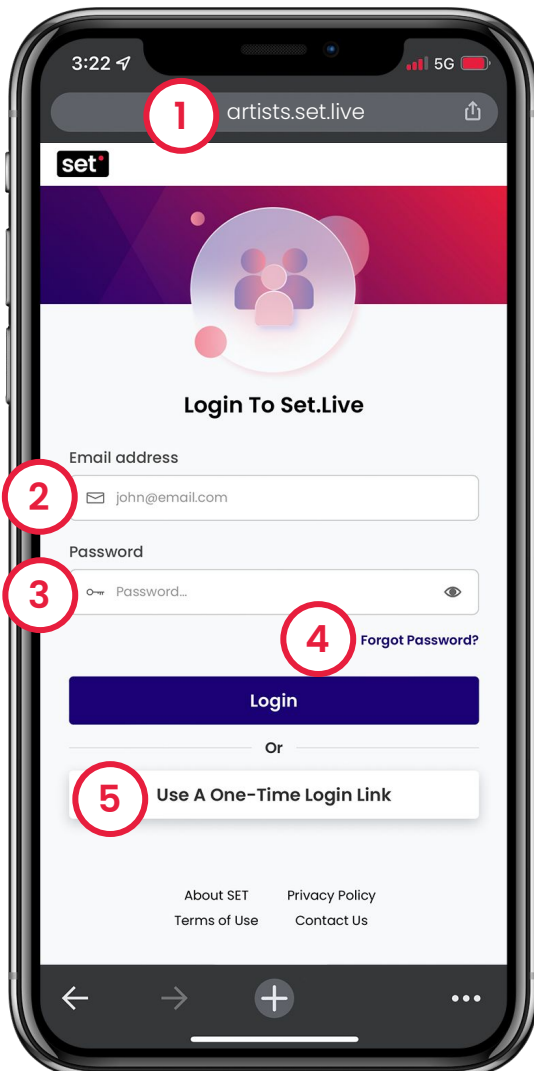
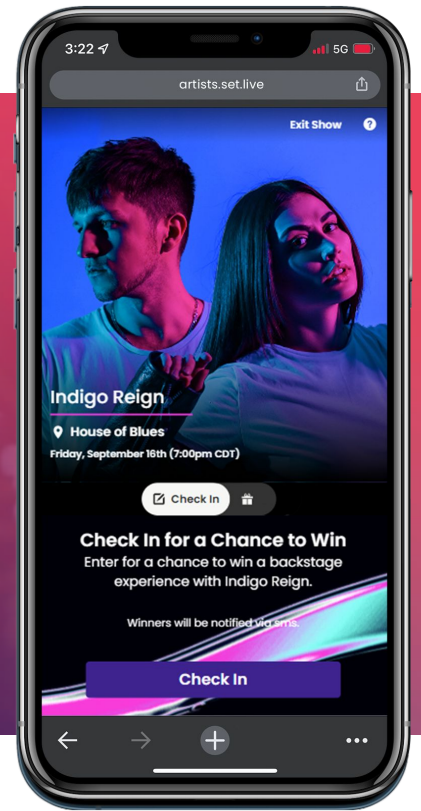




