

TouchPix Event Setup Guide



Staff Operations Reference

event.touchpix.com 6 Sections 27 Steps Updated June 2026

Black Diamond Event Production

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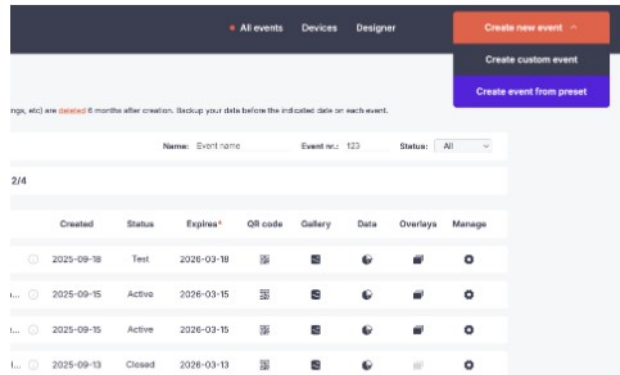
- 1 Creating a 360 / Spinner Event from Preset
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SECTION 1 Creating a 360 / Spinner Event from Preset

Use this workflow when setting up a 360 spin booth (Spinner or equivalent) for a new event.

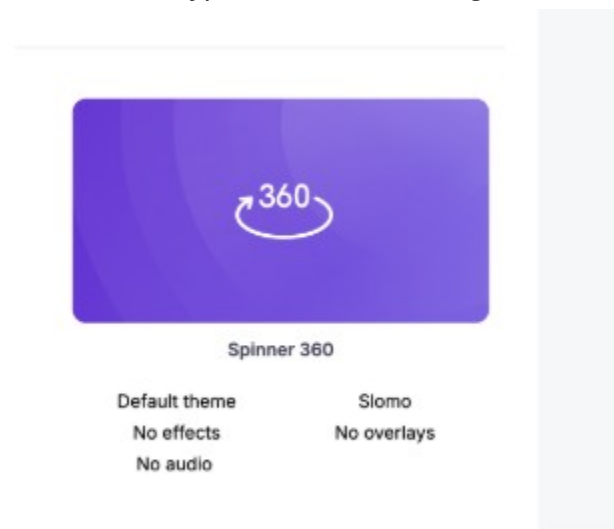
Step 1 Open All Events and Start a New Event

Log in to event.touchpix.com. From the main navigation, click All Events. In the top right, click the Create new event button, then select Create event from preset from the dropdown.



Step 2 Select the Spinner 360 Preset

Browse the preset cards and click the Spinner 360 card (or the preset matching your 360 booth hardware). This loads the correct session type and default settings.



Step 3 Enter the Event Name

Type a clear, descriptive name for the event in the Name of the event field (e.g., "Smith Wedding 6/28" or "Corp Gala 2026"). Keep naming consistent with your master event list.

Name of the event *

This name will be visible in the menu on your device.

Country *

Select the country in which the event will take place to establish the default text/SMS provider.

Step 4 Set Programmed Start and End Time

Check the Programmed Start & End Time checkbox. Enter the event start date/time and end date/time. The booth will automatically become active and deactivate within these windows. Click Create Event to save.

Programmed Start & End Time

By setting a start and end time, your event will be active only during that period. After the end time, the app disables function buttons, blocking further content creation. Times can't be edited post-creation unless the event is deleted.

[Read more about how this system works.](#)

Enable Start and End Time

Set the start time of the event

Set the end date of the event

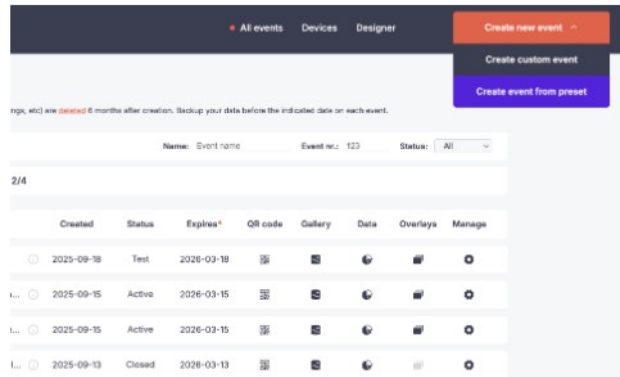
I agree to the [Privacy Policy](#) and the [General Terms and Conditions](#) *

SECTION 2 Creating a Photobooth Event with Printing

Use this workflow for standard photobooth setups where guests will receive printed photo strips or prints.

