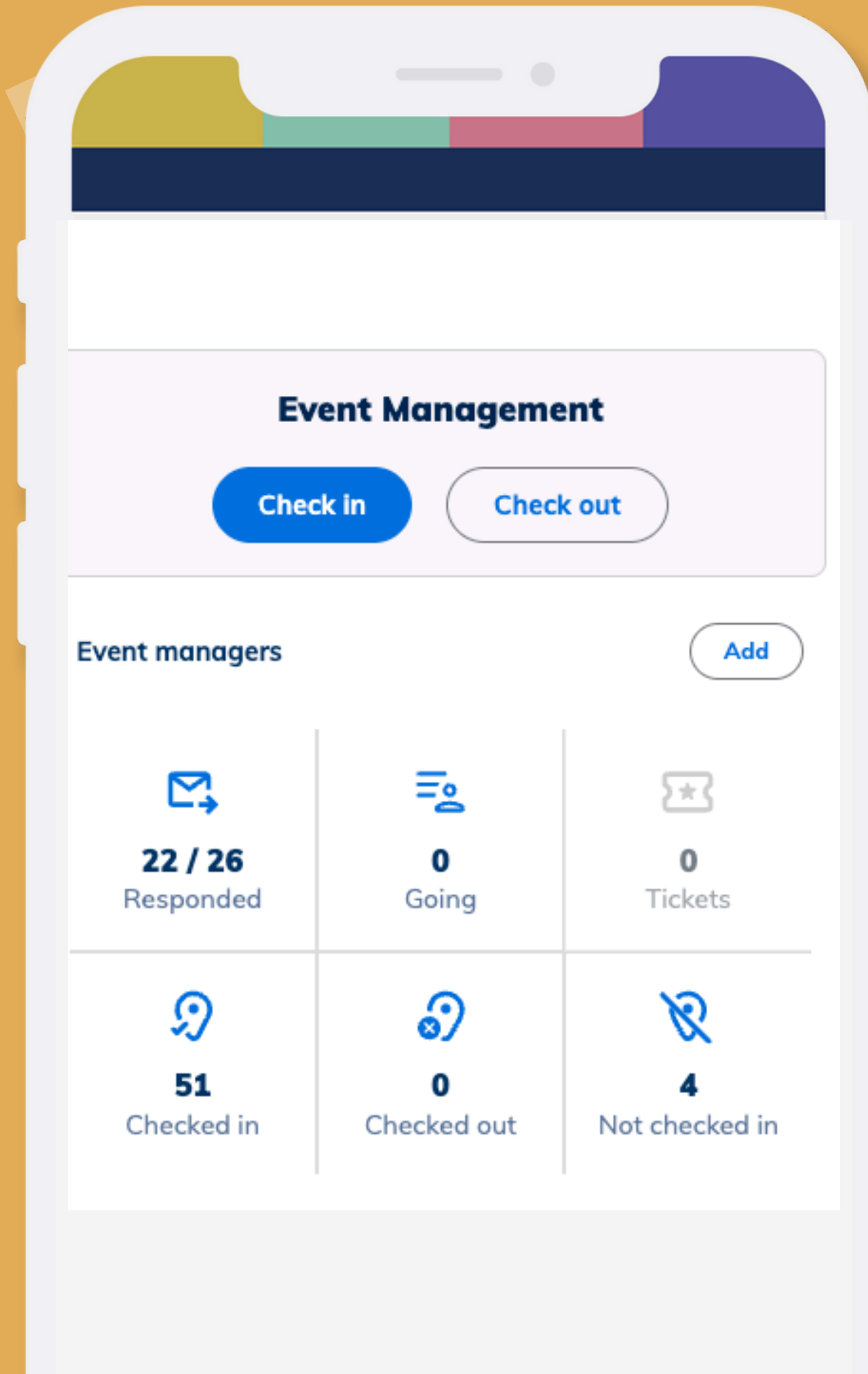




Managing Ticketed Events in Minga

A guide to managing ticketed events in Minga: Checking in, non-school guests and advanced ticket lists

MINGA 7.0



STEP 1

Create Your Event

Use Minga to check-in guests to your events and track tickets.

