

Getting Started

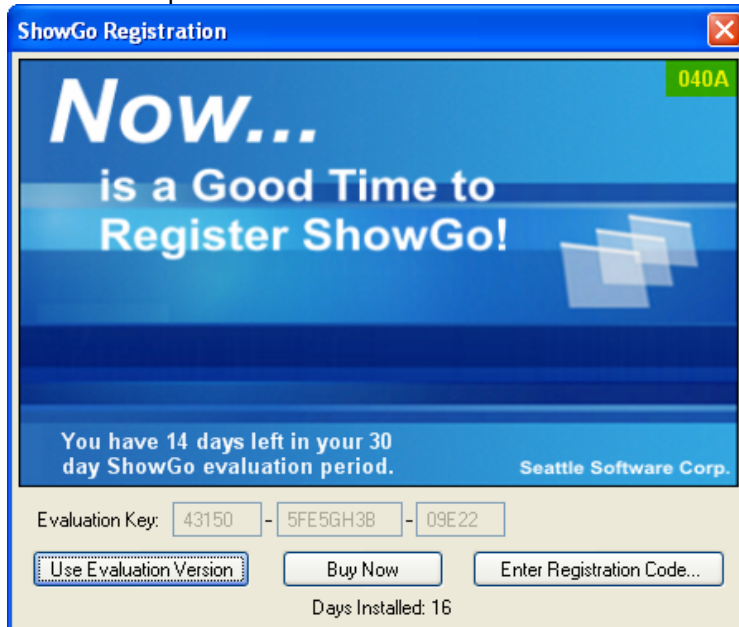
Thank you for purchasing ShowGo!



Evaluating or Registering ShowGo

1. **Open ShowGo** through the Desktop shortcut or Start Button
2. The **Registration Form** opens.
Notice the **4-digit code** in the top-right hand corner. This code changes each time you open the form.

In this example the code is: **040A**



3. Call and ask for Sales, or email the code
 1. **Phone:** 206.286.7677 ext. 3
 2. **Email:** support@seattlesoftware.com
(leave Registration Form open until you get a response because the 4-digit code will change)
4. Indicate whether you are **evaluating** the software or trying to **register** the software.
 1. If **evaluating**, enter the Evaluation Key into the space provided and click Use Evaluation Version
 2. If **registering**, click Enter Registration Code and enter your name and the Registration Code given to you and click **OK**.

Logging into ShowGo

The next screen you will see is the login screen.



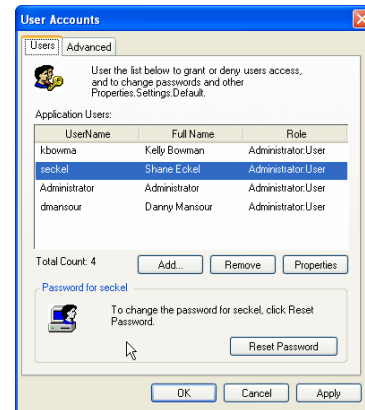
1. Enter the following
 - a. Username: **Administrator**
 - b. Password: **password1**

Adding a User

1. From the **Main Form**, click **File > User Accounts**
2. Click the **Add...** button.
3. Enter all the pertinent information
4. Click **OK**
5. Enter **additional users** if necessary
6. Click **OK** to close the User Accounts window

Next, Log out and Log back in

1. Click **File > Logout and Exit**
2. **Re-Open ShowGo**
3. Log in as the newly created **username** and **password**



Display Events

As an added security measure, whenever a new user logs into ShowGo all of the events are hidden. All users follow these next steps.

1. Click **View > Filter Events By**
2. Click the **Check All** button
3. Click away

You only have to do these steps when you log into ShowGo or after a software upgrade is performed.