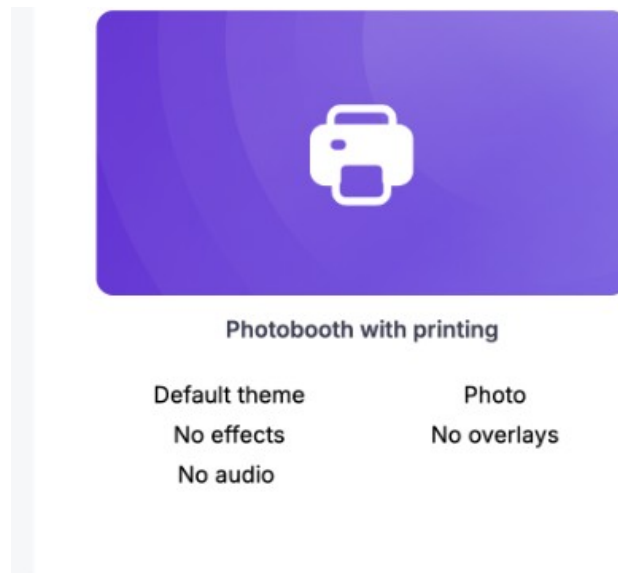
Step 1 Open All Events and Start a New Event

From the All Events page, click Create new event and select Create event from preset.



Step 2 Select the Photobooth with Printing Preset

Select the Photobooth with printing card. This preset enables the printing workflow and configures default photo session settings appropriate for a DNP or similar event printer.



Step 3 Enter the Event Name

Type the event name. TouchPix may show an autocomplete dropdown with previously used names. Select an existing name only if you are setting up a duplicate or returning event. Otherwise, type a new, unique name.

Name of the event *

This name will be test.24 on your device.

Country *

Select the country in which the event will take place to establish the default text/SMS provider.

[Cancel](#) [Confirm](#)

Step 4 Enable Start and End Time

Toggle the Start/End Time switch to ON. Set the event start and end date/time. Click Create Event.

Programmed Start & End Time

By setting a start and end time, your event will be active only during that period. After the end time, the app disables function buttons, blocking further content creation. Times can't be edited post-creation unless the event is deleted.

[Read more about how this system works.](#)

Enable Start and End Time

Set the start time of the event Set the end date of the event

I agree to the [Privacy Policy](#) and the [General Terms and Conditions](#) *

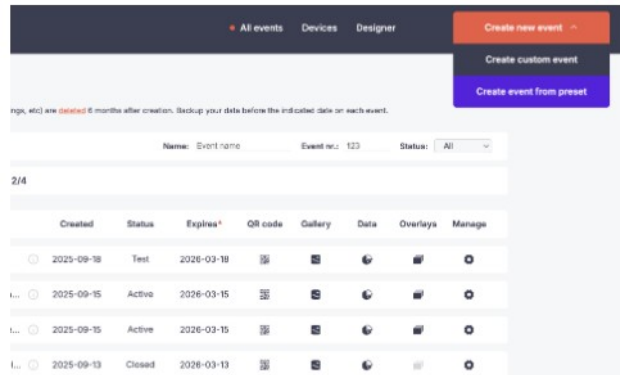
[Cancel](#) [Create event](#)

SECTION 3 Creating a Photobooth Event without Printing

Use this workflow for digital-only photobooth activations (social share, email delivery) where no physical printer is connected.

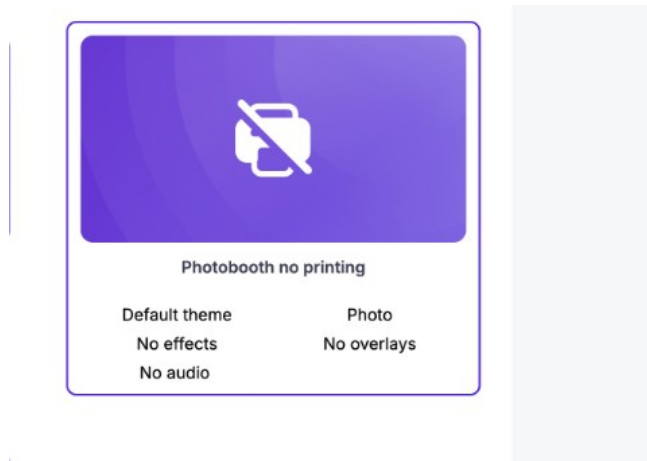
Step 1 Open All Events and Start a New Event

From the All Events page, click Create new event and select Create event from preset.



