

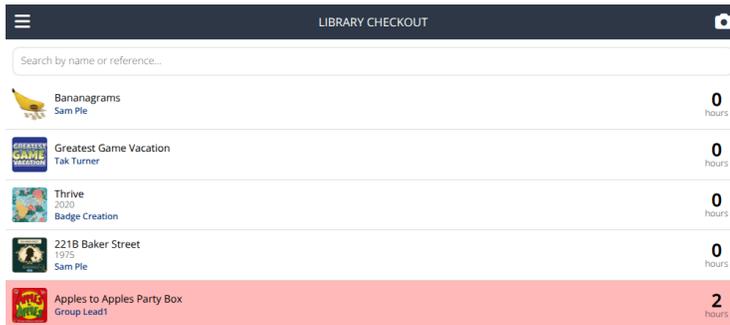
Access the Assistant from the following URL: <https://assistant.cardboardevents.com/>

Enter the Access Code: _____



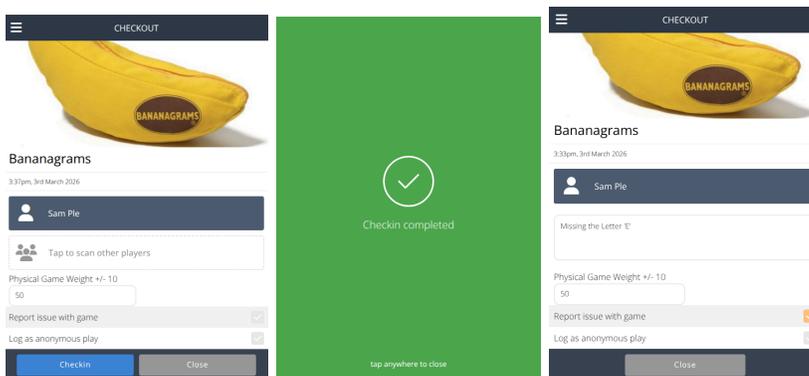
Library Checkin

- 8) Click **Library Checkout** (used for both checkin and checkout)
- 9) You will see the current list of games checked out. Overdue games are highlighted in red.



- 10) Scan the Game and Validate Return

Note: For play to win games to receive an entry all attendees must be scanned into the game either during checkout, checkin, or from the My Checkouts screen by the primary attendee at the table.



- a) If using a Barcode scanner
 - i) Scan the game to checkin.
 - ii) The checkin will be completed.
 - b) Otherwise you will need to manually locate the checked out item in the list or click on the camera to use a built in camera to scan the game.
 - i) You can add additional players to the game from this screen before clicking **Checkin**, but not once the checkin is completed.
- 11) If using the checkout Verification setting the value entered at checkout will be displayed for verification.
 - 12) To report an issue with the game check the Report issue with game and enter the details in the textbox and a report will be created.