

Pre Event Checklist

WE RECOMMEND GOING THROUGH A FEW STEPS PRIOR TO YOUR EVENT TO AVOID STRESS WHILE YOU'RE SETTING UP AT THE VENUE.

Plan ahead: The most important thing that you can do before your event is to plan ahead. It's a great idea to create all of your settings before you arrive at the venue, if you run into trouble and need some extra time to tweak your design, you'll be happy you didn't procrastinate!

Create a new Gallery: To maintain privacy and continuity, we recommend creating a new Gallery for each event that you run.

Check the iPad's storage: If your iPad doesn't have much storage available, it's a great idea to clear some up prior to any event to avoid disruption and ensure that your photos can save properly to the Camera Roll. If your iPad storage has less than 5GB available storage, we recommend clearing up some space prior to your event.

Plan your WiFi: It can be easy to take internet access for granted around the house or office, but many venues do not have a reliable internet connection. While our apps will work during your event without an internet connection, you will need the internet to log into the app and create a Gallery. If possible, it's best to bring your own wireless hotspot so that you don't run into any surprises with firewalls or connectivity issues.

- Note: if you have the opportunity to try multiple WiFi networks while setting up for the event, please be sure to "forget" all other networks except the one that you plan to use.

- Note: if internet at your event is unavailable or unreliable, your app will queue all of the uploads so that they can be sent once you are on a stronger connection. Keep in mind that, while using the booth offline, photos will not be uploaded to Galleries or sent to guests in real time, but will be sent out once your iPad is on a more reliable connection.

Charge the iPad and close other apps: By default, apps don't close on their own. We recommend closing any open apps on your iPad before an event to free up as much memory as you can for Simple Booth. To close apps in iOS 10, double-tap the home button and slide up each app you'd like to close.

Turn on Guided Access: Your iPad comes with a great tool called Guided Access that prevents the user from going to your home screen or switching apps. You can turn it on by opening your iPad's Settings app, tapping General > Accessibility > Guided Access, then turning it on and setting a pass code.

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When Guided Access is enabled, you can open an app and triple-tap the home button quickly to bring up the Guided Access option and then lock the app.

- Note: to turn off Guided Access after the event, quickly tap the home button three times again, select 'end' in the top right and enter the Guided Access passcode.

Take some test shots: Once you have everything else set up (including lighting and the positioning of the booth) it's a great idea to take a few test shots. You can tell from the test photos if you need to move your backdrop to better fit in the frame, change the exposure in the Booth Status Menu, or make other adjustments. When you take test pictures in Test Mode, you'll be prompted to save or delete these from your Gallery when you launch the booth.