Step 2 Select the Photobooth No Printing Preset

Select the Photobooth no printing card. This preset disables print queue functionality and optimizes the session for digital sharing only.



Step 3 Enter the Event Name

Type a clear event name (same process as Section 2, Step 3).

Name of the event *

This name will be visible in the menu on your device.

Country *

Select the country in which the event will take place to establish the default text/SMS provider.

Step 4 Set Start and End Time and Save

Enable and configure the Start/End Time, then click Create Event (same process as Section 2, Step 4).

Programmed Start & End Time

By setting a start and end time, your event will be active only during that period. After the end time, the app disables function buttons, blocking further content creation. Times can't be edited post-creation unless the event is deleted.

[Read more about how this system works.](#)

Enable Start and End Time

Set the start time of the event

Set the end date of the event



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SECTION 4 Activating an Event on a Device

Once an event is created, it must be activated on the physical booth device before guests can use it. This section covers the QR activation method.

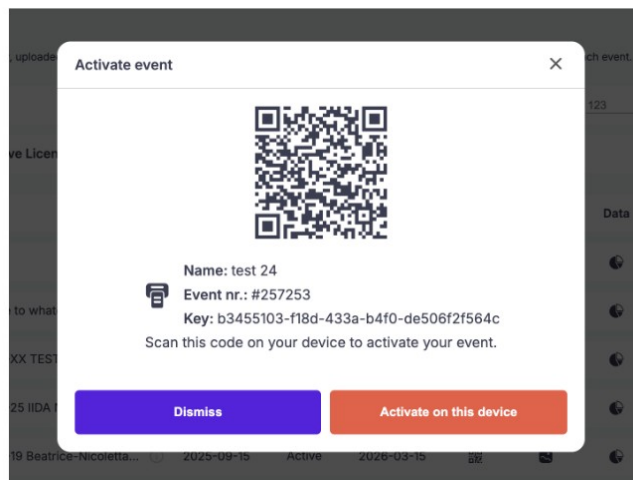
Step 1 Locate the Event and Click the QR Code Icon

From the All Events list, find your event. In the QR code column, click the QR icon. This opens the activation popup.

Event nr.	Name	Created	Status	Expires*	QR code
#257253	test 24	 2025-09-18	Test	2026-03-18	

Step 2 Scan the QR Code on the Booth Device

The Activate event dialog displays the event name, event number, and a unique activation key. Open the TouchPix app on your booth device and scan the QR code shown here to link the device to this event. Alternatively, if you are on the same machine as the booth, click Activate on this device.



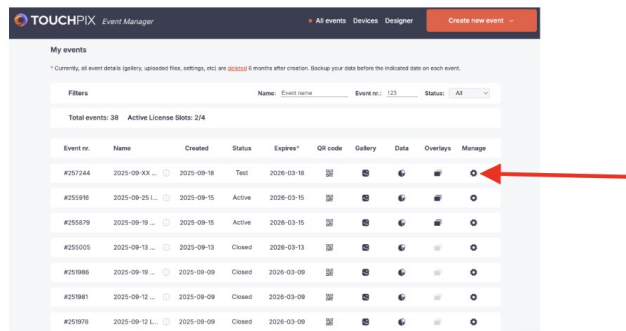
NOTE: Keep the event number and key on file as a backup — they can be entered manually on the device if the QR scan fails.

SECTION 5 Duplicating an Event and Setting Up a Photo Overlay

The fastest way to set up a recurring event format is to duplicate an existing event and update its overlay design. This section walks through the full workflow from duplication to printing the activation QR.

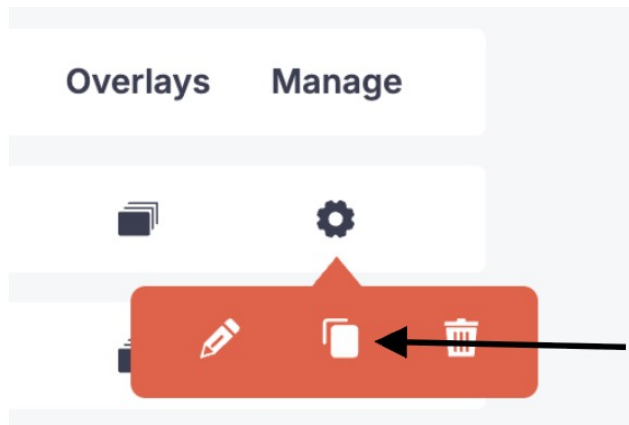
Step 1 Open Manage for the Source Event

From the All Events list, locate the event you want to duplicate. Click the gear icon in the Manage column on the far right.



