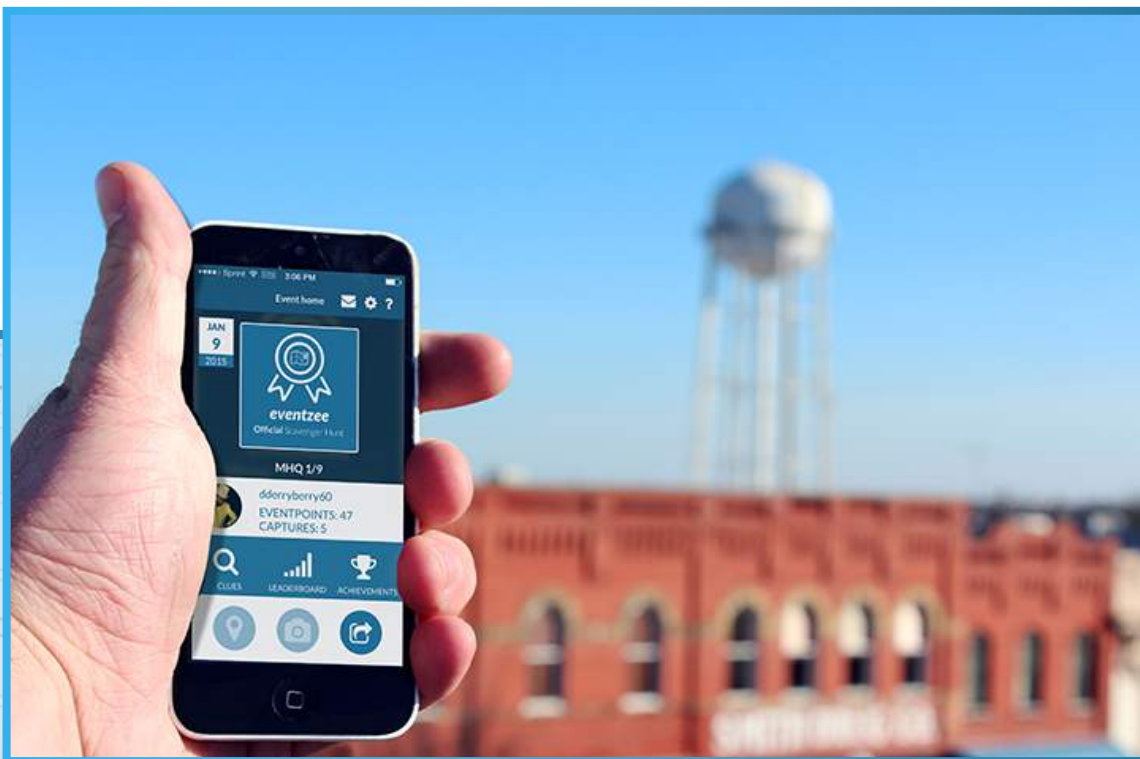# You Did It

You've just made one of the better decisions of your life: You've signed up to host an Eventzee scavenger hunt. So now that the hard part is out of the way it's time for some fun!

The following is a guide to help you navigate the Eventzee admin tools and give you an idea of how to prep for your hunt. We've given you the opportunity to host a great event, now it's up to you to make the most of it. We know you'll do great.

So give this a read through, skip the parts that don't pertain to you, and as always if you have any questions give the Eventzee team a shout. We're here to help make your event memorable, as well as easy.

START A NEW EVENT

- When you first set up your event you'll pick a name, add a description, location and time.
- Remember to hide your event if it's private.
- Define if the winner is picked based on points or timed hunts.
- When hosting a QR Code Hunt you'll also be able to choose between a normal hunt and a GPS Hunt. *More info on GPS Hunts can be found on pg. 4 of this guide.*

CHOOSE YOUR CLUES

- Add clue names, descriptions and point values.
- Don't make your clues "ACTIVE" until right before your hunt starts so players can't submit ahead of time.
- Click the "Gear" button to go back and edit clues or make them active later.
- Click the trashcan to delete a clue.

