Passage

Quick Start Guide

Your Ticket to Sold Out • Not Stressed Out

Sign Up

1 Min.

Get started in just 60 seconds. All you need is an email to create your free account and unlock your event dashboard.

GoPassage.com

Activate Payments

5 Min.

Tell us where to send your money! Head to the "Payments" tab and securely connect your business bank account.

Build Your Event

30 Min.

From your dashboard, click "Create Event" and follow the simple prompts.

Or schedule an onboarding call and we'll do it for you!

Start Selling

Hit "Publish" and your event is live! Share your unique GoPassage.com link on your website, in emails, and across all your social media channels.

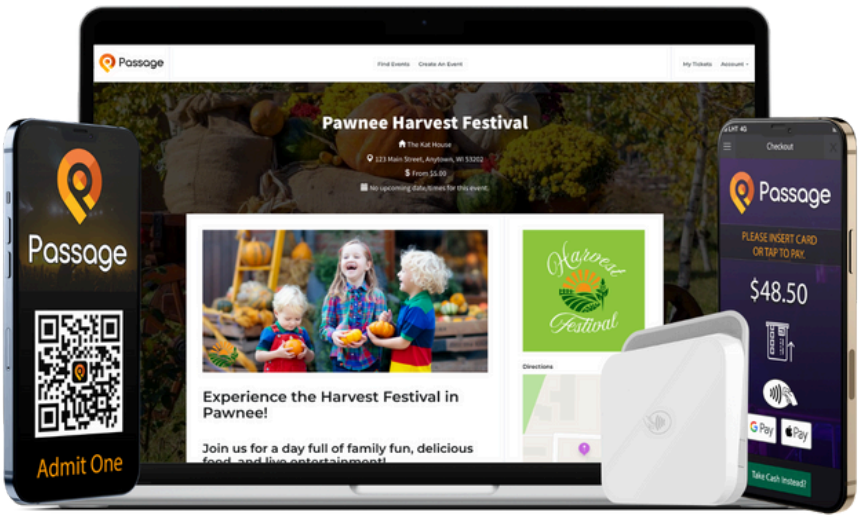
Lightning Fast ⚡ Get Paid 1-2 Business Days After Every Sale

Promote & Grow

We're your partner in promotion. Grow your event with features like Local Event Promotion, built-in Email Marketing, Widget Builder, Referral Codes, and more.

Don't Forget!

Order your free card reader at Shop.GoPassage.com
Use code VIP2025



Your Support Hub

Questions? We're Here to Help.

855.688.PASS

help@gopassage.com

Or chat from your dashboard!

Schedule an Onboarding Call

Quick Start Guide

In-Person Sales & Ticket Scanning

Download the App

1 Min.

Scan and sell tickets in person! Search for “Passage Manager” in your app store. Available for Android & iOS devices.

Charge Your Reader

2 Hrs.

Use the included USB cord to charge the reader (red light will disappear when full). Press the power button on the side to turn on your reader.

Connect Your Device

1 Min.

Open your Passage Manager App. Tap “Settings” then “Sales Settings”, then “Bluetooth Reader Setup”.

DO NOT connect to the reader through your device's Bluetooth settings.

For more detailed instructions on setting up your bluetooth card reader, please visit our help article: **Pass.ag/bluetooth**

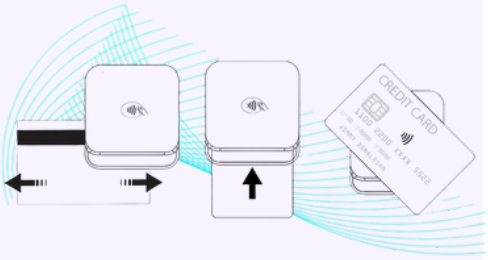
Scan & Sell

Select the event at the top of the screen, then select the date.

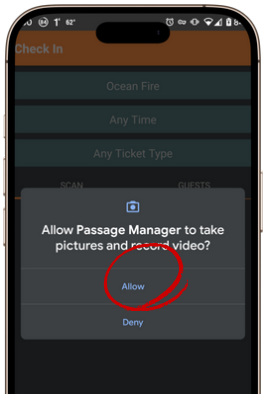
Toggle between the “Scan” and “Sell” tabs at the bottom of your screen.

Tap, Swipe, or Insert

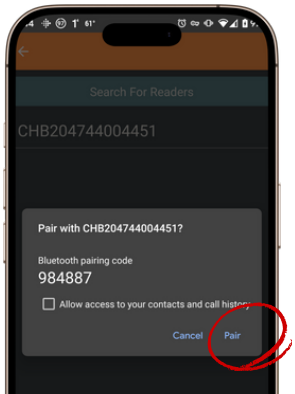
Once at the checkout screen (after tapping “Checkout”) you should the message “Connected to Bluetooth Reader” quickly change to “Insert / Swipe / Tap”. When you see that message, you can read the card!



Allow App Permissions



Pair Card Reader in the App



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