

SpeedPASS Instructions – NOTE: the SpeedPASS feature cannot be turned on until two weeks prior to your event.

- 1) Next go to Event Settings, then Site Settings. Scroll down to where you see SpeedPASS and dropdown and select Use SpeedPASS. You will also check if you want the SpeedPASS to include a lunch ticket. If you are not charging any attendees for lunch, and everyone is getting a lunch ticket, then you probably don't need to have a lunch ticket print. If you did charge for lunch, you will want to check this box because the system will only print a lunch ticket for those who actually paid for a lunch.

Use SpeedPASS: Use SpeedPASS (Optional) Include Lunch Ticket:

NOTE: Before enabling SpeedPASS, all of the below requirements must be met:

1. Event date is within two weeks.
2. Make sure **ALL** of the sponsor logos URLs are valid (i.e. no dead links).

- 2) First go into the admin site, under Sponsors and be sure to check each one that you want a raffle ticket to print out for.

Show on Web	<input checked="" type="checkbox"/>
Amt Paid	582.3000
Print Raffle Ticket	<input checked="" type="checkbox"/>

- 3) Next go into Manage Registrations and set any attendees to "comped lunch" that you so desire to. Typically this is your volunteers. By default, the system sets all your speakers to comped lunch, so you do not need to do those.
- 4) Now go to Event Settings, then Manage SpeedPASS. Under Step 1 there, hit the Generate button to start compiling all the registered attendees SpeedPASS'. This process takes several minutes and possibly up to an hour depending on number of registrations. It is OK to logout, and check back, as that will not stop the process.

Once done, you'll see something like the below, which is all registered attendees in alpha order, with a link to each of their SpeedPASS'. You can simply search by last name to go directly to that person in the list. (NOTE: You will need to be sure you have wifi at the venue in order to use the Manage SpeedPASS portion of the admin site, if you do not have wifi at your venue, then be sure to download the zip file, step 6 here, on Friday evening of all the generated SpeedPASS'. These will be used for anyone who didn't pre-print their SpeedPASS).

Generate All Again

edPASS

First Name	RegistrationID	Registration Status	Lunch Status	View SpeedPASS	Regenerate SpeedPASS
Franc	80799	Planning to Attend	Attendee Participating in Event Lunch	http://www.edstaturday.com/flex/224/SpeedPASS/80799.pdf	Regenerate
Elna	84088	Planning to Attend	Attendee Participating in Event Lunch	http://www.edstaturday.com/flex/224/SpeedPASS/84088.pdf	Regenerate
Olga	81705	Planning to Attend	Attendee Participating in Event Lunch	http://www.edstaturday.com/flex/224/SpeedPASS/81705.pdf	Regenerate
Kurt	84483	Planning to Attend	Attendee Participating in Event Lunch	http://www.edstaturday.com/flex/224/SpeedPASS/84483.pdf	Regenerate
Michael	73321	Planning to Attend	Comped by Event Team	http://www.edstaturday.com/flex/224/SpeedPASS/73321.pdf	Regenerate
Dean	84221	Planning to Attend	Attendee Participating in Event Lunch	http://www.edstaturday.com/flex/224/SpeedPASS/84221.pdf	Regenerate
Jageet	83145	Planning to Attend	Attendee Participating in Event Lunch	http://www.edstaturday.com/flex/224/SpeedPASS/83145.pdf	Regenerate
Justin	83259	Planning to Attend	Attendee Participating in Event Lunch	http://www.edstaturday.com/flex/224/SpeedPASS/83259.pdf	Regenerate
Jame	84189	Planning to Attend	Attendee Participating in Event Lunch	http://www.edstaturday.com/flex/224/SpeedPASS/84189.pdf	Regenerate
Bryan	86594	Planning to Attend	Attendee Participating in Event Lunch	http://www.edstaturday.com/flex/224/SpeedPASS/86594.pdf	Regenerate
Bradley	76757	Planning to Attend	Comped by Event Team	http://www.edstaturday.com/flex/224/SpeedPASS/76757.pdf	Regenerate
Perry	85772	Planning to Attend	Attendee Participating in Event Lunch	http://www.edstaturday.com/flex/224/SpeedPASS/85772.pdf	Regenerate
Thomas	84569	Planning to Attend	Attendee Participating in Event Lunch	http://www.edstaturday.com/flex/224/SpeedPASS/84569.pdf	Regenerate
Chris	78517	Planning to Attend	Comped by Event Team	http://www.edstaturday.com/flex/224/SpeedPASS/78517.pdf	Regenerate
Chris	87183	Planning to Attend	Attendee Participating in Event Lunch	http://www.edstaturday.com/flex/224/SpeedPASS/87183.pdf	Regenerate
Robert	79402	Planning to Attend	Comped by Event Team	http://www.edstaturday.com/flex/224/SpeedPASS/79402.pdf	Regenerate
Tommy	81483	Planning to Attend	Attendee Participating in Event Lunch	http://www.edstaturday.com/flex/224/SpeedPASS/81483.pdf	Regenerate
David	82010	Planning to Attend	Attendee Participating in Event Lunch	http://www.edstaturday.com/flex/224/SpeedPASS/82010.pdf	Regenerate