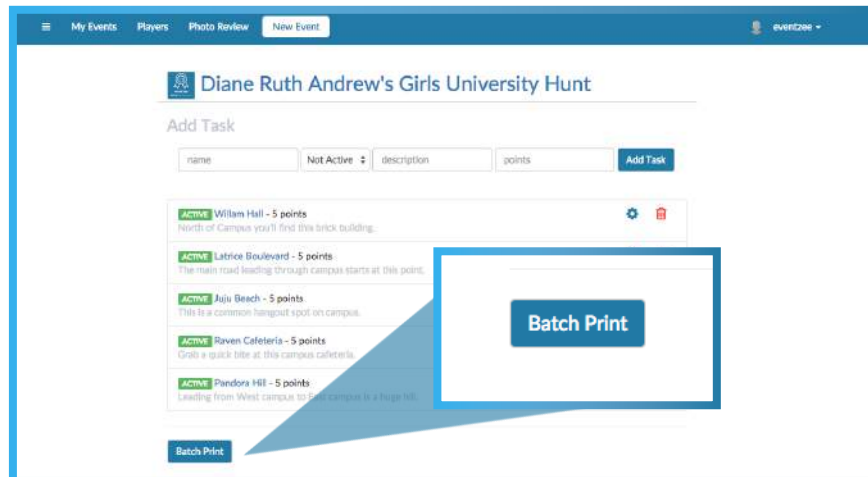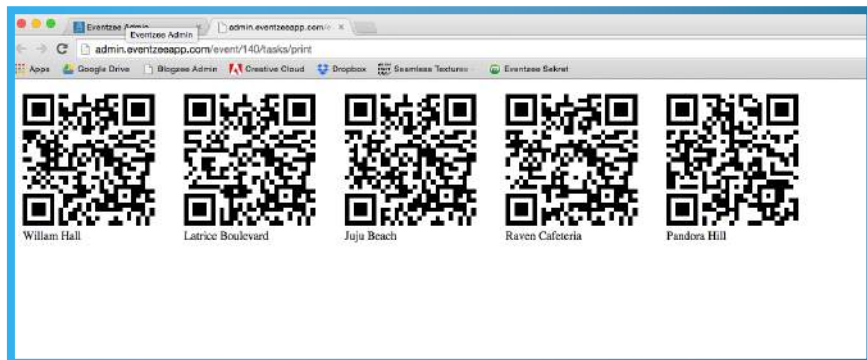| Go back and edit your clues at anytime.	Schedule your clues to go active on the day of the hunt.	Even set different clues to activate at different times.

ENTER REALITY

- Remember that players will know where to find your code based on the description you give so be detailed.
- When you're done creating your clues you'll need to print them out to place in the real world.
- Just click the "Batch Print" button near the bottom and a new page will open with all the QR Codes.

HIDE YOUR CLUES

- Just print out this page like you normally would.
- Notice that the Clue name is listed underneath the code so you don't get them confused.
- Cut out each of the codes.
- Place them in their real world locations.
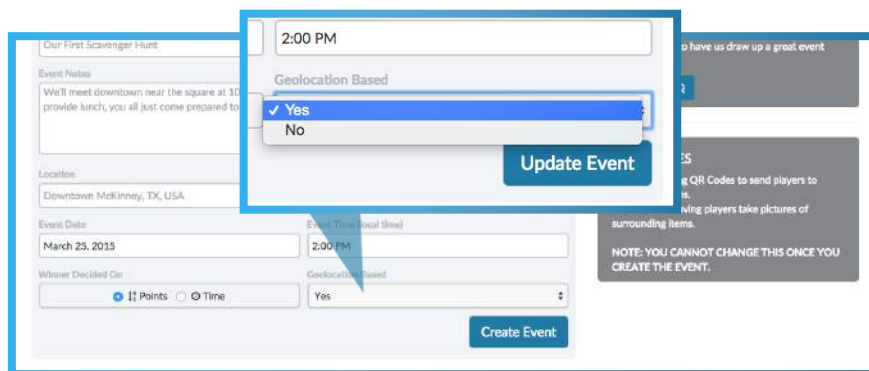
CUT!

HIDE!

COLLECT!

