

PASSPORT TO TASTE

Set-Up Your Business in CellarPass

Step 1: Claim Your CellarPass Account (CellarPass is Passport's registration partner)

Go directly to www.cellarpass.com/business/signup.aspx?plan=3&t=1 and follow the instructions on this page.

- This link will take you to the CellarPass Account Registration page
- Complete your Business Information
 - o Business Name, Business Category, Business Region, Business Contact Email, First/Last Name, Business Address Info, Contact Phone and Business URL.
- Once you submit this form, you will receive an email with instructions for setting up your account.

Step 2: Log Into CellarPass Back Office (Your tool for managing your account)

- Log into www.cellarpass.com/manage
- Complete Your Business Profile
 - o Short Business Description (for summary listing)
 - o Long Business Description (for your business' main listing)
 - o Select Points of Interest that Apply to your Business
 - o Add Business Hours of Operation
 - o Upload Photos of your Business
 - o Click "Save"

Step 3: Set Up Guest Link Credentials (This is a one-time setup to be able to scan Passports)

- Go to www.cellarpass.com/manage, Log In
- Click "Settings"
- Select "Member Configuration" from left-hand menu
- Note your Member ID (you will need this when you sign into the App to scan)
- Complete your user name and password
- Click "Save"

Step 4: Download CellarPass/Guest Link App (Use the device that will be used to scan in your tasting room)

CellarPass Setup

- Available from Apple App Store or Google Play App Store
- Search "CellarPass" and Download/Install the App
- Once installed, Launch the App (You will need your Member ID, Login and Password from Step 3)
- Select "Passport Programs" on the menu
- Select "Passport to Taste [Your Region Name] [Year]"
- Scroll and locate your business, then click your Business Name to select

You are Ready to Scan!

- Choose "Single Scan" to check in one Passport holder at a time (recommended for single, couple, smaller group)
- Choose "Rapid Scan" for large groups
- Using the device camera, scan the Passport Barcode
 - o If the Passport is Activated, message reads "[Thumbs-Up Icon] Valid Ticket"
 - o If the Passport is not Activated, message reads "Item not found"
 - o If Passport is Activated but Already Used, message will show the original date the customer checked-in/used their Passport at your tasting room

To access a visual training deck which includes page-by-page screen shots of CellarPass and detailed instructions, go to www.passporttotaste.com, click on "Merchants" at the top of the page and select "Passport CellarPass Tutorial"