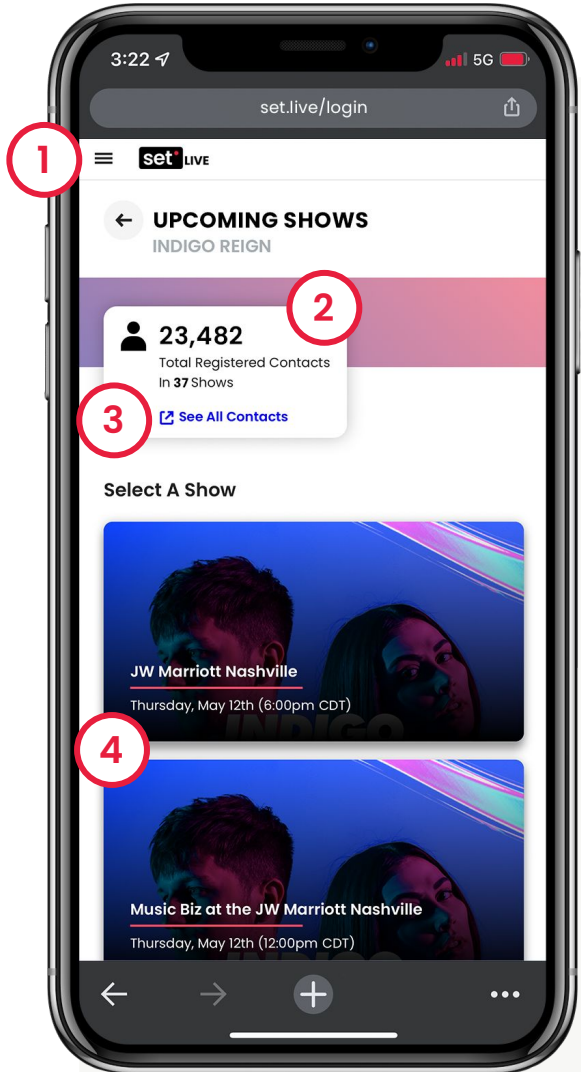
# How To Log in to Your Event



## Logging Into Your Event

1. Go to [set.live/login](https://set.live/login)
2. Enter your email address
3. Enter your password  
(provided by email from the SET team)
4. To **recover your password** if forgotten select **Forgot Password** to verify ownership
5. You can also click **Use A One-Time Login Link** to receive a “magic link” to login directly to your event.

**Need More Help?**  
Send your request to [set@max.live](mailto:set@max.live)



## PRO TIP

The more you use the QR code and SET.Live, the bigger your contact list will grow.

## Navigating the Event Dashboard

From your event dashboard you'll see upcoming events, a quick link to your full contact list, and access to past events and account details.

### 1. Navigation Menu

The hamburger menu (3 horizontal lines) in the upper left will drop down to show all available pages.

- Upcoming Events
- Past Events
- Artist QR Codes
- My Account
- My Contacts

### 2. Total Registered Contacts

The total accumulated count of fans who have engaged across all events.

### 3. See All Contacts

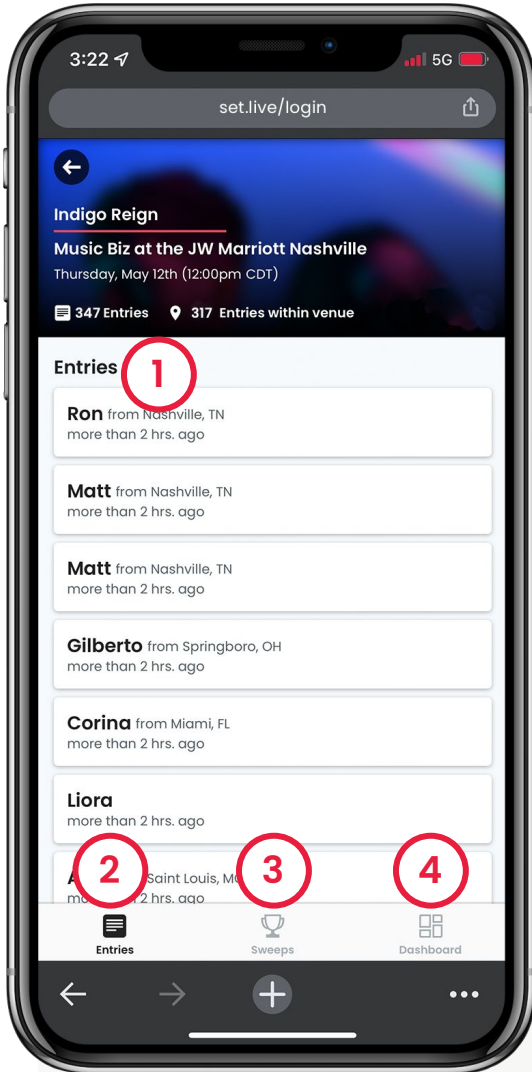
This link will open up your SET Artist Dashboard to view and download.

