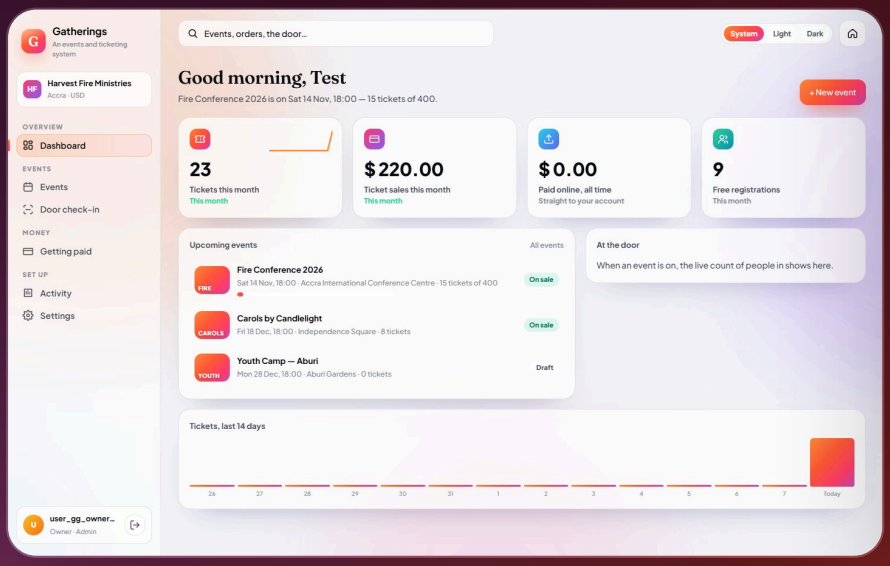
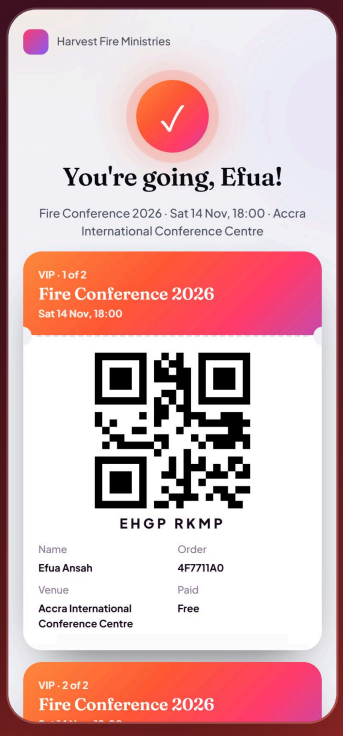
Streamboth

STANDALONE APP · GUIDE

Gatherings

An events and ticketing system: event pages, tickets by card, free registration, QR tickets and the door — from any phone.





streamboth.com/gatherings

Edition: November 2026

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1 Welcome

Gatherings sells tickets and takes registrations for anything people come to — a conference, a crusade, a concert, a dinner, a camp, a wedding — and lets you check everyone in at the door with a phone.

What you need

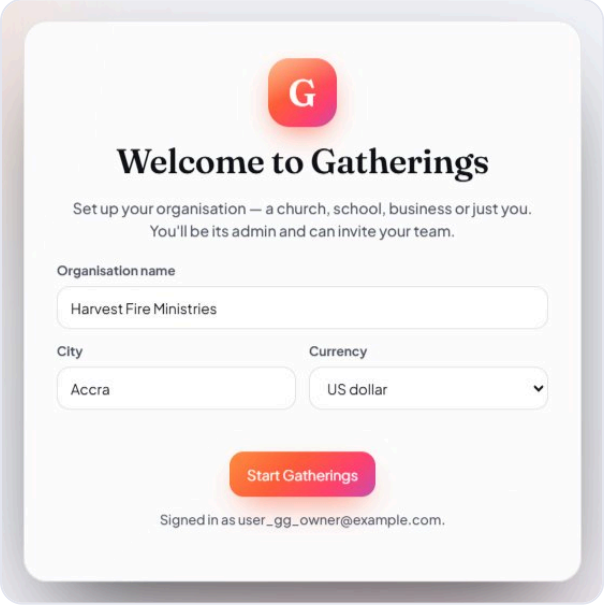
- **A computer, tablet or phone** with a modern browser. Gatherings works on all of them.
- Start with a **7-day free trial** (no card needed). The organiser keeps it going with one subscription that covers the whole team.
- To sell paid tickets, a **Stripe** account of your own (chapter 11). Free events need nothing.
- At the door, any phone with a camera — or just type the code under the QR.

Where to find it

On streamboth.com, open **Standalone Apps** → **Gatherings**, or go to **streamboth.com/gatherings**.