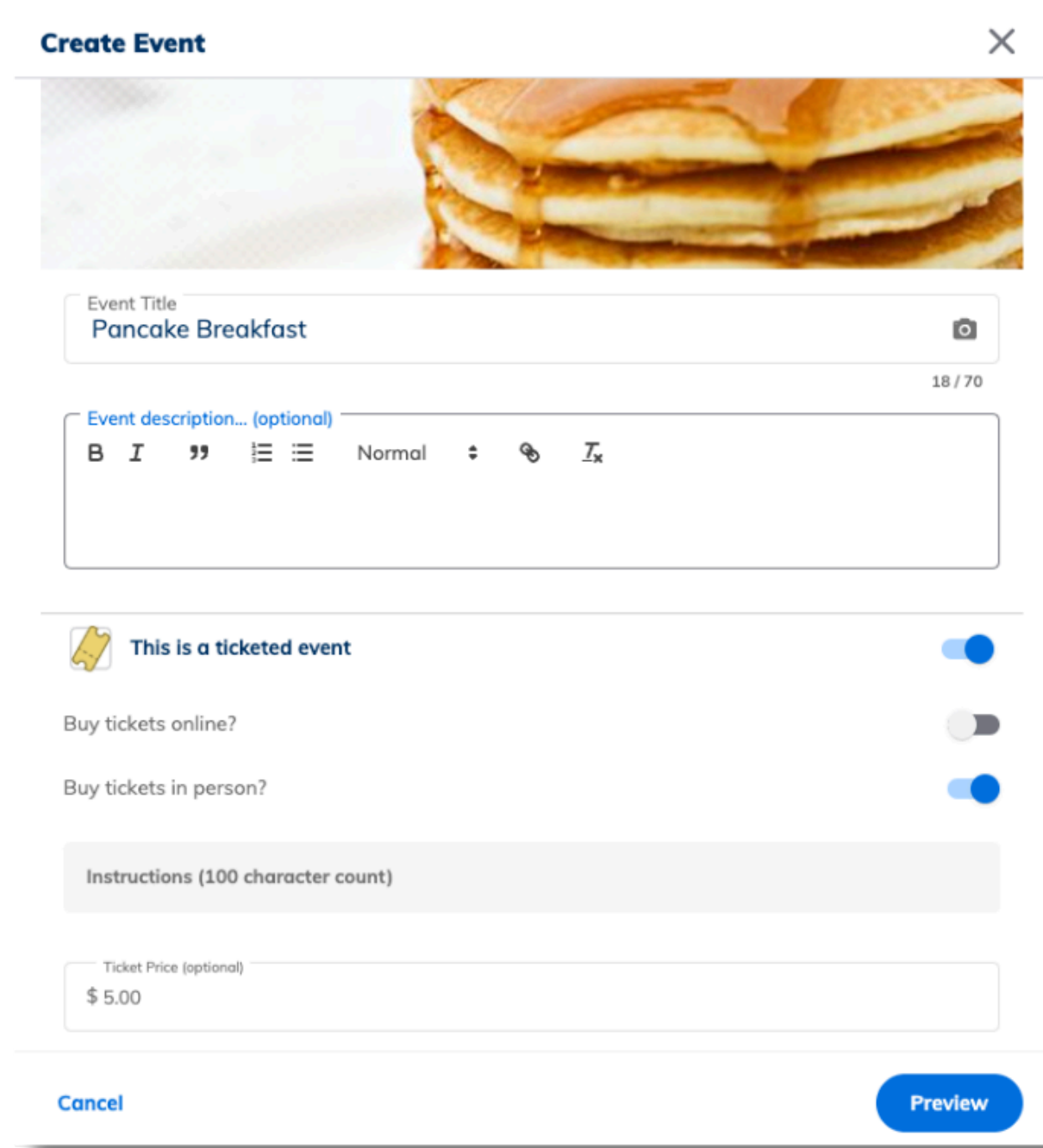
Read our guide on [Creating and Promoting events](#) first to create your event.

Create your event



STEP 2

Make it a Ticketed Event



The screenshot shows the 'Create Event' form in Minga. At the top, there's a header 'Create Event' with a close button. Below it is a featured image of a stack of pancakes. The form includes an 'Event Title' field with the text 'Pancake Breakfast' and a character count of '18 / 70'. Below the title is an 'Event description...' field with a rich text editor toolbar containing icons for bold, italic, quote, list, normal, link, and unlink. The 'This is a ticketed event' toggle is turned on. Below it are two more toggles: 'Buy tickets online?' (turned off) and 'Buy tickets in person?' (turned on). There is an 'Instructions (100 character count)' field and a 'Ticket Price (optional)' field with the value '\$ 5.00'. At the bottom, there are 'Cancel' and 'Preview' buttons.

