

Registration Guide

**Anime in the Park
Kendall Indian Hammocks Park 2026**

Meet at the Registration tent (R1)

Main goals:

- Greet attendees and make them feel welcome
- Scan tickets
- Hand out wristbands
- Hand out merchandise
- Help people put their wristbands on (optional)

Process:

Say hi, and ask if they have a **ticket** or an **order number**. Refer them to the website if they don't yet have a ticket.

Scan each ticket with the barcode reader or a tablet, or **type** the order number.

Confirm that the ticket was redeemed successfully. You should see a green window saying **VALID**.

If the yellow sign reads "ALREADY SCANNED" please do not proceed. Explain that the ticket has already been redeemed, and they will need to buy a new one. Radio for help if they push back.

Provide a **wristband** or **merchandise**, depending on what the screen says. **Entry tickets and merchandise tickets are both separate tickets that must be scanned individually.** Offer to help them put the wristband on, if they need help, and if you feel comfortable doing so.

Buy tickets here:



Dealing with rude and aggressive people.

If anyone becomes combative or hostile, and you don't want to deal with it, radio for help. It's not your responsibility to handle these issues. For serious threats, find a police officer or call 911.

Radio.

We use channel 7 on the walkie talkies. It should already be on channel 7, but if not, just twist the larger knob in the middle. The radio will announce the channel through the speaker. Twist until it says channel 7. The smaller knob is for volume.

Push and hold the talk button on the side for a few seconds, then speak clearly.

For example:

(press the talk button) (pause) "Hi, this is (your name) with Registration. May I please have assistance." (let go of the button)

Requests for Cash Payments

We do not accept cash. We do not have a credit card swiper. Tickets can ONLY be purchased online with a credit/debit card. There are no exceptions.

Lost Tickets

Attendees can simply visit our ticketing website tickets.animeinthepark.com and click on Resend order link for this event to get their tickets. They will need access to their email.

Already Scanned

Do not allow anyone to get a new wristband if they have already scanned their ticket in. Lost wristbands mean you need to buy a new ticket.

Special Guests

If someone says they are a special guest, but they don't have a ticket, please check the guest list (if available).

Optional:

Scan tickets with your personal cell phone.

Download an app called **pretixSCAN** to use your own device. Check in with a Registration lead to set up for scanning.

Android:



Apple:



Steps to set up a personal device for scanning:

- Launch the pretixSCAN app
- Check the confirmation box and press Continue
- Allow the app to access your camera (to scan tix)
- Connect to this device using the secret QR code (available from a staff member or lead)
- Select this event and press OK
- Let it download the configuration
- Press OK again for the “Default” check-in list
- Start scanning!

Using your personal device is very helpful as a backup in case our equipment fails or we lose internet. Thank you!