### 4. Upcoming Event List

See all upcoming events and select the one you'd like to open that event's dashboard.

**Need More Help?**

Send your request to [set@max.live](mailto:set@max.live)



## Navigating the Entries Tab

When you open an event, your default view will be the **Entries** tab where you'll see an overview of information and stats including location, and total entries. You will also see three (3) tabs at the bottom to manage the sweeps and view all necessary event details and summaries.

### 1. Fan Entries

As fans "Check In" you'll see them appear in real-time in the **Entries** tab.

### 2. Entries

Select to view fan entries (check-ins) in real-time.

### 3. Sweeps (see page 4)

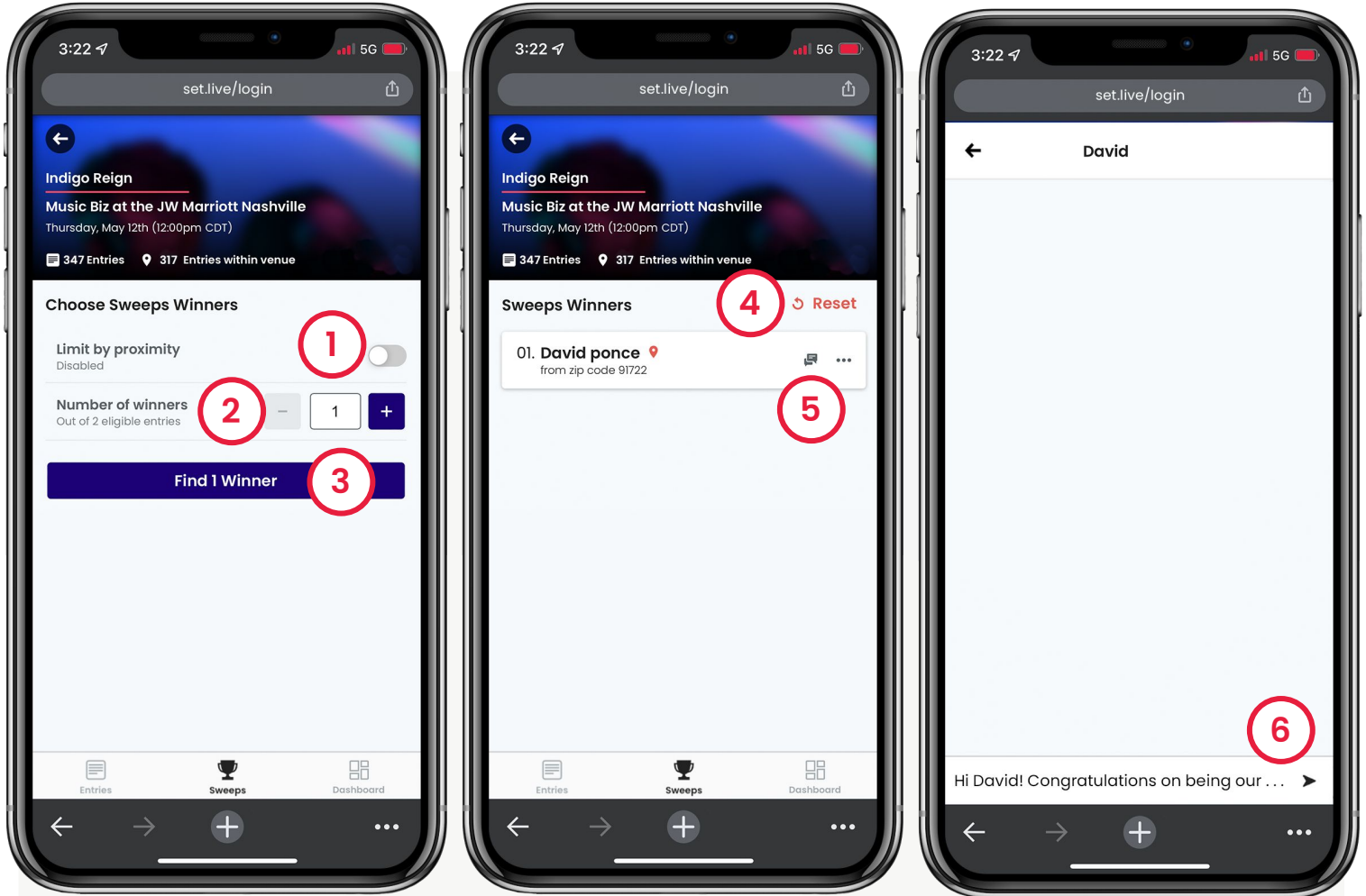
Manage the event sweepstakes details and winner(s) selection.

