

GATE APP: HOW TO CONNECT YOUR CC READER

- 1) Locate the HomeTown Gate App on your device and tap to open
- 2) Enter your Client ID, Username and Password (this can be your Box Office credentials or the credentials you have set up for your event staff)
- 3) Select the **Event** and click **Sell Tickets**

Note: The credit card readers cannot be paired to multiple devices at one time. If you have paired with another device before, you may be required to 'Forget this Device' or turn off the Bluetooth settings on the other device.

- 4) Press the power button of the credit card reader and then select the card reader icon in the header. The card reader will show in the options.
- 5) Select the reader and click **Done**
- 6) If prompted with a Bluetooth Pairing Request, select Pair. Readers are identified by their serial numbers.

Note: DO NOT pair by going to the device's Bluetooth settings

