Specifying A Membership Type For Membership/Pass Entry Scans

In **Gate Control**, you can create a **Membership Entry** that will allow you to scan **Membership Cards** or **Passes** for access and entry to your event.

1. Open the **Gate Control** Folder.



2. Create your **Gate Control Batch(s)**. Click [here](https://support.agiletix.com/hc/en-us/articles/204988154-Creating-A-Gate-Control-Batch) for further instruction if necessary.

3. Once you have the **Gate Control Batch(s)** open, select the **Event Batch** that you want to create and add the **Membership Entry**.



4. In the **Membership Entry** field, right-click and select**New**.



5. The **Gate Control Batch Membership Scan** window will appear.



6. In the Membership drop-down, select the Membership or Pass Program.



7. The **Buyer Type** should be pointing to **Gate Control - Scanned Entry**, the **User** should be pointed to one of the scanners for your organization, and the **Tier** should be pointed to the **Tier Level** from which you want to pull inventory.



8. Select the correct **Ticket Type** for entry.



9. In the **Inventory Group** drop-down, select the proper **Inventory** type.



10. You can **Choose a Payment Method** if applicable, but most organizations keep **None Selected** as the default.



10. Once all information has been completed, click **Apply** and then **OK**.



**NOTE:** ***At this point, run a test by scanning a Member Card or Pass to make sure that the permissions are set up correctly. If the test scan is successful, you can then move to the next steps to copy the permissions to additional Gate Control Batches.***

11. If there is more than one **Gate Control Batch,** you can copy the completed **Membership Scan** to all the remaining batches. Right-click on the **Membership Entry** and select **Multi**.



12. Click the radial button next to **Copy**.



13. Select the **Event(s)** to which you want to copy this permission.



14. Click **Apply** to copy to the remaining open **Gate Control Batches**.

15. Click **OK** once the copy process has completed.