When you create your event in Minga, toggle on 'This is a ticketed event' to provide the link for your guests to buy tickets and/or information for buying tickets in person.

To make an existing event ticketed:

- Log into Minga
- Go to Events
- Right click on your event
- Click Edit
- Toggle on "This is a ticketed event"

Include the URL for purchasing tickets and/or where guests can purchase tickets in person.

STEP 3

Tell Minga Who Has Purchased Tickets

Before your event, upload your lists of everyone who has purchased a ticket in person and/or online.

When guests check-in to the event, Minga will confirm if they have pre-purchased a ticket by referencing the Tickets list.

Upload ticket holders to the Tickets list

- Download an excel file of all guests who have purchased tickets
- Click on your event
- Click on the Have Tickets icon
- Click Upload Advanced Ticket list
- Select your excel file

View Example Advanced Ticket List Data on the next page.

The screenshot shows the 'Event Management' dashboard. At the top, there are 'Check in' and 'Check out' buttons. Below that is the 'Event managers' section with an 'Add' button. The main dashboard is a grid of six statistics:

0 / 26 Responded	0 Going	0 Tickets
0 Checked in	0 Checked out	26 Not checked in

A red arrow points from the 'Not checked in' cell to a message box that says 'There are no tickets added yet to this event.' Below the message are two buttons: 'Upload Advanced Ticket List' (blue) and 'Add Ticket Holder' (yellow).

STEP 4

Advanced Ticket List - Example

	A	B	C	D	E	F
1	First Name	Last Name	Email	ID Number	Guest	Guest
2	Jenna	Simpson	js123456@mingahigh.io	123456	Brody Channing	
3	Melissa	Helbert	mh234567@mingahigh.io	234567	Luke Dremer	Rachel Helbert
4	Laisha	Granada	lg345678@mingahigh.io	345678	Hannah Hoult	
5	Laura	Pinner	lp456789@mingahigh.io	456789	Simone Pinner	
6	Isaac	Julner	ij567890@mingahigh.io	567890	Char Hinkman	
7	Flynn	Alberg	fa789012@mingahigh.io	789012	Rod Fremley	Maria Alberg

**Names
Not Required**

**Attendee Email AND/OR
ID Number Required**

**ONE guest per cell
split multiple guests
into columns**

Student Attendee

- Ticket data must include Student ID Number AND/OR Email Address to identify the student who has purchased a ticket.
- First and Last names are not required

Non-Student Guests

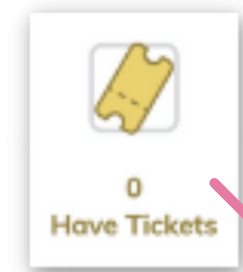
- Add guests into a Guest column. If a student has more than one guest, add subsequent columns per guest.
- Each guest must have their own column. Multiple guests must not be in the same cell.

STEP 4

Advanced Ticket List - Upload

Upload your Advanced Ticket List to Minga in advance of your event. We recommend keeping a master spreadsheet and uploading it on the day of your event.

- Click the 'Have Tickets' icon in the Event Management Console and Upload Advanced Ticket List
- Choose the correct headers for your data from the drop down
- Data must include email and/or student number
- Select **(Ignore)** for any columns of data Minga does not need.
- Click the arrow to scroll along to other columns
- Select **Guest** header for all guest name columns - include first and last name in the same field.



Import Your Ticket List

First Row Contains Headers

(Ignore)		Email	
	Simpson	georgia+jenna1@minga.io	
	Helbert	georgia+melissa1@minga.io	
	Granada	georgia+laisha1@minga.io	
	Laura	Pinner	georgia+laura1@minga.io
	Isaac	Julner	georgia+isaac1@minga.io
	Flynn	Alberg	georgia+flynn1@minga.io

Showing 6 of 6 rows

Student Number	Guest	Guest
123456	Brody Channing	
234567	Luke Dremer	Rachel Helbert
345678	Hannah Hout	
456789	Simone Pinner	
567890	Char Hinkman	
789012	Rod Fremley	Maria Alberg

STEP 4

Updating Your List and Deleting Attendees

We recommend uploading your master list right before your event.