QR Code hunts include more setup than photo hunts, but it makes running the event much easier with automatic approval of clues. Read on for additional QR Hunt features.
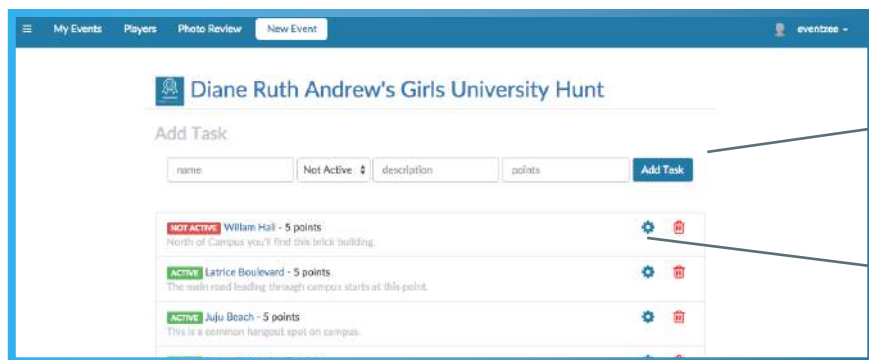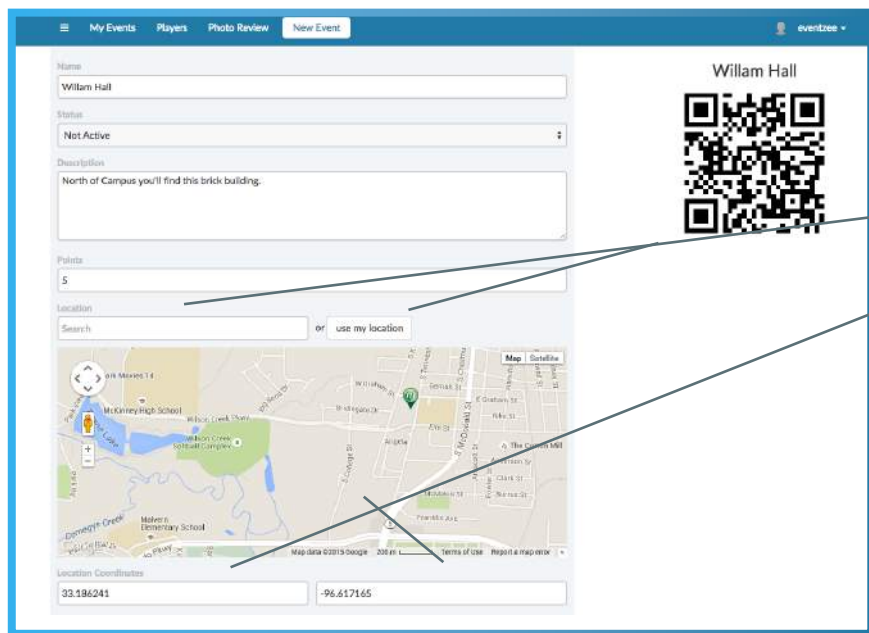
GPS HUNTS: Add locations to QR Codes.

CHOOSE GPS HUNT

- When setting up a QR Event you can choose to add GPS locations to the clues.
- Just make sure to click "Yes" where it says "Geolocation Based."

SET UP CLUES

- Add a QR Code clue like you normally would. Your description can be a bit more vague now since the location will be set by GPS.
- Once you're done, click the "Gear" icon to go to settings where you'll define the clue's location.
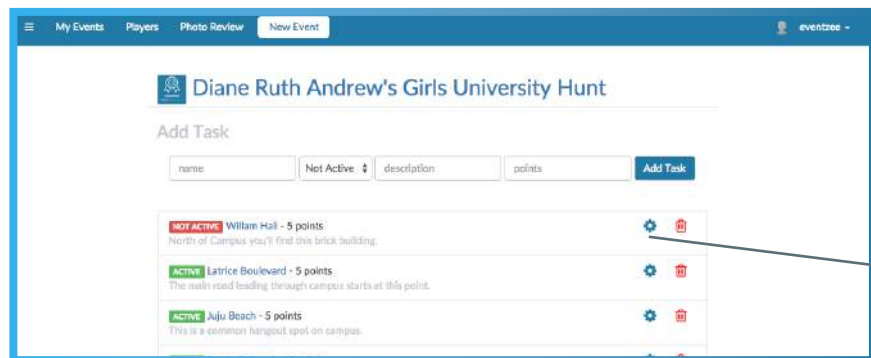
ASSIGN LOCATIONS

