

Cash Ticket Record

Date _____ Sport _____

Game _____ Number Round _____

Number of cash tickets sold _____ Amount _____

Deposit Date _____ Where Deposited _____

**SIGNATURE DISTRICT 5
CASH TICKET SELLER** _____

**SIGNATURE DISTRICT 5
GAME MANAGER** _____

PROCESS FOR TICKETS PAID FOR WITH CASH

1. Download the Hometown Gate App if you do not already have it
2. Sign in using the provided credentials
3. Select the Event you wish to sell tickets for
4. Select "Sell Tickets"
5. Select the quantity of tickets you wish to sell for a particular transaction
6. Select "Cash" for accepting payment
7. Select "Process Order, (CRITICAL STEP)"
8. **Do not proceed** to next step until you process the order
9. Choose to either Text or Email the tickets or Select Done

ITEMS NECESSARY FOR CASH TICKET SALES

1. Cell Phone or tablet
2. Exact payment required (No Cash Box)
3. Table for ticket set-up

AFTER EVENT REQUIREMENTS

1. Count the cash with PIAA District 5 Game Manager
2. Sign document with PIAA Game Manager which verifies cash tickets sold and cash collected
3. Upload the document to the report

Include the Cash Ticket Record with the game report (Required)