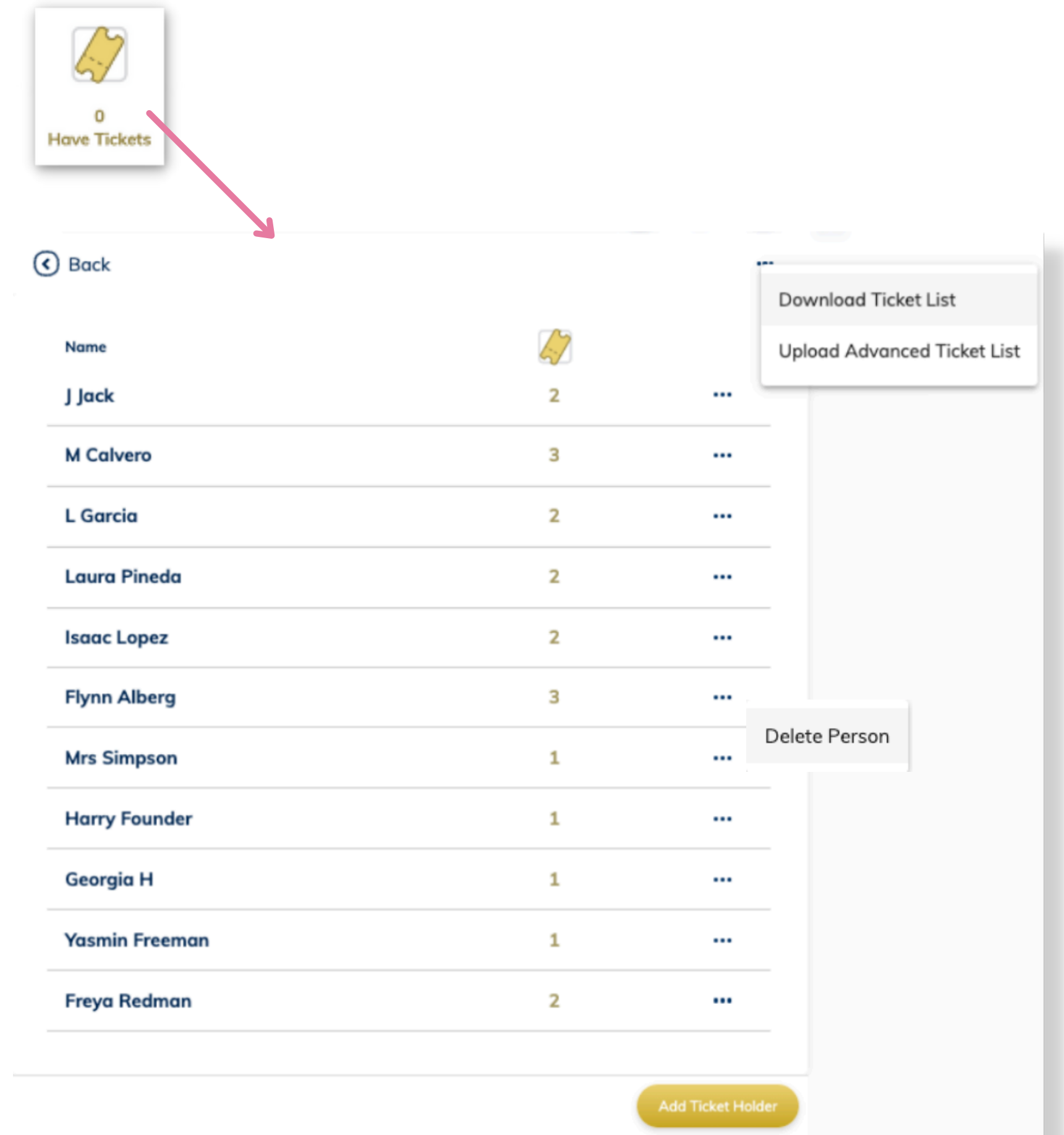
Re-uploading your Advanced Ticket List will update your attendee list with any additional ticket holders.

- Click the 'Have Tickets' icon
- Click the three dot menu
- Click Upload Advanced Ticket List

Any attendees you have removed from your ticket list spreadsheet **will not** be automatically removed.

To delete an attendee

- Click on the three dot menu next to the attendee
- Click Delete Person



The screenshot displays a user interface for managing attendees. At the top left, there is a 'Have Tickets' icon with a yellow ticket symbol and the text '0 Have Tickets'. A red arrow points from this icon to a table of attendees. The table has columns for 'Name', a ticket icon, and a numerical value. A 'Back' button is located at the top left of the table. A dropdown menu is open on the right side of the table, showing options: 'Download Ticket List', 'Upload Advanced Ticket List', and 'Delete Person'. At the bottom right, there is a yellow button labeled 'Add Ticket Holder'.