> **Buyers need nothing.** They open your event's link, choose tickets, pay, and get their QR tickets straight away — on the page and by email.

2 Setting up



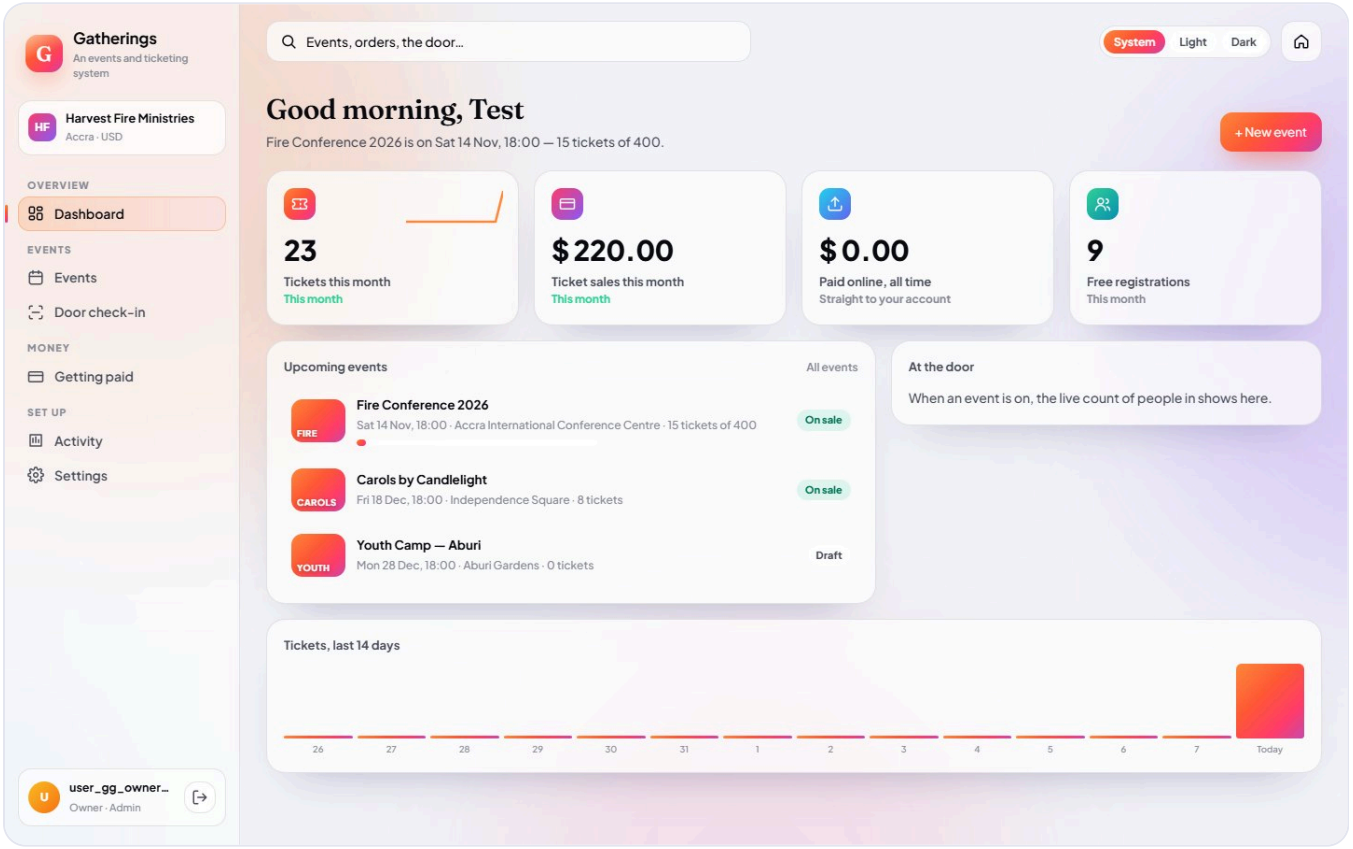
1. Open Gatherings. The first time, you're asked for your organisation's **name**, **city** and **currency** (US dollars to start with; you can choose another).
2. Press **Start Gatherings**. You're its **owner** and an **admin**.
3. In **Settings**, invite your team by their email address and give each a role.

Team roles

Role	What they see and do
Admin	Everything: events, ticket types, promo codes, orders, refunds, payments, messages, settings.
Finance	Orders, refunds and getting paid, with the events.
Door team	The door: scanning tickets and finding people. They see names, not emails or phone numbers.

