## **Event Parking Registration**

There are two options when registering for event parking: through the event URL link or through the ParkMobile app. Below are instructions for both options.

Registering through the URL link

- 1. Visit the URL registration link provided by the department for the event you're attending
- 2. Click "Reserve" under the specific parking location
- 3. Click "Continue as Guest"
- 4. Visitor will input relevant information to complete registration process, once the "Confirm & Purchase" option is completed the visitor is registered to park for the event date/time selected

Registering through the ParkMobile app

- 1. Visitor will download the ParkMobile app on their smart device. Once downloaded and the app is opened, select the settings, and create an account with payment information, vehicle information, etc.
- 2. After setting up your account profile, select the "Reserve" option at the bottom of the page to begin the event registration process
- 3. Select the blue event icon named "Mississippi State" to proceed
- 4. Select the event you're attending under the "Event" tab
- 5. Visitor will input relevant information to complete the registration process, once the "Reserve Your Spot" option is selected the visitor is registered to park for the event date/time selected

## Inputting your License Plate

- 1. Input all numbers and letters as listed on your license plate from left to right
  - a. For specialty license plates, if there are stacked/vertical letters on the left or right then numbers input your license plate in that order
- 2. DO NOT put any spaces within your license plate number or the system will not recognize your vehicle as registered
- 3. If you have a specialty license plate with the letter O, input the number 0. Our system does not recognize the letter O and will not recognize your vehicles as registered
- 4. For examples, visit the Vehicle Management tab on our website <u>https://www.transportation.msstate.edu/parking/vehicle-management</u>
- 5. Visitors will not be charged upon completion of registration