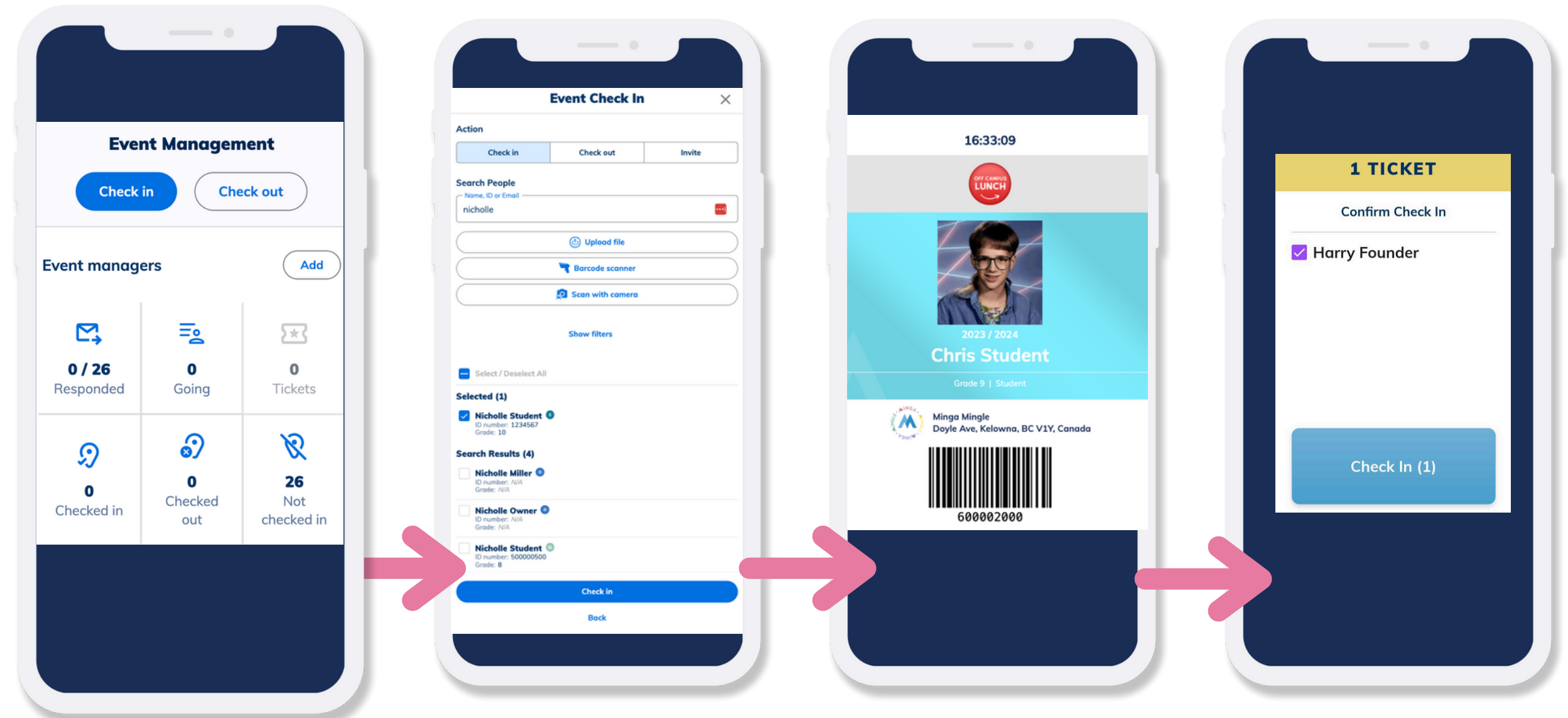
Name	Ticket Count	Actions
J Jack	2	...
M Calvero	3	...
L Garcia	2	...
Laura Pineda	2	...
Isaac Lopez	2	...
Flynn Alberg	3	...
Mrs Simpson	1	...
Harry Founder	1	...
Georgia H	1	...
Yasmin Freeman	1	...
Freya Redman	2	...

STEP 5

Check in Your Guests on a Phone or Tablet

1. Open the Minga App
2. Go to Events and click on your event
3. Click **Check In** on the Event Management console
4. Tap the 'Scan with camera' icon to open your camera app
5. Scan the student's digital ID barcode from their phone
6. Confirm Check In

If you do not see the check in option (step 3), contact your Minga administrator to become an event manager.