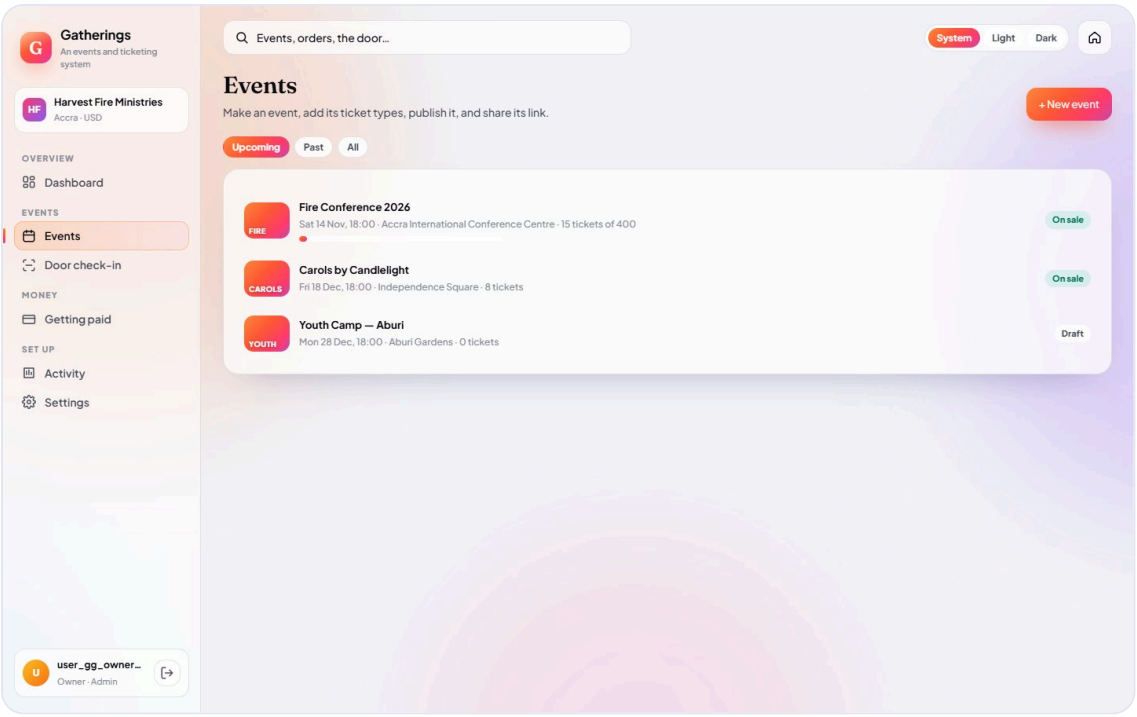
A team member joins the first time they open Gatherings with the invited email address.

3 A tour



The dashboard: tickets and sales this month, free registrations, your upcoming events and how full they are, the live count at the door, and tickets each day.

- **The sidebar**: Dashboard, Events, Door check-in, Getting paid, Activity and Settings. Your organisation is at the top.
- When an event is on, **At the door** shows how many people are in and the last few scanned.
- **System · Light · Dark** at the top right: System follows your device.

