

eventzee

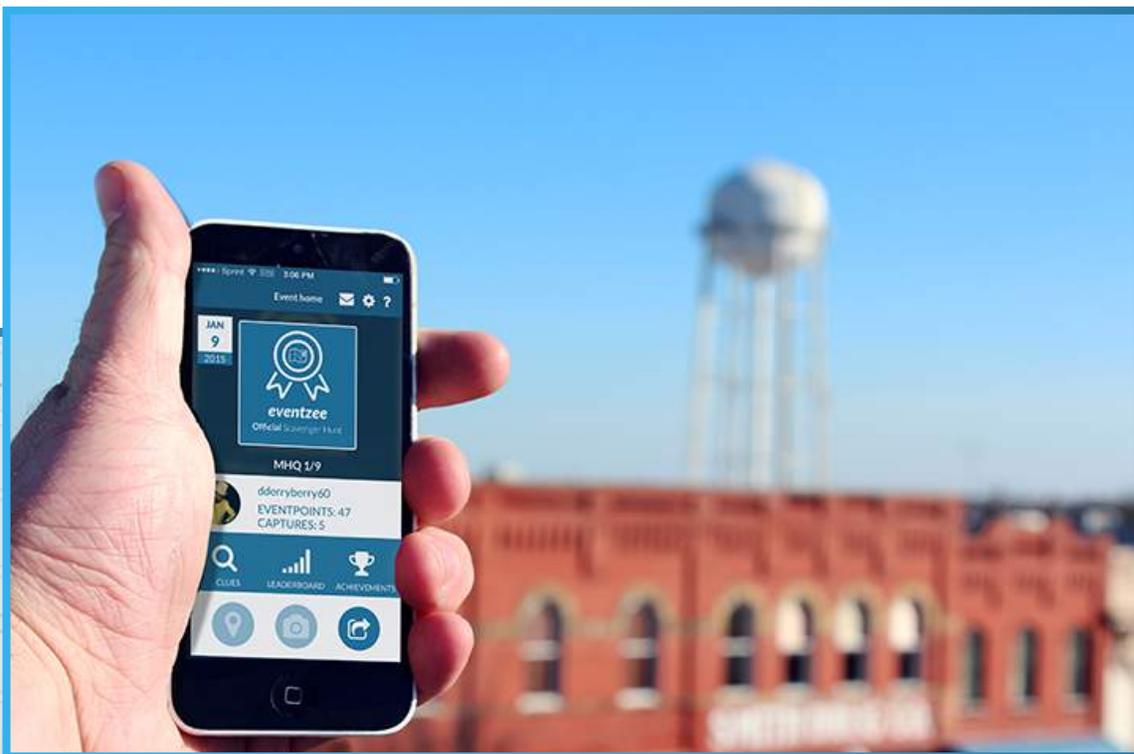
Scavenger Hunt Guide

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.





SETTING UP YOUR HUNT!

Creating an event, adding clues, setting, and times.



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.
- You can also define if the winner is picked based on how many points they have or how quickly they complete the hunt.
- Here you'll also decide between a traditional photo scavenger hunt or a QR Code hunt.



CHOOSE YOUR CLUES

- Add clue names, descriptions and point values.
- Keep your clues inactive 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.



SPREAD THE WORD.

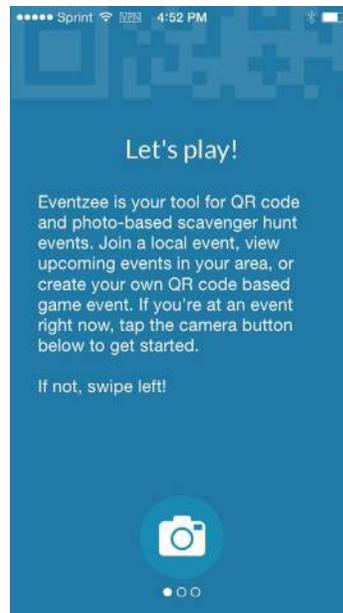
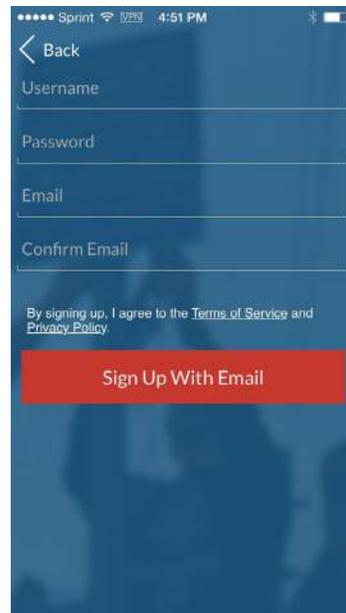
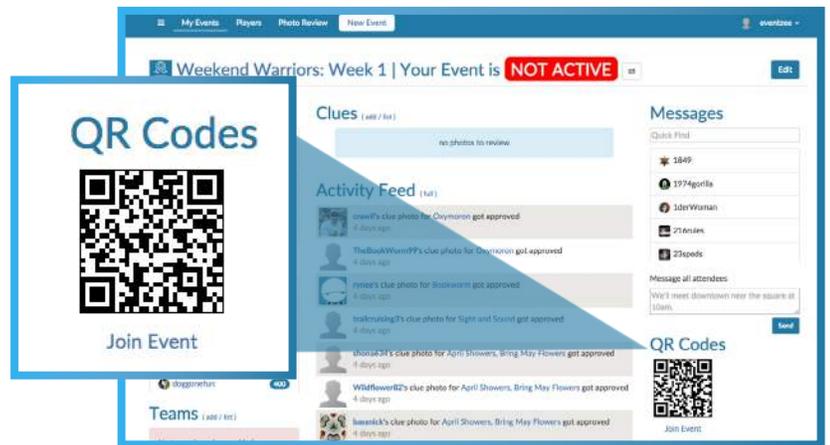
How your players can join your hunt.