STEP 5

Checking in an Attendee with a Barcode Scanner

- Click on your event on the computer with the scanner connected
- Click the 'Barcode scanner' icon
- Scan the Student ID Card barcode with the scanner
- The ID number will populate in the search field and the confirmation screen will pop up to confirm the guest has a ticket
- Scan the next guest!

Event Check In

Action

Check in Check out Invite

Search People

Name, ID or Email

123456

Upload file

Barcode scanner

Scan with camera

Group

List

Grade

Role

Apply filters

Check In To Event

Search Results (0)

Selected (0)

1 TICKET

Confirm Check In

Harry Founder

Check In (1)

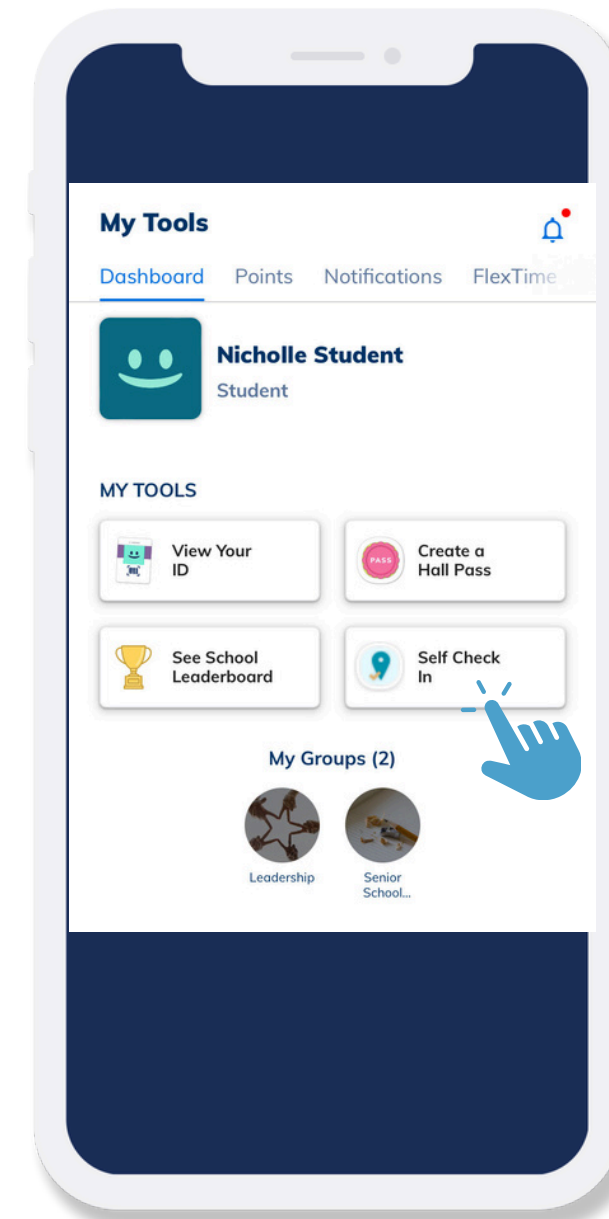
STEP 5

Have the Attendee Check In Using Self Check In

You first have to enable the event for self check-in by following the instructions below:

Event Self Check In

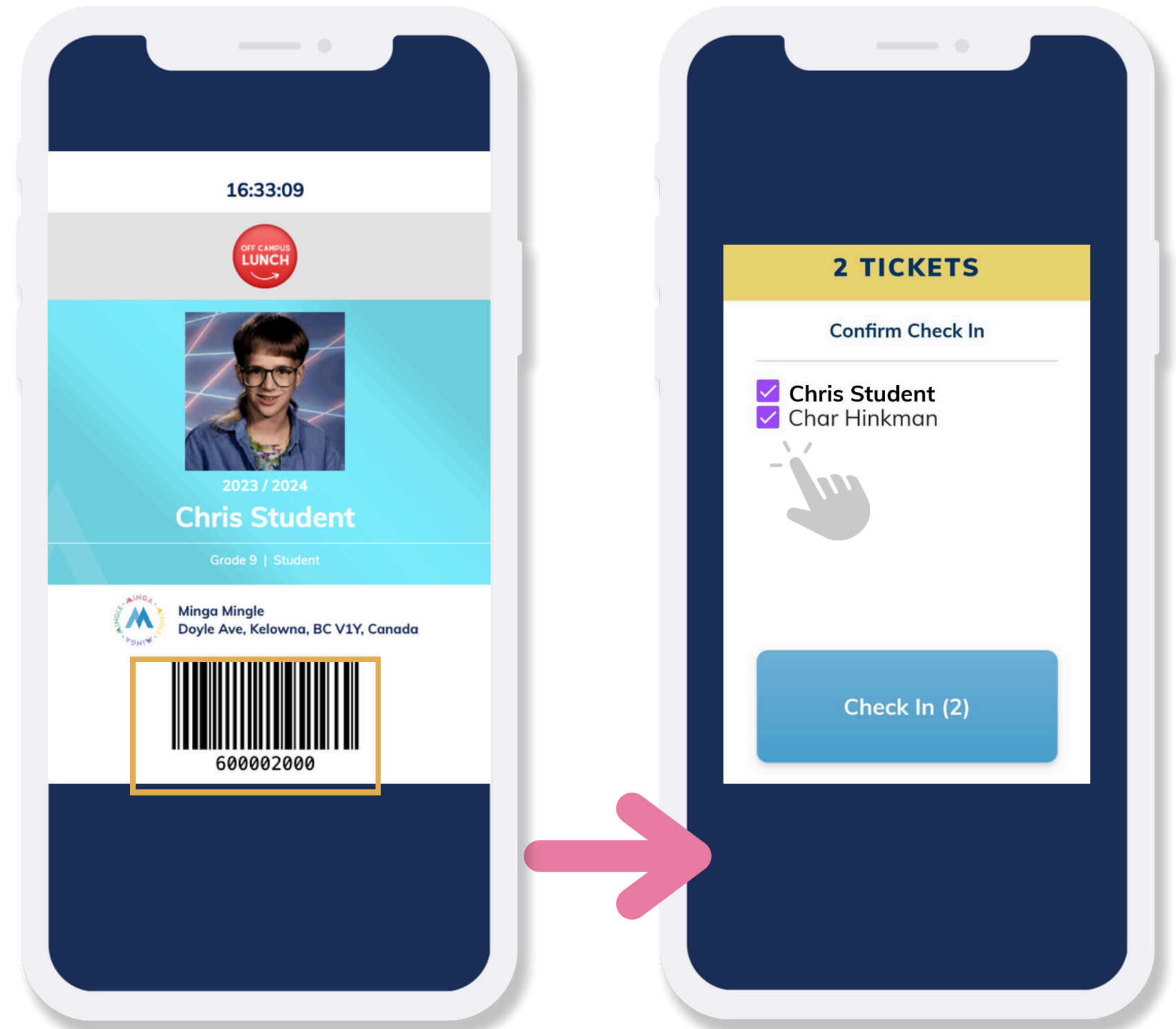
- The Student will navigate to My Tools > Self Check In
- They will then scan the QR Code



