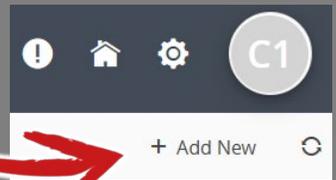


 Parties / Events

Step 1: Log into TEKControl & click this Parties/Events button.

Step 2: Click on "Add New"



Name *

John's Birthday Party

Description

The notes you enter here will be visible to the Director of Security for the purposes of planning ahead and guardhouse scheduling needs

Start Date *

12/3/24 12:00 PM

End Date *

12/3/24 07:00 PM

Notification Threshold (min)

Visitor Arrival Before Start:

Select Existing Visitors

--Select Visitor--

Visitor First Name

Visitor Last Name

Email

Phone

Add Visitor

Download CSV Template

...Select File To Import Visitors

Step 3: Guests will not be able to enter or use passes outside of the times you select.

Step 4: Type in your guest's First and Last name (Optional: email or phone number if you wish to send ePasses).

Step 5: Then click "Add Visitor".

Step 6: Repeat for each guest.



Step 4: Click "Download CSV Template"

Step 5: Fill in the template with information of all your guests (email and phone are optional; used if you want to send ePasses).

NOTE: Do not erase titles in Row 1.

Step 6: Click "select file to import visitors" and choose the file you just created.

	A	B	C	D	E	F
1	FirstName	LastName	Email	Phone		
2						
3						
4						
5						
6						
7						
8						
9						
10						

Add Visitor

Download CSV Template

...Select File To Import Visitors

Current Party Attendees

First Name	Last Name	Email	Phone

Save

Save and Send E-Pass

Cancel

Step 7: Scroll Down to Review the guests you have entered in Steps 4 thru 6.

Step 8: Click "Save" (if you have entered emails and/or phone numbers, click "Save and Send ePass")