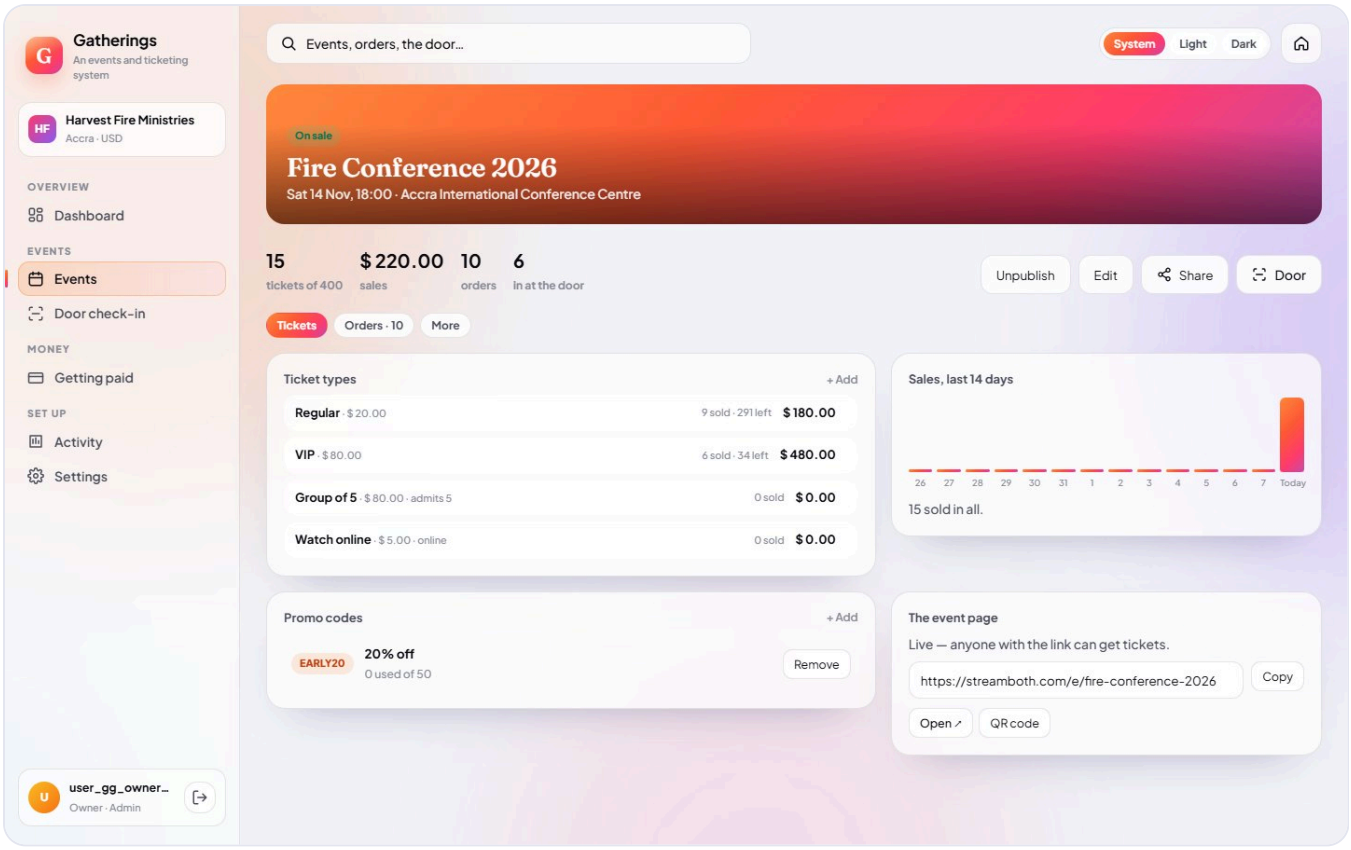


Events: upcoming, past or all — each with its tickets and whether it's on sale, a draft or cancelled.

4 Making an event

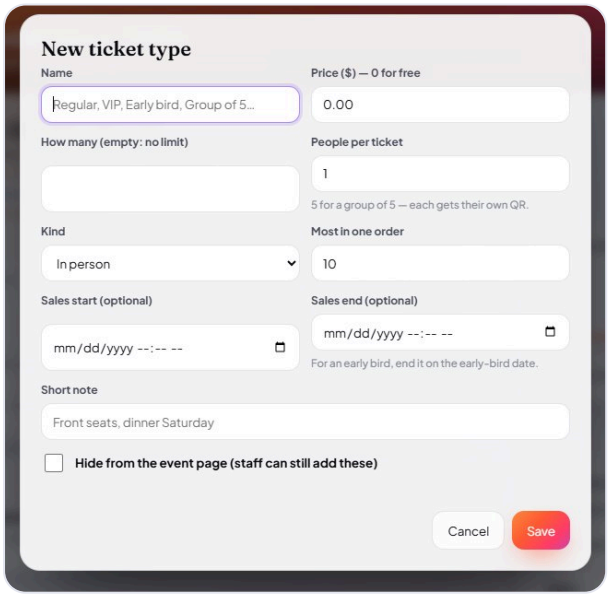
1. Press **+ New event**. Give it a **name**, when it **starts** (and ends), the **venue** and directions.
2. Add **Places in the room** if the hall has a limit — sales stop when it's full.
3. Write **About the event**: speakers, the programme, what to bring.
4. Tick **It's free — people just register** for a free event.
5. Going live from the Streamboth studio too? Put the watch link in **Livestream link** (chapter 12).

A new event is a **draft**: nobody can see it until you publish it. Its address is made from its name — for example **streamboth.com/e/fire-conference-2026**.



An event: tickets, sales, orders and people in at the door; its ticket types with what's sold and left; sales each day; promo codes; and its page's link.

5 Ticket types



An event can have as many kinds of ticket as you like. Click one to change it, or **+ Add**.

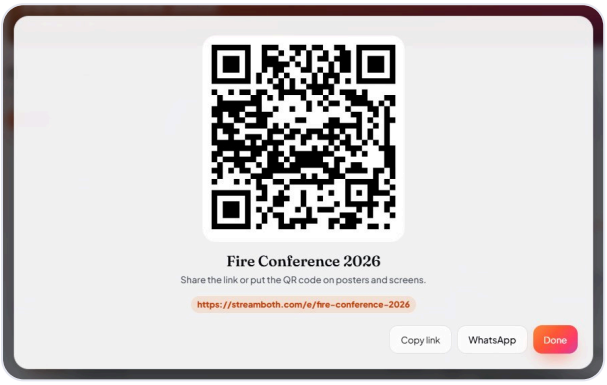
- **Price** — 0 makes it free.
- **How many** — leave empty for no limit.
- **People per ticket** — 5 for a group of 5. Each person gets their own QR.
- **Online** — the livestream: the buyer's ticket shows the watch link.
- **Sales start / end** — an early bird ends on its date.
- **Most in one order**, a short note, and **Hide** (staff can still add these).

