# Setting Up for Event Parking

> The Event Parking feature allows administrators to configure exclusive parking lots that can only be booked by users who have been given a direct link or QR code. Its primary purpose is to help ensure that only authorized event attendees can reserve and purchase parking for specific occasions by utilizing visibility restrictions and passwords. This article is intended for OPSCOM administrators.

## Setup and Configuration

Setting up a lot for exclusive event parking involves two main configurations: hiding the lot from the general public and applying an access password.

Because the configuration steps for these features are extensive, please refer to their dedicated wiki articles for full step-by-step instructions:

1. Ensure **Temporary Permits** are active for the lot *(direct links do not function for standard permits)*.
2. Configure the lot to be hidden from standard public view. Instructions can be found on the *Lot Visibility Options* page.
3. Secure the lot to ensure only authorized users can book space. Instructions can be found on the *Lot Passwords* page.

## Using this Feature

Once your event lot is properly hidden and secured with a password, administrators distribute access to the lot outside of the standard OPSCOM user portal.

1. Locate the direct URL link or QR code on the lot's **Temporary Permits tab**.
2. Distribute the direct link via email to your event attendees, or display the QR code on physical event signage or ticketing materials.
3. Ensure the attendees are also provided with the configured lot password.
4. When a user clicks the link or scans the QR code, they will be directed to the hidden lot's **temporary permit page** and prompted to enter the password to complete their parking reservation.

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## Best Practices and Considerations

> **Retrieve Direct Link & QR Code:** OPS-COM automatically generates a unique direct link and QR code for your lot on the **Temporary Permits tab** once the lot is saved with a Lot Name and assigned User Types. Administrators can copy the link or download the QR code directly from this tab to use on event signage, ticketing materials, or pre-event emails.

- **Clear Communication: Always include both the direct link and the lot password** in your pre-event communications (such as registration confirmation emails). If attendees only have the link but lack the password, they will be unable to book their parking.

- **Testing:** Before sending out communications to a large group of attendees, test the direct link and password yourself in an incognito or private browsing window to ensure the lot routes correctly and the password functions as intended.

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Revision #8
Created 11 June 2025 16:10:35
Updated 18 August 2026 15:03:29