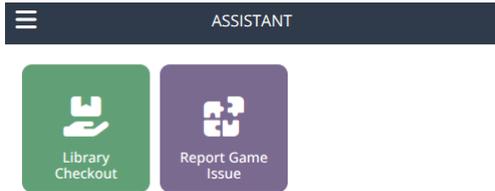


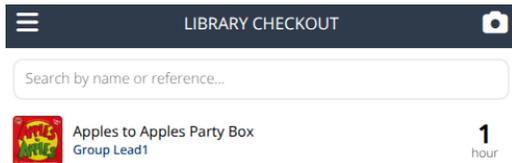
Access the Assistant from the following URL: <https://assistant.cardboardevents.com/>

Enter the Access Code: _____

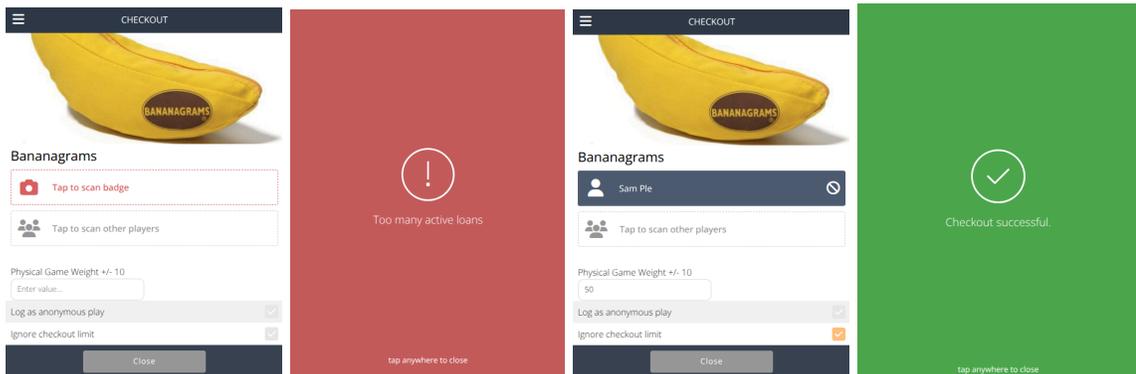


Library Checkout

- 1) Click **Library Checkout**
- 2) You will see the current list of games checked out. Overdue games are highlighted in red.



- 3) Scan the Game and Attendees
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 checkout.
 - ii) Scan the badge of the attendee checking it out
 - iii) Scan any additional badges to add to the checkout.
(You don't need to confirm until done scanning all badges)
 - b) Otherwise you will need to manually search or click on the camera to use a built in camera to scan the game. Then click on the Tap to scan badge button to use the camera or manually enter the badge number of the Attendee. Continue clicking on the Tap to scan buttons until all attendees have been scanned.
- 4) If the message **Too many active loans** is shown you can override by checking the **Ignore checkout limit** button and scanning again
 - 5) If using the checkout Verification setting enter the verification value (e.g. weight of the box)
 - 6) Confirm the details are correct and click **Close**
 - 7) You will be returned to the Library Checkout with the newly checked out item showing in the list.