# Superintendent Mobile Pass Instructions SAVE THIS FILE/ OR PRINT

Please Save this pdf file or print it you will receive a promo code in a separate email.

#### To All Superintendents:

This year the Section VI Complimentary Principal/Superintendent Passes will be issued digitally through our official digital ticketing partner GoFan. To access your pass this year you will need to complete the following:

### Complete Step 1 – 6 On a Desktop PC or on your Phone:

## Step 1:

If you do not have a GoFan account, please create



one by clicking here <u>GoFan Sign Up</u>, and following the instructions on the screen, create account using your school email address, so they link together.

Step 2:

To redeem your complimentary pass please <u>Select This Link</u>



Step 3: Enter in your promo code that has been provided: (will be sent in a 2<sup>nd</sup> email) Step 4: Add 1 'Superintendent Pass'

Step 5: CLICK 'Get Ticket'

Step 6: CLICK on 'Add Information' enter in your First name and Last Name

### Complete Steps A- J on phone

Step A: Download GoFan App to your iphone / on android open https://gofan.co in browser

Step B: Open GoFan App on your phone or in https://gofan.co/

- Step C: Login to app with your email & password you created in step 1
- Step D: View pass on your phone, Open the GOFAN app.
- Step E: Login with your school email & password,
- Step F: click tickets at bottom of app 'NY SectionVI All Season Pass' should show,
- Step G: press black button 'View My Pass'
  - At the Gate, view pass as directed above.
  - Step H: Press black button 'Use 1 Pass'

Step I: In the presence of the gate worker, show this screen.

Step J: Let gate worker see you press green button 'Use Ticket'

If you have any questions, please follow the link below to access our support form. Support Form

Please contact Pauline Turski <u>pturski@e1b.org</u> (716) 821-7581 for any assistance.