Nobody gets the last seat twice. While someone is paying, their tickets are held for 20 minutes; others see what's really left.

6 Promo codes

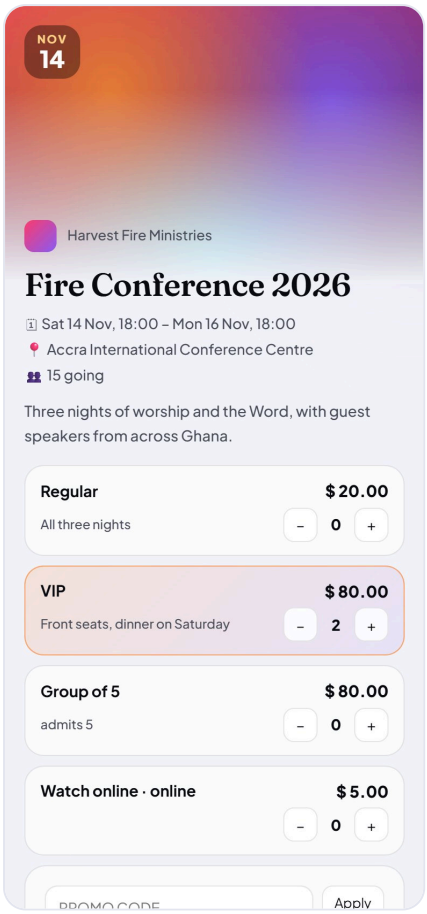
On the event, **Promo codes → + Add**: a code (EARLY20), a percentage or an amount off, and how many times it can be used. Buyers type it on the event page; the discount shows before they pay. Each code shows how often it's been used.

7 Publishing and sharing



1. Add at least one ticket type, then press **Publish**. The event goes **On sale**.
2. **Share** shows the QR code for posters and screens, **Copy link**, and **WhatsApp** with a message ready to send.
3. **Unpublish** takes it off sale; **Cancel event** (under More) tells visitors it's cancelled and keeps the orders on record.

8 What buyers see



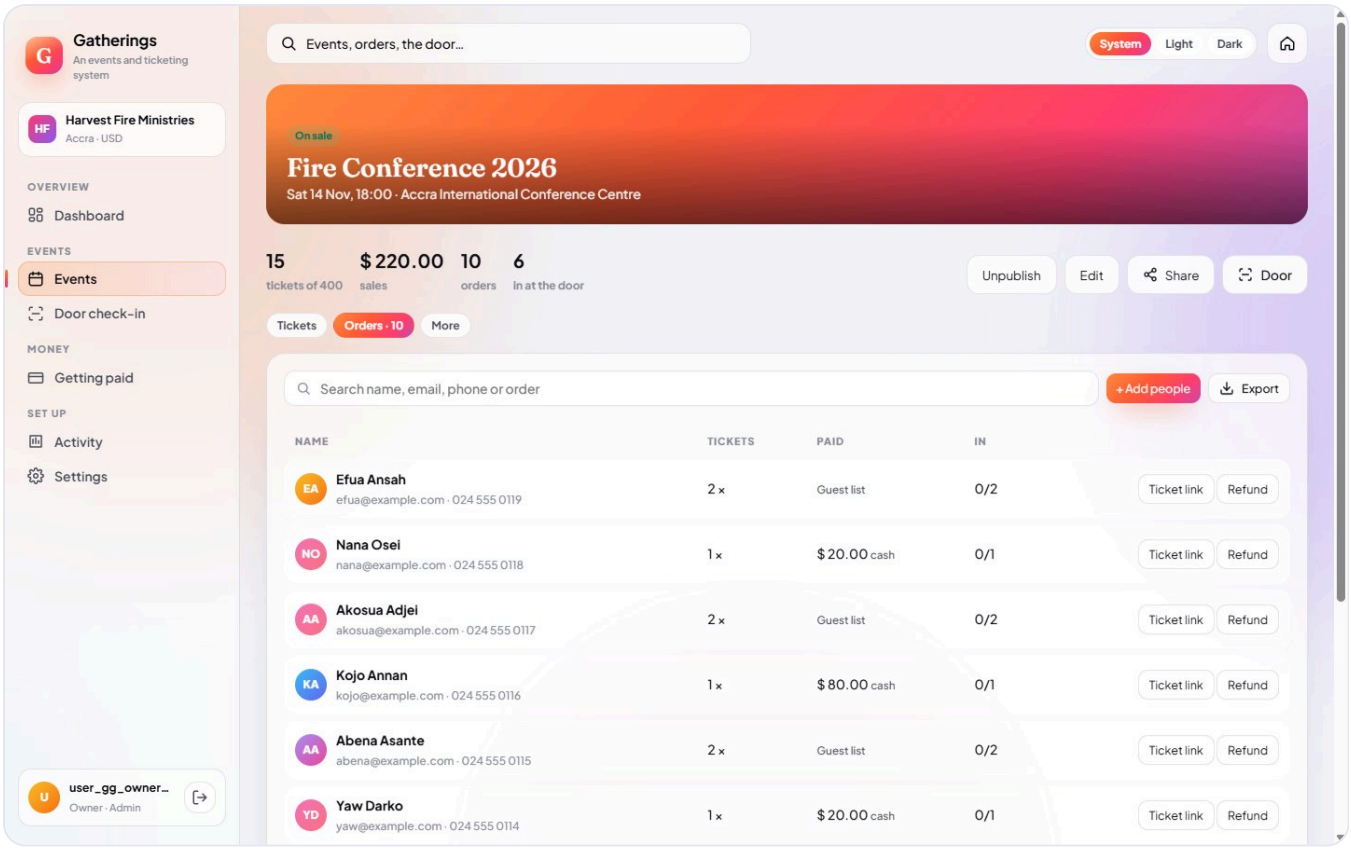
The event page: the date, the venue, how many are going, the tickets with + and –, and the total.