STEP 5

Checking in an Attendee with Guests

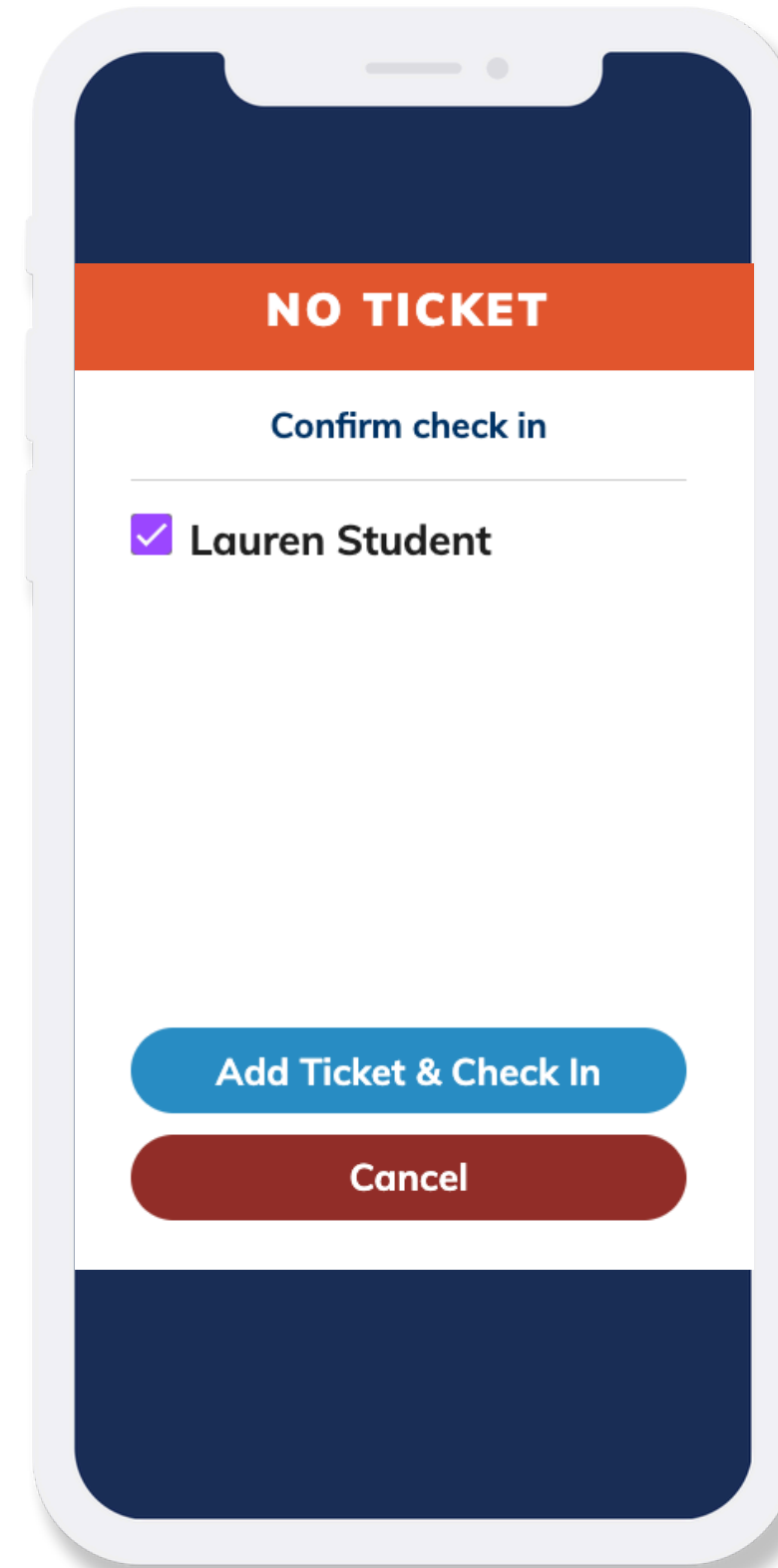
- Scan the Student ID Card with the camera or scanner
- If the student has guests, all associated guest names will appear in the confirmation box.
- Click 'Check-in' to confirm the student and guests are checking in.
- If the guests are not checking in at this time,
 - Uncheck the box next to their name(s) before clicking 'Check In'.
 - The guests will be able to provide the name of their student attendee for manual check-in later.



Checking in an Attendee Without a Ticket

If the student checking in does not have a ticket, you will see this No Ticket confirmation when scanning their Student ID Card.

- If the student now purchases a ticket from you at the door, click 'Add Ticket & Check In'
- If the student is not allowed in due to not having a ticket, click 'Cancel'



STEP 6

Checking Out and Attendance Reporting

If you are also monitoring student's checking out of your event, click **Check Out** and follow the same process of scanning the Student ID barcode or searching for the name manually.

Reporting

- Click the Checked In icon to view the report of all guests check in and out times.
- Click the three dot menu and Download CSV File to export this data.

The screenshot displays the 'Event Management' interface. At the top, there are 'Check in' and 'Check out' buttons. Below this is a section for 'Event managers' with an 'Add' button. The main area shows statistics: 0/26 Responded, 0 Going, 0 Tickets, and 0 Checked in. A red arrow points from the 'Add' button to a dropdown menu for the 'School Sports Fundraiser' event. This menu shows a 'Checked In' filter and a 'Download CSV File' button. Below the filter is a table of checked-in guests with their names and check-in/out times.

Name	Check In	Check Out
Freya Redman	11:30 AM	11:32 AM
Guest: Harry Kipper	11:30 AM	11:32 AM
Yasmin Freeman	11:23 AM	
Harry Founder	11:22 AM	11:21 AM
Georgia H	10:59 AM	
Laura Pineda	10:18 AM	
Guest: Simone Pinner	10:18 AM	

Minga Help Center

For any other support you need when setting up and using your Minga, please visit our Help Center and the knowledge base.

We host weekly training sessions on Zoom which are a great opportunity to get specific questions addressed in person. We encourage you to attend!

Visit Help Center

