



teachtix.com/scan

- A) Visit teachtix.com/scan using your device. **No download or admin account needed.**
- B) **[Select Event to Scan]** and select from the dropdown options. Only events happening soon will be selectable. Use **[Scan Any Event]** to try out the app earlier.
- C) **[Turn on Sound]** for audio feedback. Be sure volume is up.
- D) Three ways to scan tickets . . .
 - **[Scan with Camera]** to use your device's camera,
 - **[Scan with External Scanner]** to use an [external 2D scanner](#).
 - **[Manually Scan by Typing in Ticket Number]** for damaged/unscannable codes.
- E) **Hover over the QR code to scan.** Scanning paper tickets requires a well-lit area. For phone screens, turn the brightness up and disable features like dark mode.
- F) Scan result will appear . . .
 - **GREEN: Success!** Light green indicates tickets in order left to scan.
 - **ORANGE: Already Scanned.** Light orange indicates tickets in order left to scan.
 - **RED: Ticket is incorrect.** Wrong event, canceled order, or ticket not found.
*Incorrect pauses scanning. After addressing issue, click **[Continue Scanning]**.*
- G) If scanning tickets from a large order, use **[SCAN REMAINING]** for faster scanning.
- H) Test using QR Codes on next page. If issues, try **[Reset Camera]** and **[Reset App]**.
- I) For a better experience on mobile . . .
 - **Lock Screen Rotation:** [Apple](#) | [Android](#)
 - **Hide Toolbar:** [Apple](#) | Android is Automatic
 - **Add Scanner To Home Screen:** [Apple](#) | [Android](#)
 - **Update to The Latest Version:** [Apple](#) | [Android](#)



Successful Scan
Scanning Will Continue
(Option to scan remaining tickets in order.)



Already Scanned
Scanning Will Continue
(Option to scan remaining tickets in order.)



Wrong Event
Scanning Will Pause



Canceled Order
Scanning Will Pause



Past Event Date
Scanning Will Pause



Ticket Not Found
Scanning Will Pause