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?

Our Admin tools make hosting the event easy.

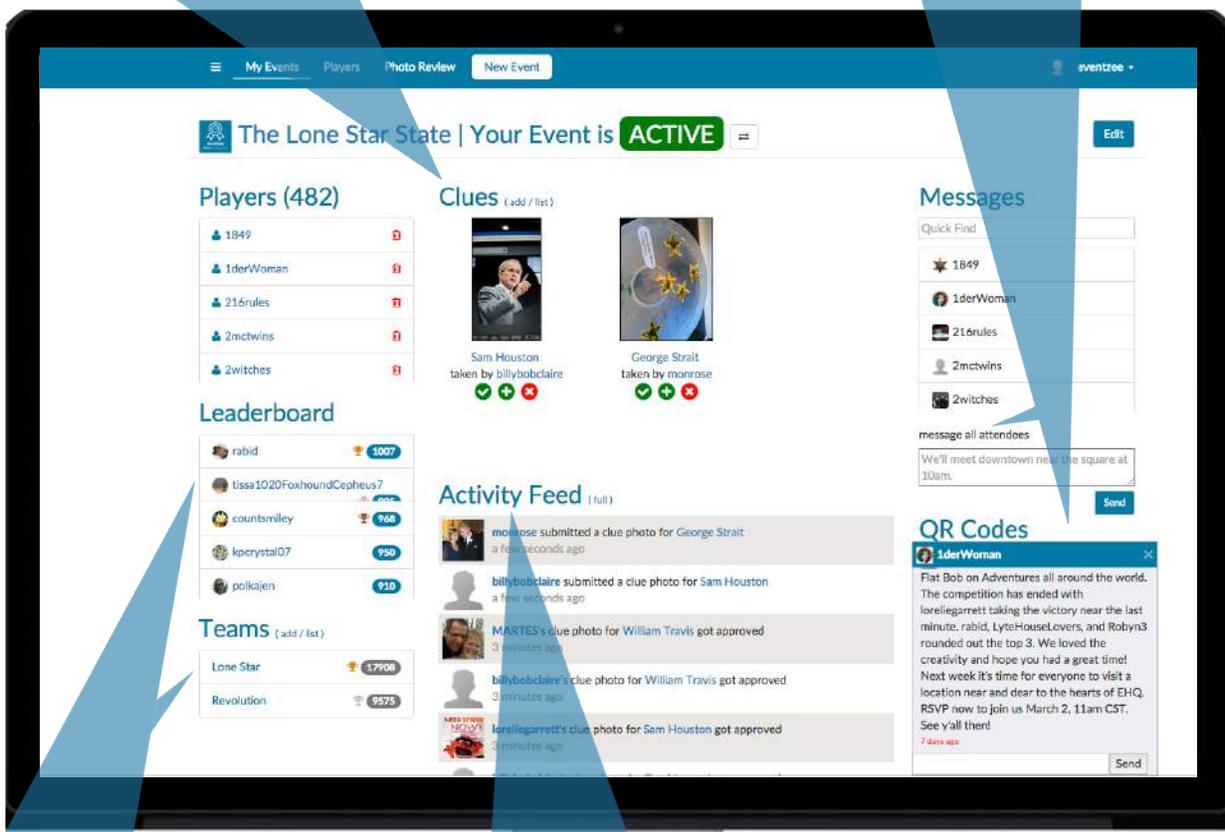
The event has been created, and players have joined in, so now it's time for the hunt to begin! Throughout the event approve submissions, message players and adjust points as needed- all from the ease of your computer.



Approve photos from the homescreen, or add them to the gallery in the "Photo Review" page.



Message players directly during the hunt to answer questions or mass message them all at once.



Follow the real-time leaderboard for both individuals and teams as the hunt progresses.



More than one Admin for the hunt? Using the activity feed will keep you up to date with everything that's happening.



QUESTIONS?

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POST-EVENT PLEASANTRIES!

We hope you've enjoyed your Eventzee Experience.



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.



SHARE YOUR EXPERIENCE

Whether you hosted a unique corporate training seminar, drove traffic at a conference, or hunted with friends you'll want to preserve those memories and share them with the world. Be sure to reach out to Team Eventzee so you can get all of the photos that were submitted during the hunt. If your package included a gallery, you can also share the link and digital copies with players after the event.



THE FUN DOESN'T HAVE TO END

After successfully creating, customizing and controlling your very own hunt it's time to celebrate a job well done. 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 Thursday we release 20 clues that anybody, anywhere can submit photos to.



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.