



Memorandum

To: All Schools Hosting NJSIAA Events
From: Tony Maselli, NJSIAA Chief Operating Officer
Re: Hometown Ticketing Procedures

The NJSIAA would like to thank you for hosting one of our tournament events. We will be using online ticket sales for most of our tournament events via Hometown Ticketing. The NJSIAA recommends two ticket scanners at each gate. The ticket scanners only need to use their cell phones or iPad to scan the tickets. After fans purchase their tickets, they can either print out a ticket and bring it to the gate for scanning or they can leave it on their phone to be scanned at the gate. Please read all instructions carefully and contact the NJSIAA if you have any questions.

Please review the following documents:

1. Scanning Instructions for you and your ticket scanners
2. QR Code instructions
3. QR code posters are to be posted onsite at the event for quick access to the ticket-purchasing website.

For your parents and fans to purchase tickets in advance on our website:

- Generally, tickets will go live one week before the event.
- Tickets can be found on our website at [Tickets | NJSIAA \(www.njsiaa.org/tickets\)](http://www.njsiaa.org/tickets)
- All tickets are \$5 General Admission when purchased online*

Host Site Notes:

Please make sure you have scanners at the entry gate for the entire game. Fans will be able to purchase tickets throughout the game regardless of the length of the game.

Because the scanning app may use a lot of battery power, if your ticket scanners/personnel will not have access to charge their phones during the event, please let us know and we will provide you with battery backup.

* Cash may be accepted at the gate if a spectator does not have the ability to purchase a ticket online. **If cash must be accepted at the door, then NJSIAA recommends a general admission ticket price of \$10 for an onsite purchase; however, schools may charge less for a ticket purchased onsite. The minimum price for a ticket purchased onsite is \$7.** Please instruct your Business Administrator to deposit the cash and issue NJSIAA a check for all cash ticket sales – **do not put cash in the mail to NJSIAA.**