Their tickets: one QR per person, with the code under it — to show at the door, save or print.

1. They choose tickets, type a promo code if they have one, and give their name, email and phone.
2. Free tickets: **Register** and they're done. Paid tickets: **Pay by card** on Stripe's secure page, and back.
3. Their tickets open straight away, and come by email from "*your organisation* via Streamboth".

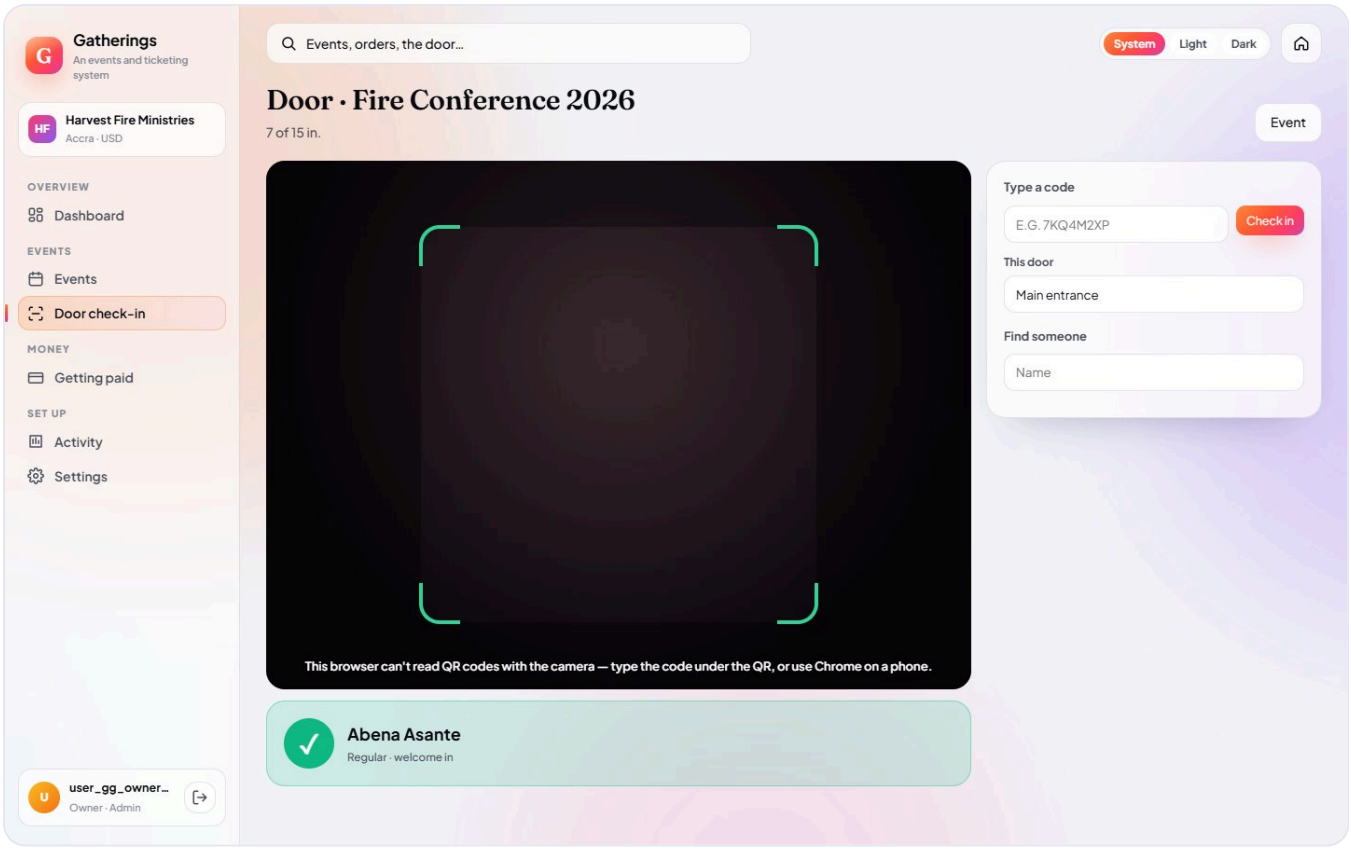
9 Orders



Orders: who bought what, how they paid, and how many of their tickets are in.

- **Search** by name, email, phone or order.
- **+ Add people** — a guest list, complimentary seats, or someone paying cash at the door. Tick **They paid cash** to count the money.
- **Ticket link** copies their tickets' link (to send on WhatsApp); **Email** sends their tickets again.
- **Refund** marks the order refunded and stops its tickets. Give the money back in your Stripe dashboard (or in cash).