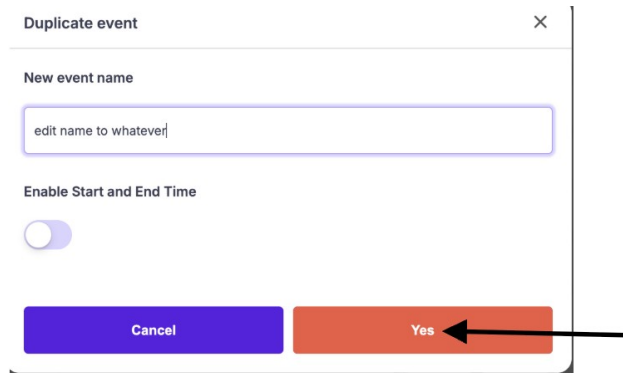
Step 2 Click the Duplicate Icon

In the manage dropdown menu, click the duplicate icon (two overlapping rectangles). This opens the Duplicate event dialog.



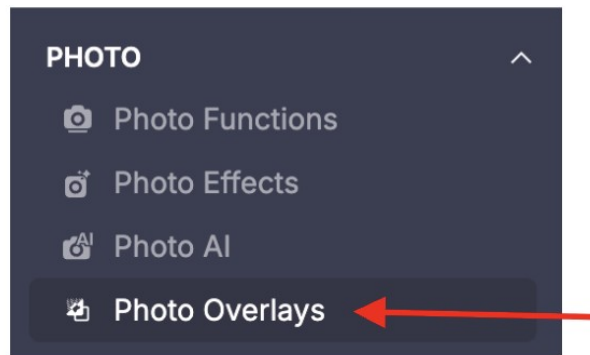
Step 3 Name the Duplicate Event and Confirm

Enter the new event name in the name field. Click Yes to create the duplicate. TouchPix will copy all session settings, overlays, and configuration from the source event.



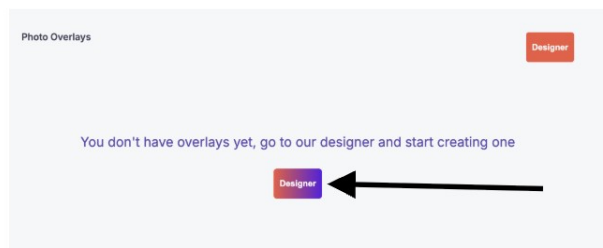
Step 4 Open Photo Overlays in the Sidebar

Click on the newly created event to open it. In the left sidebar navigation, click Photo Overlays.



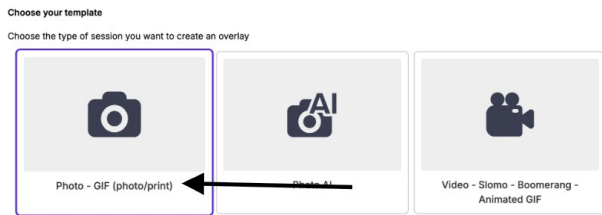
Step 5 Launch the Overlay Designer

On the Photo Overlays page, click the Designer button. This opens the full overlay design editor.



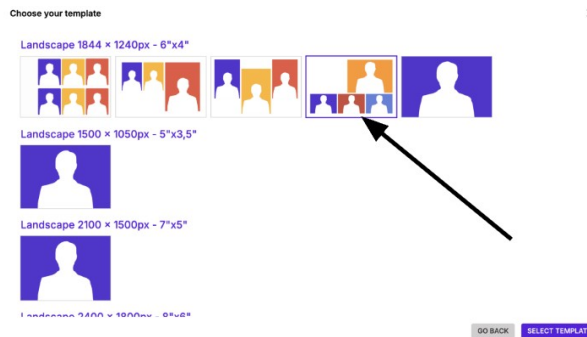
Step 6 Select Template Type: Photo GIF

In the Choose your template modal, select Photo - GIF (photo/print). Do not select Photo AI unless intentionally using AI-generated overlays.