- You can either use the above the morning of your event for those who did not print a SpeedPASS, having a registration table set-up purely for these people with a printer available. This will help to keep the main registration tables flowing, while another table is handling these reprints. (TIP: try to have onsite a fast printer, something other than an ink-jet, those tend to take too long). Another option versus printing onsite is just providing blank SpeedPASS' and having those who didn't pre-print just handwrite out their info on the name badge, and each raffle ticket. A Blank SpeedPASS report is available in the admin site under Event Prep Reports, at the bottom of the list. It is recommended to pre-print several of these on Friday and have available for Saturday morning, even for those who are registering onsite at the event. It is not recommended that you regenerate the SpeedPASS' the day of the event just to capture a new registrant's SpeedPASS. Just provide them with a blank one to use.
- If you want to download all the SpeedPASS', you can do so with Step 3, which will load them all into a zip file, in Registration ID order. (Update: The .pdfs in the zip file used to be in attendee name order, but due to some Countries character sets breaking the zip file process, we had to change these to the registration ID. This means that if you are using the zip file to retrieve a SpeedPASS the morning of your event, you will need to first lookup the attendee's registration ID, either under Manage Registrations, or if no wifi, print out the Event Registrations report).

Angel	Adrian	Planning to Attend	Atte
Anselmo	Lloyd	Planning to Attend	Atte

Page 1 of 29 (705 items) < [1] 2 3 4 5 6 7 ... 27 28 29 >

3. Download All SpeedPASS

[Click here to download all SpeedPASSs \(in ZIP archive\)](#)

- It is recommended that you "Generate New" (Step 1 on the Manage SpeedPASS page) either late the night before your event, or early the morning the day of your event, to capture any late registrations, or attendees that you moved from your Waitlist. **(UPDATE: You should "Generate New" every night or every other night the week prior to your event, so that any late registrations will get generated. Also recommend that you be sure to Generate New before sending email reminders to anyone.)**

General Sample Email to Registered Attendees: You can now send the SpeedPASS link directly in the email, so they no longer have to login to the site and go to View Profile to retrieve their SpeedPASS. Each attendee's registration ID and email is tied directly to their own custom SpeedPASS.

Send Message

Who is this message going to?

Message Subject:

Date To Send Message:

Show Header/Footer

Message on Behalf of Sponsor? (Adds recommended disclaimer to message body)

Auto Text: [Schedule](#) | [Sessions](#) | [Sponsors](#)

Links: [Location](#) | [Register](#) | [Cancel](#) | [Schedule](#) | [Success](#) | [Call for Speakers](#) | [Upload Presentations](#) | [Calendar](#) | [Sponsor](#) | [Plan](#) | [Event Guide](#) | [Testimonial](#) | [SpeedPASS](#)

Event Token: [Schedule](#) | [Se](#) | [Reg Count](#)

Message Body

Start your message here...

Hello SQLSaturday (CITY) Attendees!

We look forward to seeing you this Saturday (or whatever day your event is on), (DATE). Check-in is from (TIME OF CHECK IN) am and you can grab coffee and a Continental breakfast at that time.

Your event admission packet, called SpeedPASS, is now available. Your SpeedPASS includes your name badge, admission ticket, lunch ticket and a raffle ticket for each of our event's sponsors.

Once you've printed out your SpeedPASS, go ahead and cut out the various parts and be sure to bring them with you on Saturday.

When you arrive Saturday morning, you will simply turn in your Admission Ticket. Then you will receive your bag of goodies and a lanyard for your name badge.

Once checked in, visit with our sponsors and hear about their great products and services. Be sure to submit your raffle ticket specific to that sponsor so you'll be eligible for any giveaways they are providing. The raffle drawings will be held immediately after the last sessions, so please stick around until the end, as you must be present to win.

Thank you! We look forward to seeing you on Saturday.

Team SQLSaturday (EVENT CITY/# HERE)

Things for the admin to know:

Comment [K1]: Be sure to use the SpeedPASS link in the emailer. Simply click it and it will insert the link automatically into the body of the message. ALSO, very important that you DO NOT change the font size of the SpeedPASS link as that could potentially break the linking. You can copy/paste it to move it in the body of the text, just do not change it's Font.

Comment [K2]: Be sure to remove this if you are not printing lunch tickets.