- **Export** downloads a spreadsheet of every ticket: holder, type, buyer, email, phone, when paid, when checked in.

10 The door



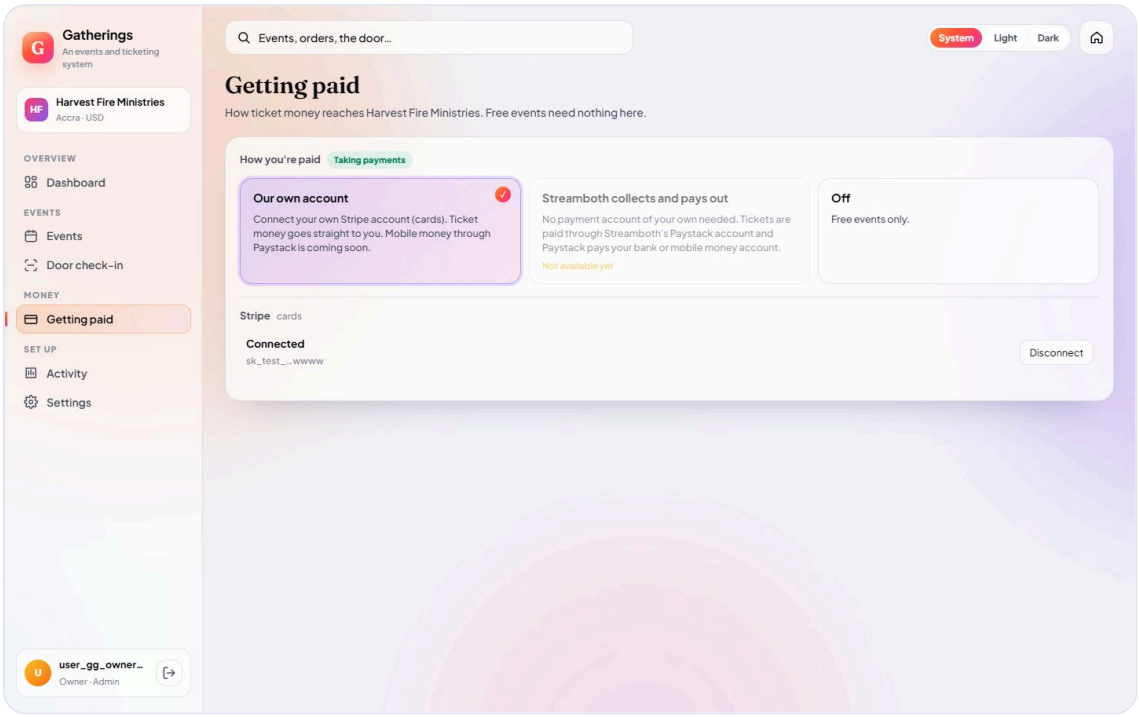
Door check-in: the camera reads the QR; the result shows big and clear — welcome in, already in, or not valid.

1. Open **Door check-in** and pick the event (or press **Door** on the event).
2. Point the camera at a ticket's QR. Or type the code under it and press **Check in**.
3. Green ✓: welcome in. Amber: **already in** — with when and at which door. Red: not valid, or for a different event.

- **Many doors** can scan at once; set **This door** to its name (Main entrance, Side door).
- **Find someone** by name and check them in without a ticket.
- **No internet?** The door keeps working from the list it downloaded, and sends the scans when the connection is back.

