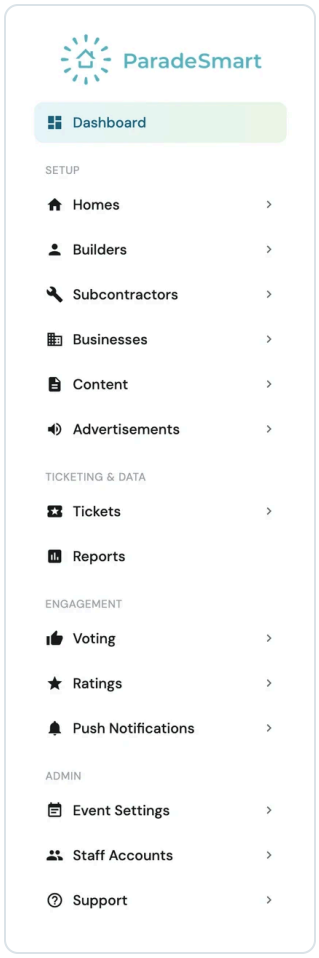
Dashboard Quick Guide

The 10 things people ask about most, in a few simple steps each.

Log in: app.paradesmart.com/manage
Help: support@paradesmart.com



The new menu on the left side of the Dashboard. Click an item to open it and see what's underneath.

Need us? Click **Support**, then **Contact Support**. It comes straight to our inbox.

1 I want to give a builder their login

1. Click **Builders** in the sidebar. The list shows each builder's username.
2. Click the pencil button next to the builder, and type a password in **Change Password** at the bottom.
3. Click the **Save** button. Then share the username and password with your builder.

Passwords can't be viewed later. If a builder forgets theirs, just set a new one.

2 I want to add or update a home

1. To add one, click **Add Home** right under **Homes** in the sidebar, or the **+ Add Home** button.
2. To change one, click **Homes** in the sidebar, then the pencil button next to it.
3. Every home needs a name, Index, and builder. A home's details are on its **Edit Info** tab. Make your changes, then save.

Quick way: **+ Add Home** at the bottom of the Dashboard home screen. No builder yet? Add one right on the Add Home page.

3 I want to set when my event, ticket sales, and addresses go live

1. Click **Event Settings** in the sidebar.
2. In the **Event Dates** section, pick the date and time for **Event Starts**, **Event Ends**, **Ticket Sales Start**, and **Addresses Go Live** (when addresses and map pins show).
3. Click the **Save Settings** button.

No tickets can be bought before Ticket Sales Start, even if a ticket type is turned on. All times are Mountain Time.

4 I want to add or update a builder

1. To add one, click **Add Builder** right under **Builders** in the sidebar, or the **+ Add Builder** button.
2. To change one, click **Builders** in the sidebar, then the pencil button next to it.
3. Fill in the builder's **Name** and anything else you have, like their logo. Click the **Save** button.

Name is the only thing required. Quick way: **+ Add Builder** at the bottom of the Dashboard home screen.

5 I want to fix a map pin or wrong directions

1. Click **Homes** in the sidebar, then the pencil button next to the home. Click the **Edit Info** tab.
2. Move the pin to the exact spot of the home.
3. Click the **Save** button.

For the best pin, use exact latitude and longitude (see **GPS Coordinates & Map Pins** in the Help Center). New road? Pin the closest street the maps know and add written **Directions**.

6 I want to hide a home until it's ready

1. Click **Homes** in the sidebar.
2. Switch **Visible** to **No** next to the home.
3. Switch it back to **Yes** when it's ready.

7 I want to log in or reset a password

1. Go to **app.paradesmart.com/manage** and log in.
2. To reset someone's password, click **Staff Accounts** in the sidebar, then the pencil button next to them.
3. Type the new password in **New Password** and **Confirm New Password**, then click the **Save** button.

Locked out yourself? Email support@paradesmart.com and we'll reset it.

8 I want to resend someone's tickets

1. Click **Tickets** in the sidebar.
2. Search for their name or email, then click the ticket number.
3. Click the **Resend Email** button.

Ask them to check their spam folder first. Big order? On the ticket record, click **Send Tickets to Recipients** to send each guest their own ticket.

9 I want to add a sponsor banner ad

1. Click **Add Advertisement** right under **Advertisements** in the sidebar, or the **+ Add Advertisement** button.
2. Upload the ad image (1200 × 200 pixels) and add the sponsor's website link.
3. Choose where the ad shows and the dates it runs, then click the **Save** button.

10 I want to see how many people attended our event

1. Your total scans and re-entries show in the quick stats on the Dashboard home screen, right when you log in.
2. For more detail, click **Reports** in the sidebar, then **Scanned Tickets** on the Reports page.
3. Pick your event's dates and click the **Change Date** button.

For how many tickets were used, click **Homes Visited per Ticket** on the Reports page.