### 4. Dashboard (see page 5)

See an overview of the event and access event details, including the event's link and QR code.


**Need More Help?**

Send your request to [set@max.live](mailto:set@max.live)

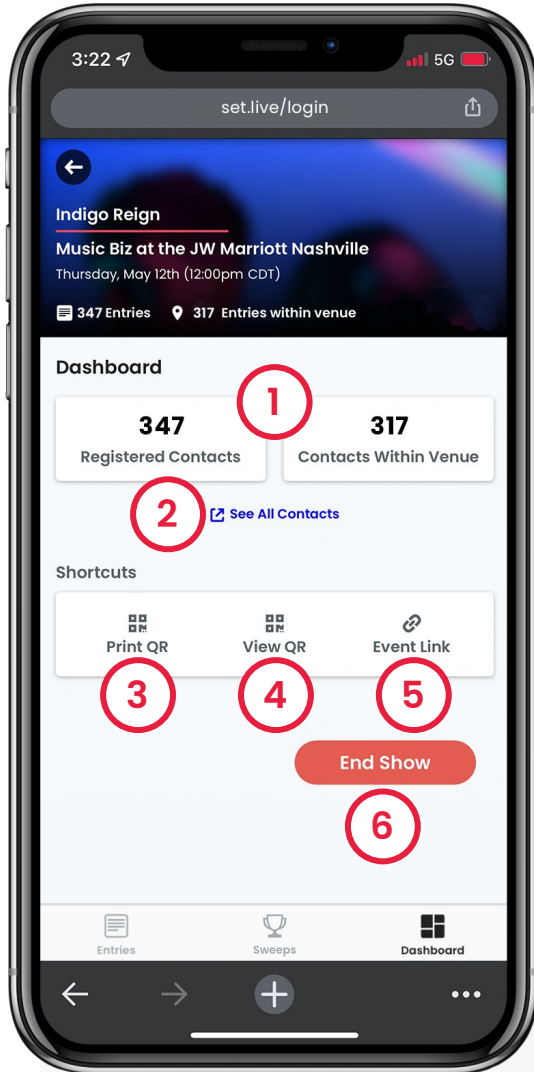


## Navigating the Sweeps Tab

The middle **Sweeps** tab will let you change the number of winners, automatically select the winner(s) at random, and send winners a text message.

1. **Limit by Proximity**  
Limit winner to people at the event.
2. **Number of Winners**  
Change the number of winners.
3. **Find # Winner**  
Selects winner(s) at random.
4. **Reset**  
Press to reset the winner selection.
5. **Message icon**   
Send the winner a message.
6. **Customize Your Message**  
Winners receive and reply back to an 800 number: you won't need to give up your own contact info.

**Need More Help?**  
Send your request to [set@max.live](mailto:set@max.live)



## PRO TIP

The more you use the QR code and SET.Live, the bigger your contact list will grow.

## Navigating the Dashboard Tab

The **Dashboard** tab will show you the count of fans who have registered for the event, give you quick access to assets, and allow you end the event when it's over.

- 1. Registered Contacts**  
 The total count of fans who checked in for the event and the total who are physically present at the event.
- 2. See All Contacts**  
 Quick link to your Artist Portal to view all contacts from every event.
- 3. Print QR Code**  
 Download a printable event QR code.
- 4. View QR Code**  
 View a digital version of the event QR code.
- 5. Event Link**  
 A shareable direct url to the event page.
- 6. End Event**  
 When an event has ended, no one will be able to interact with that event page anymore.

**Need More Help?**

Send your request to [set@max.live](mailto:set@max.live)