- This is where you can assign a GPS location to a QR Code clue.
- Either search for a specific location's address or click "Use My Location."
- If you know the exact GPS coordinates you can also input those here.
- Now players will be able to see a map with all the clues right from the Eventzee App.
- GPS Hunts are beneficial for hunts across town or a University campus to help players learn more about an area.
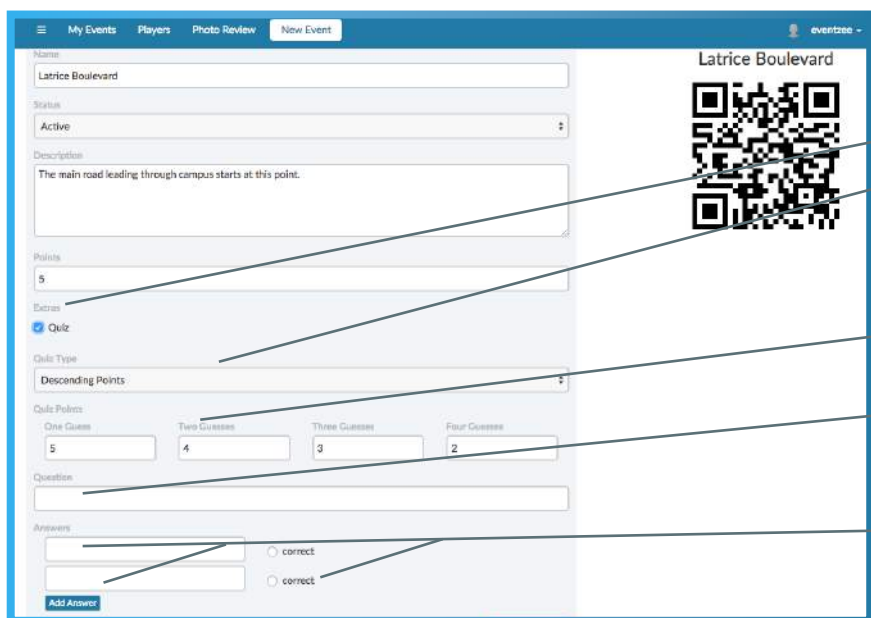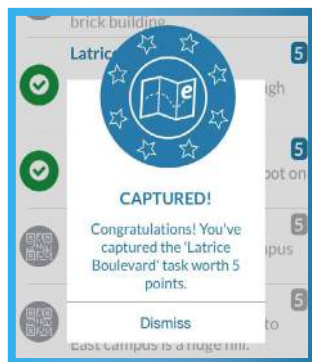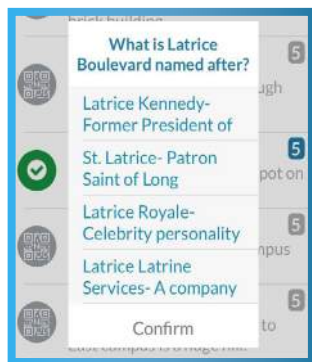
QUIZ HUNTS: Test players knowledge.

SET UP CLUES

- Unlike GPS Hunts you can turn individual clues into a quizzes by going through the settings. Just go to your clues screen to get started.
- Just click the "Gear" icon to go to settings where where you can include a quiz.

CREATE QUESTIONS

- Make sure the "QUIZ" tab is clicked.
- You can pick between "Descending Points" or "All or Nothing" to decide how many chances players get to answer the quiz correctly.
- If you click "Descending Points" you can adjust the points to whatever you like.
- Insert the question that players will be prompted with after finding and scanning the hidden QR Code.
- You'll input the possible answers here and click which answer is correct. You can also add more possible answers by clicking here.

QUIZ WHIZ

- Quizzes are a great way to test your players' knowledge on certain subjects or locations.
- Perfect for Employee Training and Development.
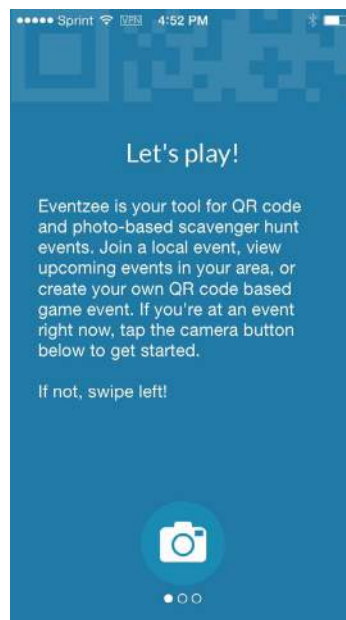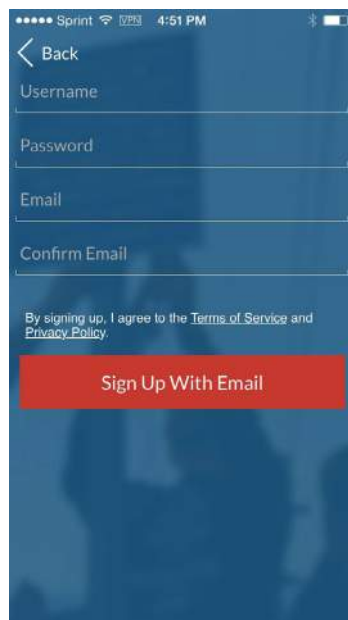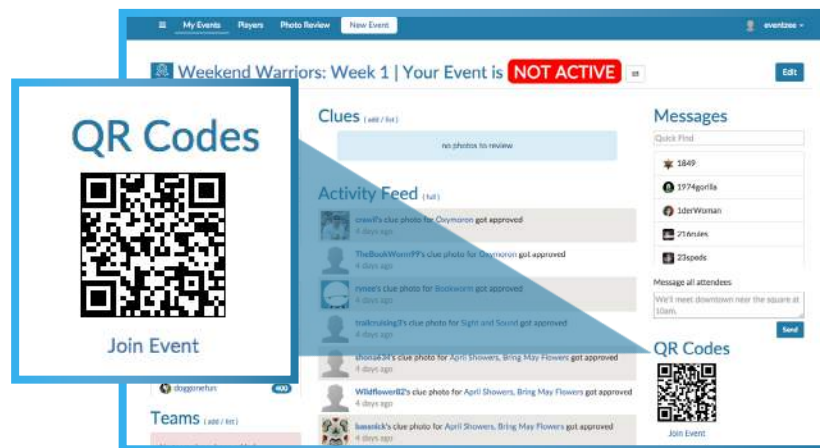- Great for Campus tours and teaching University history.