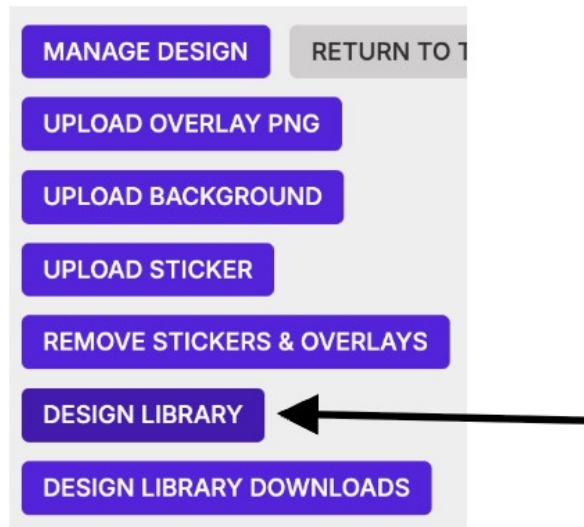
Step 7 Choose a Template from the Gallery

Browse the template gallery and click the card for the desired overlay layout. Templates are sized to match your photo session output dimensions.



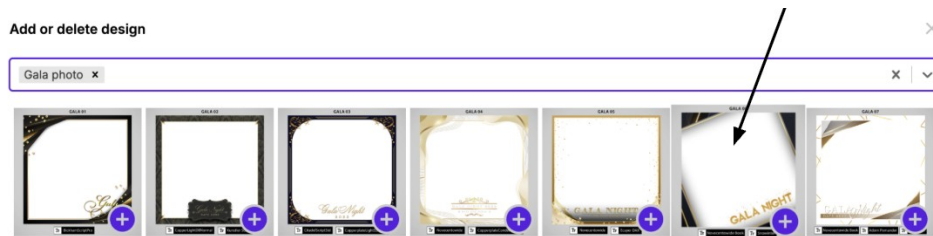
Step 8 Open the Design Library

Inside the designer, click Design Library from the top toolbar. This opens the pre-built design asset library for brand-consistent overlays.



Step 9 Search for and Select a Design

In the Add or delete design dialog, type a search term (e.g., "Gala photo", "Corporate", "Wedding") to filter the library. Click the + button on the design you want to apply to the template.



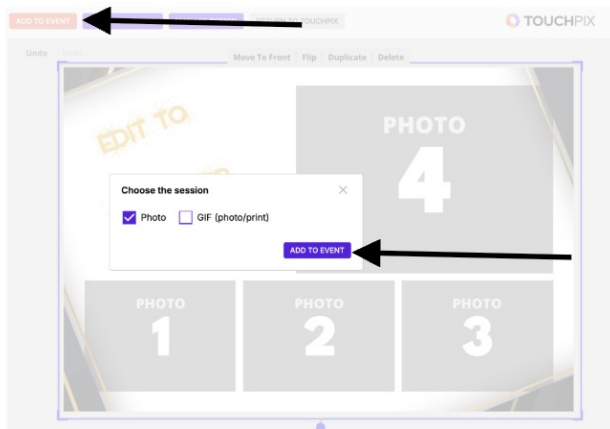
Step 10 Edit the Template Text

Click any editable text element in the designer (such as the event name or tagline). Update the text to match the current event. Use the Edit toolbar at the top for font, size, and color adjustments.



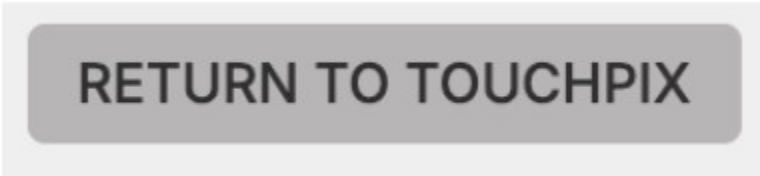
Step 11 Click Add to Event

When the design is finalized, click the Add to Event button at the top of the designer.



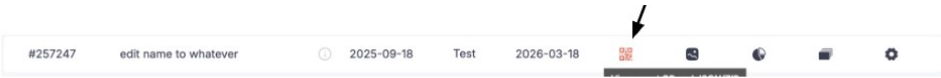
Step 12 Choose Session Type and Confirm

A session selection dialog will appear. Check Photo (and GIF if applicable). Click Add to Event to confirm. Then click Return to TouchPix to go back to the dashboard.