Best phones for scanning: Chrome on Android reads QR codes with the camera. On other browsers, type the code — it's printed under every QR.

11 Getting paid



Getting paid: how ticket money reaches you.

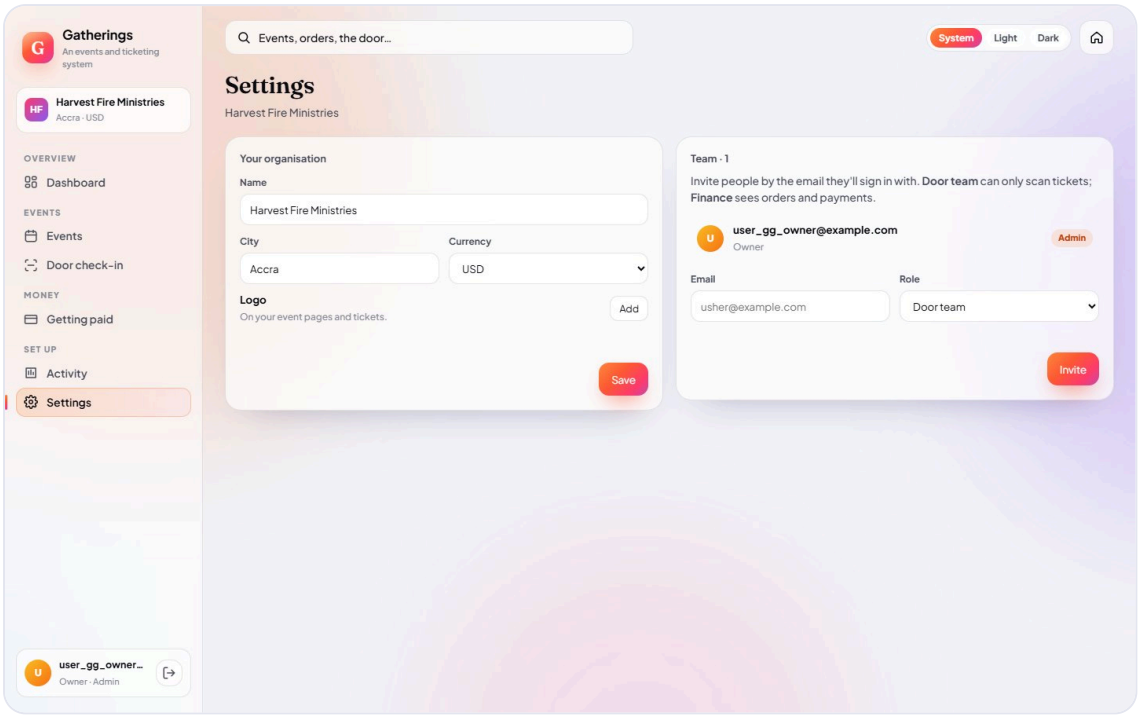
1. Open **Getting paid** and choose **Our own account**.
2. Paste your Stripe **secret key** (Stripe → Developers → API keys) and press **Connect**. It's kept locked away and only a short label is shown again.
3. That's it: paid tickets go on sale, and the money goes straight to your Stripe account.

Mobile money is coming soon. Free events need nothing here.

12 Messages, Chronicles and the livestream

- **Message attendees** (on the event, under More): an email to everyone with a ticket — a reminder, directions, a change of time. *{first_name}* becomes each person's name.
- **Send to Chronicles**: if your church uses Chronicles, the people who came are added to it — matched by email or phone; new ones as visitors, so their follow-up starts.
- **The livestream**: add the watch link to the event and an **Online** ticket type. Online ticket holders see the link on their tickets.

13 Settings and activity



Settings: your organisation, its logo, and your team.

Activity shows who did what: events made and published, tickets sold, refunds, payments and team changes.

14 Privacy and good practice

- Buyers' names, emails and phone numbers are yours to look after. Your door team sees names only.
- Card details go only to Stripe — never to you or Streamboth.
- Each buyer's tickets are at a private link sent to them. Share a ticket link only with its owner.
- Read more in Streamboth's Privacy policy (streamboth.com/privacy#gatherings).

15 Troubleshooting and help

If…	Try this
Paid tickets say "not on sale yet"	Connect Stripe in **Getting paid**.
The event page says it isn't here	It's still a draft — press **Publish**.
The camera won't read codes	Allow the camera, use Chrome on Android, or type the code under the QR.
Someone lost their tickets	Find their order and press **Ticket link** or **Email**.
A ticket says "already in"	It was scanned before — the message says when and at which door.

Questions? Write to **streambothlive@gmail.com** or use streamboth.com/contact.