

## 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](#) 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**.

Gate Control Batch						
Description	Event	Tier	Open Date	Close Date		
09/26/2015 05:00PM - ...	Jimmy's Hall		9/25/2015 10:51:28 PM			
09/26/2015 07:15PM - ...	Meru		9/25/2015 10:51:28 PM			
09/26/2015 07:15PM - ...	Stonewall		9/25/2015 10:51:28 PM			
09/26/2015 09:30PM - ...	Jimmy's Hall		9/25/2015 10:51:29 PM			
09/26/2015 09:45PM - ...	Stonewall		9/25/2015 10:51:29 PM			
09/26/2015 04:15PM - ...	Phoenix		9/26/2015 4:49:19 PM			
09/26/2015 04:30PM - ...	Grandma		9/26/2015 4:49:19 PM			
09/26/2015 06:45PM - ...	Phoenix		9/26/2015 4:49:19 PM			
09/26/2015 07:00PM - ...	Grandma		9/26/2015 4:49:20 PM			
09/26/2015 09:00PM - ...	Phoenix		9/26/2015 4:49:20 PM			
09/26/2015 09:15PM - ...	Grandma		9/26/2015 4:49:20 PM			

Membership Entry						
Membership	Buyer Type	Tier	Ticket Type	Inventory Group	Payment Type	

User: hbiber      Terminal: ADMINSTAFF      Michigan Theater Foundation\Michigan Theater\Gate Control\Gate Control Batch

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

The screenshot shows two panels. The top panel, titled "Gate Control Batch", contains a table with columns: Description, Event, Tier, Open Date, and Close Date. The table lists various events such as "Jimmy's Hall", "Meru", "Stonewall", and "Phoenix" with their respective dates and times. The bottom panel, titled "Membership Entry", shows a grid with columns: Membership, Buyer Type, Tier, Ticket Type, Inventory Group, and Payment Type. A context menu is open over the "Membership" column, with the "New" option highlighted. A red arrow points from a yellow callout box to the "New" option. The callout box contains the text: "Right-click and select 'New.'"

Description	Event	Tier	Open Date	Close Date
09/26/2015 05:00PM - ...	Jimmy's Hall		9/25/2015 10:51:28 PM	
09/26/2015 07:15PM - ...	Meru		9/25/2015 10:51:28 PM	
09/26/2015 07:15PM - ...	Stonewall		9/25/2015 10:51:28 PM	
09/26/2015 09:30PM - ...	Jimmy's Hall		9/25/2015 10:51:29 PM	
09/26/2015 09:45PM - ...	Stonewall		9/25/2015 10:51:29 PM	
09/26/2015 04:15PM - ...	Phoenix		9/26/2015 4:49:19 PM	
09/26/2015 04:30PM - ...	Grandma		9/26/2015 4:49:19 PM	
09/26/2015 06:45PM - ...	Phoenix		9/26/2015 4:49:19 PM	
09/26/2015 07:00PM - ...	Grandma		9/26/2015 4:49:20 PM	
09/26/2015 09:00PM - ...	Phoenix		9/26/2015 4:49:20 PM	
09/26/2015 09:15PM - ...	Grandma		9/26/2015 4:49:20 PM	

Membership	Buyer Type	Tier	Ticket Type	Inventory Group	Payment Type
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Context Menu:

- New
- Properties
- Multi
- Delete

Callout: Right-click and select "New."

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

The screenshot shows a window titled "Gate Control Batch Membership Scan" for "Michigan Theater". The window has a "General" tab and several dropdown menus for configuration:

- Membership: 2015 Festival Passes
- BuyerType: Gate Control - Scanned Entry
- User: Ipod Scanner 1(MT)
- Tier: Admission
- Ticket Type: (empty)
- Inventory Group: Hold
- Payment Method: None Selected

At the bottom of the window are four buttons: Delete, OK, Cancel, and Apply.

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

General

Membership

2015 Festival Passes

2015 Festival Passes

Michigan Theater Membership

User

Tier

Ticket Type

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.