SPREAD THE WORD.

How your players can join your hunt.

⬇ DOWNLOAD THE APP

Now that you've created your event, added the clues and made your event "ACTIVE," it's time to get people to play. Be sure to have everyone involved in the hunt download Eventzee to their smartphones. The free app can be found in the App store for iOS devices and the Google Play store for Androids. It's best to get them to download the app beforehand so they can sign up and not have to wait on the download on the day of the hunt.

JOIN THE HUNT

Once your players have downloaded the app they'll need to create an account to play. They just need to open the app, sign-up for a free account, and create a username and password. Once they've signed in they just need to scan the QR code the admin has been given to join. This code can be found in the "QR CODES" section of the admin home page.

We suggest both emailing the QR code to registered players as well as having it on hand the day of. This will help keeps things speedy during registration and let last minute players easily join.

RUNNING THE HUNT

As stated earlier, the benefit of hosting a QR Code Hunt is that there is no approval process and all of the submissions are automatically approved. Photo hunts on the otherhand require an admin to approve photos as they come in. So QR Hunts are much more accessible for long term events like campus tours and training and develoment. So once the event is set up, the clues have gone live, and your players have joined you can kick back and relax. Maybe even go play yourself!
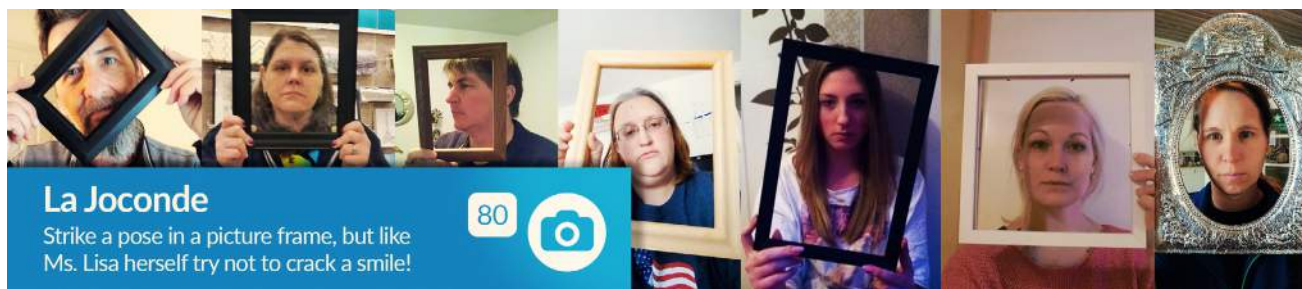
LET US KNOW HOW WE DID

After your event is over you and your participants may receive a survey to help us measure how successful the Eventzee event was. We deeply appreciate any feedback you may have so we can continue to make the most of Eventzee. What worked, what didn't, what could have been better? We pride ourselves on our services and your input is important to us.

THE FUN DOESN'T HAVE TO END

Your Eventzee Scavenger Hunt may be over, but that doesn't mean your experience is. Join the rest of the Eventzee community in our free worldwide weekend photo hunts. Each Thursdayat 3 PM CST we release 15 clues that anybody, anywhere can submit photos to and earn overall Eventzee points.

La Joconde
Strike a pose in a picture frame, but like Ms. Lisa herself try not to crack a smile!
80

These free hunts are a fun way to get out and adventure over the weekend and you can even gain accumulative points to rise the worldwide leaderboard. For more information follow us on social media, look at the in-app calendar each week to join, and visit www.eventzeeblog.com.

eventzee
OFFICIAL PUBLIC PHOTO HUNT