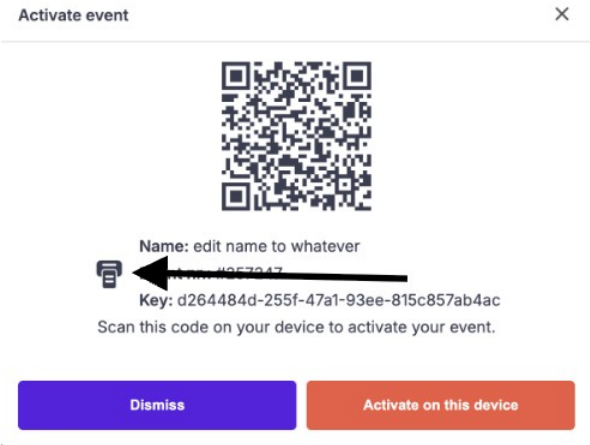
Step 13 Click the QR Code Icon for the Event

Back on the All Events list, find the duplicated event. Click the QR code icon in the QR code column.



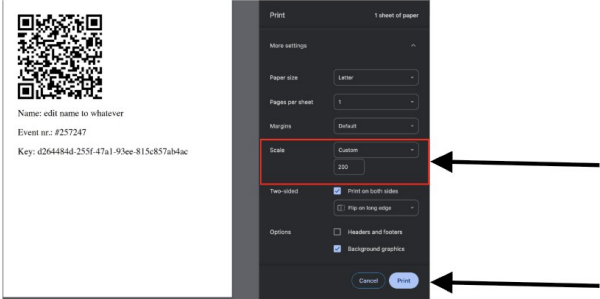
Step 14 Open the Activation Popup and Click Print

In the Activate event popup, review the event name and key, then click the printer icon (Print button) to send the QR code sheet to your printer.



Step 15 Set Print Scale to 200 and Print

In the browser Print dialog, expand More settings and set Scale to Custom → 200. This enlarges the QR code for easy scanning on-site. Click Print.



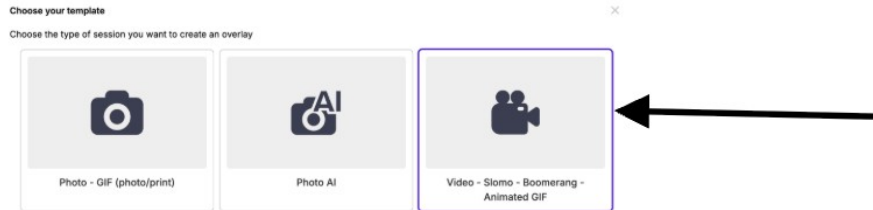
NOTE: Print 2 copies: one for the booth and one for your event folder. The QR code is single-use per device — re-scan if the device reboots.

SECTION 6 Creating a Video / Slomo / Boomerang Event

For slow-motion video, boomerang loops, or animated GIF booths, select the Video session type when choosing your overlay template. The steps below apply during the Designer overlay setup (see Section 5, Step 6 onward).

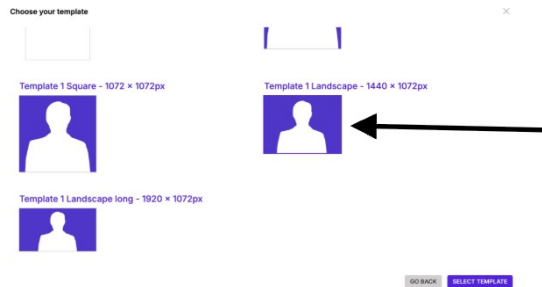
Step 1 Select Video - Slomo - Boomerang Template Type

In the Choose your template modal (reached from Photo Overlays > Designer), click the Video - Slomo - Boomerang - Animated GIF card. This switches the template engine to video-compatible overlay formats.



Step 2 Choose the Landscape Template Size

On the template size selection screen, choose Template 1 Landscape - 1440 x 1072px for standard widescreen video output. Click Select Template to open the designer with this canvas. Continue from Section 5, Step 8 (Design Library) to finish the overlay setup.



NOTE: Landscape long (1920 x 1072px) is available for ultra-wide displays. Use Landscape (1440 x 1072px) for most booth setups.