

# Instructions for Employees



## Tualatin Valley Creates

ArtPass Membership  
Program

[www.tvcreates.org/artpass](http://www.tvcreates.org/artpass)

For more information, please contact **503-567-1713** or [info@tvcreates.org](mailto:info@tvcreates.org)

## How to Redeem the ArtPass Card

### Step 1

This is the front of the ArtPass Membership Card.  
The one provided to Business Partners is purple.

Verify that the name  
is the same as on their ID or  
credit card.

Business Partner cards will  
simply be the name of the  
Business Partner.



Make sure that the  
card isn't expired

### Step 2

Complete sale using special deal decided on by  
your employer.

Your business's deal:

*(Managers, please write in here)*

### Step 3

Ask the member to check in using the **QR Code Attendance Tracker** provided to your business. This keeps track of how many people visit your establishment and will be used to evaluate the success of the ArtPass program each year.

All done!

## Membership FAQ's

**Q: Why do I have to fill out an attendance form?**

**A:** TVC uses this information to track how many people are using the Membership Program and assessing future program needs.

**Q: I don't feel comfortable sharing my personal information on the attendance form.**

**A:** That's okay! Just skip filling out your name and submit the form without it.

**Q: Is there a limit to the number of times I can use my ArtPass at one business?**

**A:** Nope! As long as your membership is active, you can use your ArtPass as many times as you like at your favorite business, unless explicitly stated in their special offer.

**Q: How are partnering businesses selected?**

**A:** TVC partners with independently-owned businesses within Washington County involved in contributing to the vibrancy of our creative community.

**Q: Do the special offers ever change?**

**A:** Yes this can happen! When businesses join the ArtPass Program, they commit to being a partner for 1 year. After that, they can choose to renew or change their special deal offered. For this reason, special offers depend on the current partnering businesses. Our website reflects the most up-to-date offers.

**Q: I had a great experience at a business! How can I let them know?**

**A:** Our Membership Page at [www.tvcreates.org/artpass-directory](http://www.tvcreates.org/artpass-directory) has a place where you can leave reviews and comments on the businesses you've visited. We love to see your feedback so be sure to check it out!

**For any further questions, please contact [info@tvcreates.org](mailto:info@tvcreates.org).**

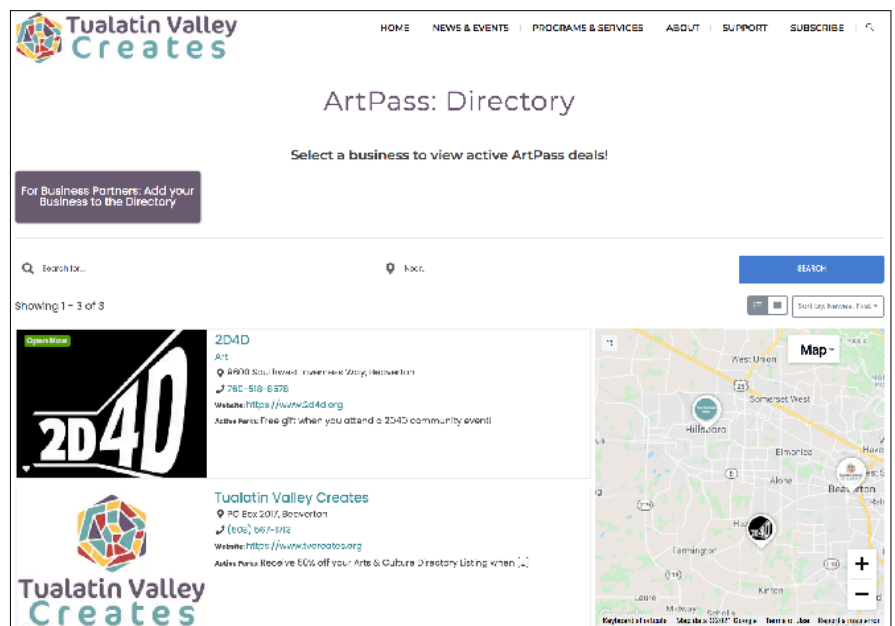
## ArtPass Card for Employees

Two ArtPass cards are given to each Business Partner (business participating in the ArtPass Membership Program).



All active employees can use these cards. Your employer will determine the details of how these cards will be shared.

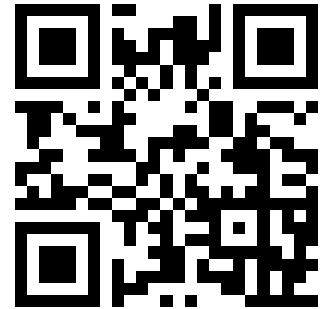
You can use this card at any of the participating businesses found on TVC's Membership Page at [www.tvcreates.org/artpass-directory](http://www.tvcreates.org/artpass-directory).



## QR Code Attendance Tracker

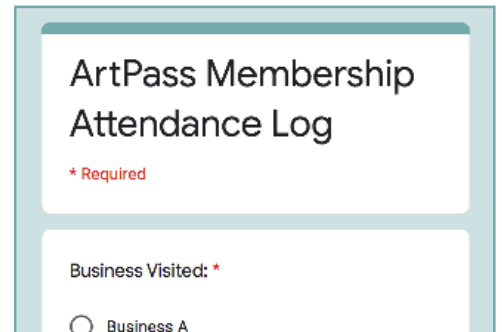
### Step 1

Open up the camera on your smartphone and hover over the QR code. Click on the link that appears.



### Step 2

Fill out the Google Survey Attendance form. This will only take 1 minute.



ArtPass Membership  
Attendance Log

\* Required

Business Visited: \*

Business A

### Step 3

That's it! This notifies TVC that an ArtPass Member has visited one of our partnering businesses.

### Don't Have a Smartphone?

Here's the link to the Google Form: [www.bit.ly/artpass-checkin](http://www.bit.ly/artpass-checkin)

If you're not able to fill out this form during your visit, feel free to do so later by going to the link listed above. Your response helps us evaluate program needs in the future!