

# Registration Kiosk Guide

Type link into browser to install:  
[ep.dartconnect.com/reg](http://ep.dartconnect.com/reg)

## REGISTRATION KIOSK BASICS

### Setting up tablets & registration area:

- Set up at least one tablet with public “Event Checkin” (see link at [dartconnect.com](http://dartconnect.com))
- Set up 2+ tablets with Registration Kiosk
- Area layout is optimized for kiosk queues that flow through to cashier station queue
- Ensure events are opened by cashier
- PRO TIP:** During peak times, deploy staff with additional handheld tablets for check in and registration to reduce “bottlenecks”

### Helping guide players through the process:

- Find player by surname alphabet links
- Select event
- Select partners for team events
- Cancel and start over if wrong player or event is selected in error
- Confirm and send player to cashier

### Troubleshooting:

- Event is missing from event list (cashier makes event active, then refresh tablet)
- Player name missing from list (check them into Master Roster)
- Player wants to register without an email (Add them in manually with Master Roster tool)
- Duplicate players appear in the list (retire dupe record or edit name to differentiate)
- Player list and event list will update every time a registration is completed or when tablet is refreshed

See expanded instructions on the Event Support Page:

[dartconnect.com/event-support](http://dartconnect.com/event-support)

