

# Check in TAS app – guide for businesses

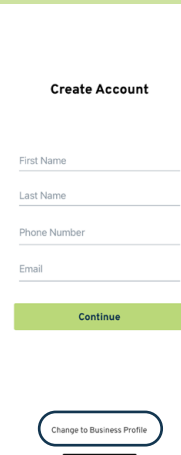
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## Setting up your business profile if you have the app installed

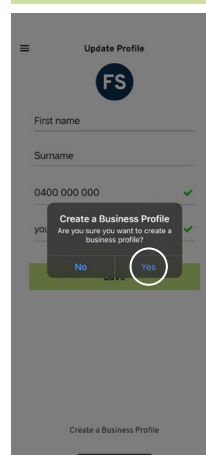
1. Download the Check in TAS app.
2. Select **Get Started**.



3. Select **Change to Business Profile**.



4. Select **Yes** at the prompt.

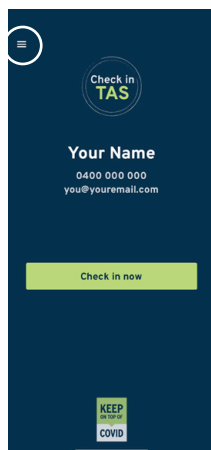


5. Select **Scan venue QR code** and Scan your QR code.

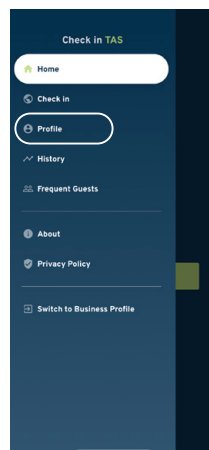


## Setting up your business profile if you have the app installed and have a personal profile

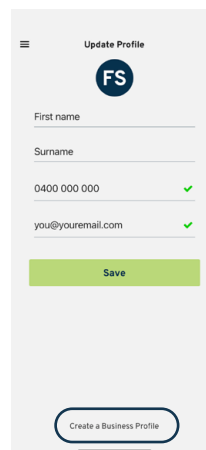
1. Open the menu.



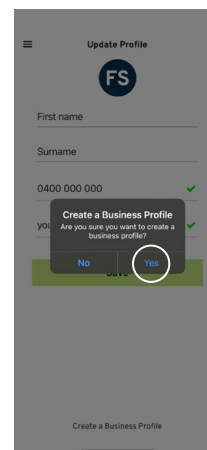
2. Select **Profile**.



3. Select **Change to Business Profile**.



4. Select **Yes** at the prompt.

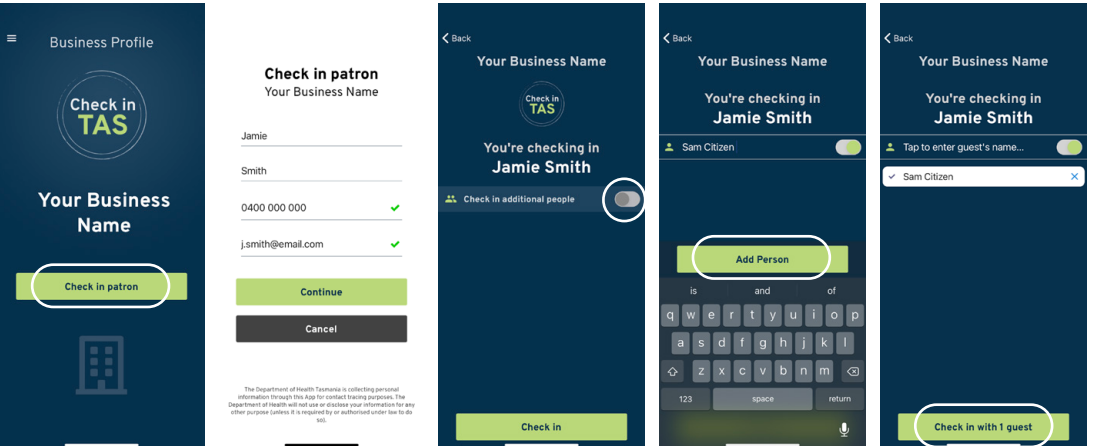


5. Select **Scan Venue QR Code** and scan your QR code.



## Checking in a person in the business profile

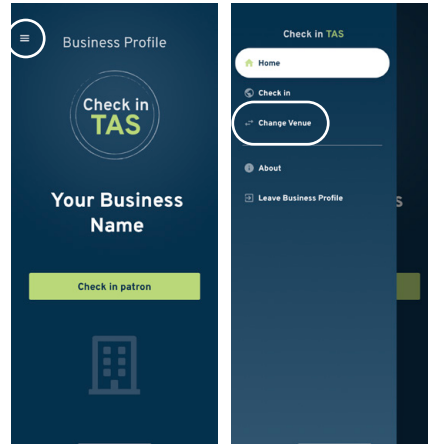
1. Select **Check in patron**.
2. Enter the person's details.
3. Select **Check in**. If there are others in the group, select **Check in additional people**.
4. Once all additional people are entered, select **Check in with 1 guest**.



The screenshots show the following steps: 1. The 'Business Profile' screen with the 'Check in patron' button highlighted. 2. The 'Check in patron' form with fields for name (Jamie Smith), phone number (0400 000 000), and email (jsmith@email.com), with 'Continue' highlighted. 3. The 'Your Business Name' screen with 'You're checking in Jamie Smith' and the 'Check in additional people' toggle highlighted. 4. The 'Your Business Name' screen with 'You're checking in Jamie Smith' and the 'Add Person' button highlighted. 5. The 'Your Business Name' screen with 'You're checking in Jamie Smith' and the 'Check in with 1 guest' button highlighted.

## Switching between venues

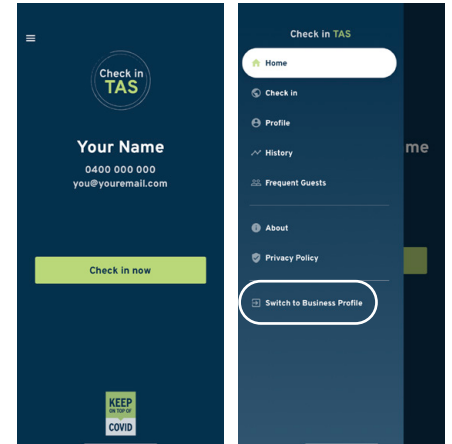
1. Open the menu.
2. Select **Change Venue**.
3. Scan the other venue's QR code to get started.



The screenshots show the 'Business Profile' screen with the menu icon highlighted, and the 'Check in TAS' menu with 'Change Venue' highlighted.

## Switching from personal to business profile

1. Open the menu.
2. Select **Switch to Business Profile**.



The screenshots show the 'Check in TAS' screen with the menu icon highlighted, and the 'Check in TAS' menu with 'Switch to Business Profile' highlighted.