- If any attendee emails you stating they do not have a PASS login, and they are registered for your event, they indeed do have a PASS login, because all registrants are now required to register with PASS when they sign up for a SQLSaturday event. Just instruct them to select "Forgot Username" and "Forgot Password" if they aren't sure of what their PASS login credentials are. If they then come back and state that they never received an email with their credentials, please create a ticket to helpdesk@sqlpass.org with the registrants full name, their email address, your event number, and a note that this person needs their PASS login info, that it didn't email them when they selected Forgot on the home page.
- When generating your SpeedPASS' under Manage SpeedPASS, and it fails, you'll see a message like this:

Please follow the steps below:

1. Click button below to generate SpeedPASS for all attendee

Generating SpeedPASS...

Progress: Failed to create SpeedPASS. Please contact ITSupport@SQLSaturday.com

Your request to generate SpeedPASSs have been submitted. Please use the 'Check Status' button below for status update.

[Check Status](#)

Send a ticket to the helpdesk, and they will see what "hung" it up. Typically the reason the file fails is due to a special character being in someone's name and/or email field, like an apostrophe or ampersand. You can review and edit all registrant's names PRIOR to Generating your SpeedPASS by going to Event Settings, Manage Registrations. Any that have a special character in their first or last name field, edit it out, then Generate. **However, if you notice this with someone's email address, contact helpdesk instead because email is associated with one's ability to login to the site.**

- Be sure to have a table off to the side during registration with some scissors, for those who didn't print or pre-cut their SpeedPASS ahead of time and are doing it onsite the morning of your event. Recommend having at least 5 or more scissors available. Have them away from registration, so that they don't hold up the line.
- If you weren't able to get a sponsor to donate lanyards and name sleeves, you'll need to use some of your budget to purchase holders. You can get them from any office supply store. Here is a link to one that other events have purchased, ideal because they keep the name badge flat, versus the ones that hang in the middle; they tend to flip over a lot. For 350 the cost is 122.50 plus 31 for shipping...see below.
 - <http://www.usalanyards.com/lanyard-badge-holder-package-ly422-bh180.aspx?LineItemId=1a1205a6-1d55-4b25-b619-7634e4280eb4>
- If it is the day prior or the day of your event, and you are having any problems with the SpeedPASS or website, please DM Karla Landrum on twitter, handle is @karlakay22. This will be the fastest way to get ahold of someone on the weekend. If you decide to regenerate the newly registered SpeedPASS' one last time the morning of your event, we highly recommend you do it early! And don't forget to download the zip, even with wifi, it is a good backup to have in case wifi goes down.
- We recommend that you pre-print and pre-assemble the SpeedPASS' for your speakers and your sponsors who will be onsite, as these people tend to travel a lot and don't always have easy access to a printer. Your speakers will also REALLY appreciate the gesture.

New QR Code details:

Attendee Check In using QR Code:

- Registration team: Using a [QR Code app](#), scan the QR code on attendee badge. It will open up your default browser to show the result of the check in. If successful, you will see a green checkmark with a Check in Successful message. If the attendee cannot be found or has already checked in, you will see a red checkmark with the particular error message.
- Event admin: To pull the result on the attendees that's been checked in, go to Admin site → Event Prep Reports → Checked In Attendees.

Raffle Ticket Scan using QR Code:

- Sponsors: Using a [QR Code app](#), scan the QR code on the raffle ticket. It will open up your default browser to show the result of the raffle ticket scan. If successful, you will see a green checkmark with a Scan Successful message along with the sponsor name. If scan failed, you will see a red checkmark with the particular error message.
 - o We recommend having the sponsors encourage their onsite reps to do the scanning during slow periods event day, this way the report is ready for their HQ team immediately following the next business day.
 - o Also recommend that you let your sponsors know in advance this information, so that they can be sure to coordinate with their onsite staff.
 - o The onsite reps should continue to collect the actual paper tickets, for now, so that they can 1) draw their winner from the tickets, and 2) so that they can be sure to get them all scanned. Eventually we will see about having just the ability to scan the name badge and have them draw their winners from the scanned tickets.
- Event admin: To pull the report on the attendees whose raffle tickets got scanned by a particular sponsor, go to Admin site → Event Prep Reports → Sponsor – Raffle Scans. Select the particular sponsor from the drop down and click view report. Export and save as Excel sheets and send it to the sponsor.

Print a blank SpeedPASS:

- Event admin: Go to Admin site → Event Prep Reports → SpeedPASS – Blank. Export and save as PDF.

Regenerate an individual SpeedPASS:

- Event admin: Go to Admin site → Event Settings → Manage SpeedPASS. Navigate to the desired individual whose SpeedPASS needs to be regenerated. Click on the "Regenerate" button for the individual.