BuyerType

Gate Control - Scanned Entry

User

Ipod Scanner 1(MT)

Tier

Admission

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

Adult

Adult Promotion

Box Of Chocolates Promotion

Child (under 12)

Child Promotion

Complimentary

Complimentary Walk-In

General Night Out

General Night Out Walk-In

Gold Member

Gold Member Walk In

Group Sales (10 or more)

Member

Member Coupon

Member Coupon Walk-In

Member Coupon Walkin

Member Night Out

Member Night Out Walk-in

Member Promotion

Passport to the Arts

Premium Member

Promotion

Regular Coupon

Regular Coupon Walk In

Regular Coupon Walk-In

Senior (65 +)

Senior Promotion

Sponsor Voucher

Sponsor Voucher Walk-In

Student Promotion

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

Inventory Group

Hold

Hold

Open

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

Payment Method

None Selected

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

Gate Control Batch Membership Scan

Michigan Theater

General

Membership

2015 Festival Passes

BuyerType

Gate Control - Scanned Entry

User

Ipod Scanner 1(MT)

Tier

Admission

Ticket Type

Gold Member

Inventory Group

Hold

Payment Method

None Selected

Delete

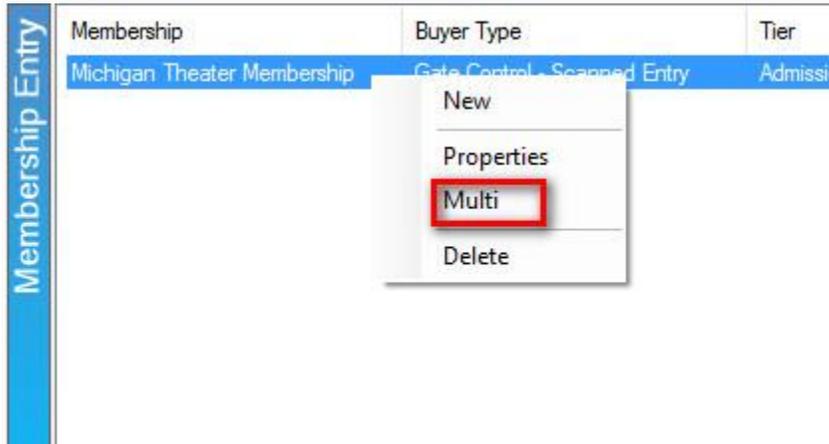
OK

Cancel

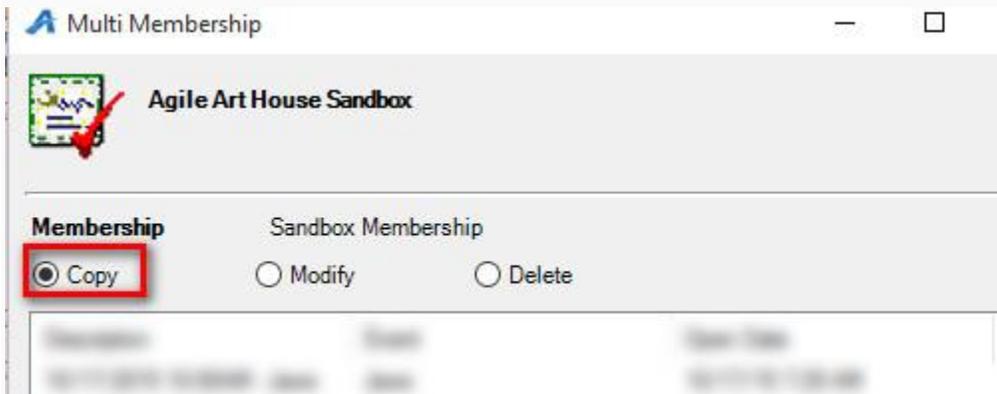
Apply

**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.**

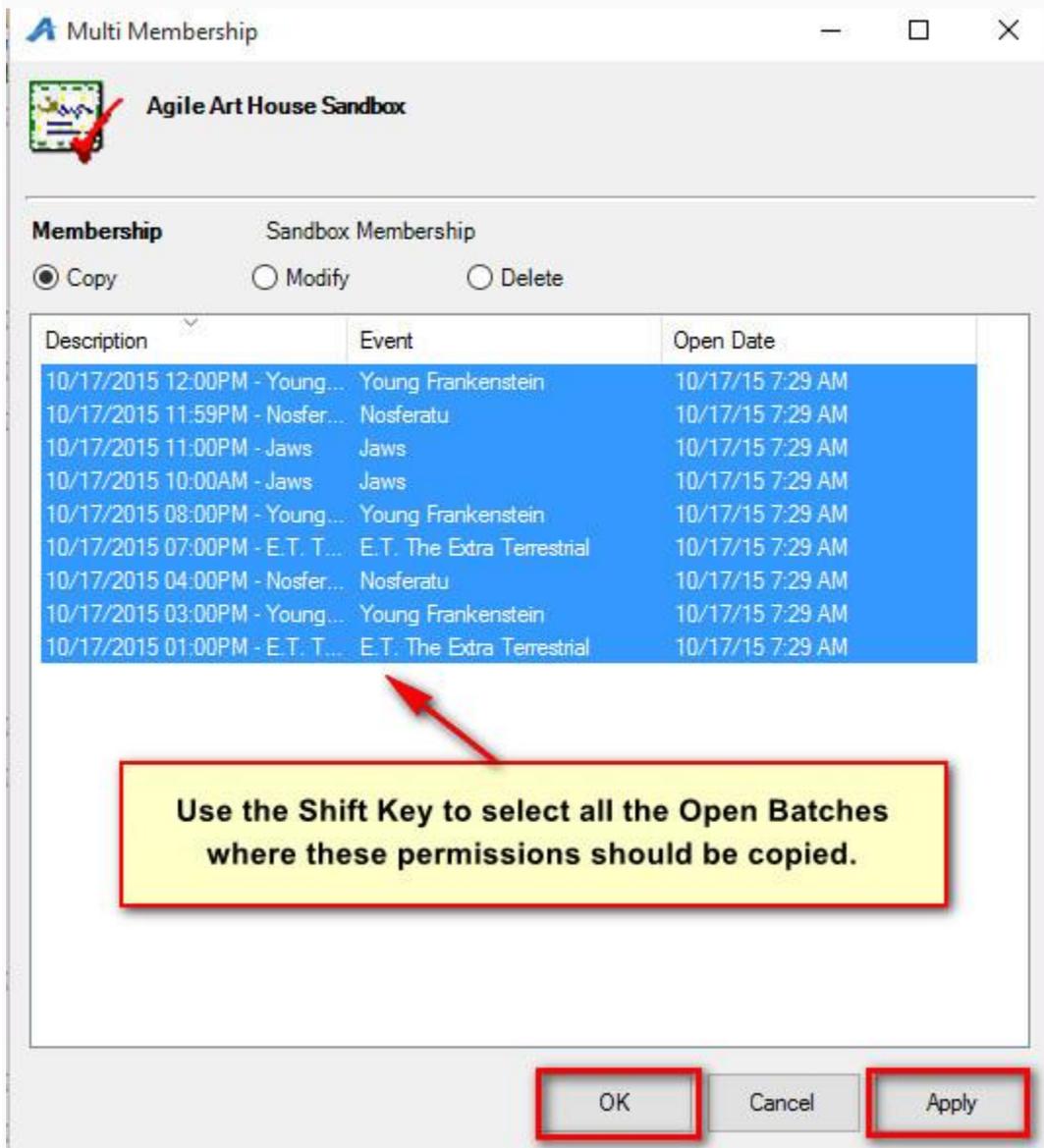
11. If there is more than one **Gate Control Batch**, you can copy the completed **Membership Scan** to all the remaining batches. Right-click on the **Membership Entry** and select **Multi**.



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.