
The Ordway Center for the Performing Arts uses the Splan Visitor Management system for personnel entering through the Stage Door on 5th Street. All MNOP Artists and Staff should use the Stage Door entrance. To locate the Stage Door, enter the following address into Google Maps: 128 W 5th Street, Saint Paul, MN 55102, or [click here](#).

Guests Artists & MNOP Employees without Access Cards

All guest artists (including cast, creative team, orchestra, etc.) and MNOP staff without access cards will check in and out of the building using the Splan touch pads inside the stage door. Prior to your first visit for each production, you will receive an email from OrdwayVisit@Ordway.org which contains a QR code that can be scanned for entry at the touch pads. Because the system requires us to set start and end dates and times for your access with the QR code, this email will include an **approximate** date and time of your first anticipated entry. It is perfectly okay if your actual entry is not at this date/time, it's just a field we must complete to enter you in the system. Your QR code will be valid for the full length of the current production at the Ordway, so please save this email if you choose to use the QR code for entry.

Upon Arrival Each Day:

- If you will be using a QR code, select "Scan QR Code" on the home screen.
- If you will NOT be using a QR code, select "Pre-Registered" on the home screen. You may then enter your name and/or email address to locate your record and sign-in.

When Departing Each Day:

- Select "Check Out" from the home screen to sign yourself out of the building.
- You may either scan your QR code or enter your name or email to check out.

MNOP Employees with Electronic Access Cards

Minnesota Opera Employees with Ordway Access Cards will continue to swipe their card on the card readers at Stage Door for building entry and exit. Your access card is also programmed to unlock certain internal doors with card readers. Please always remember to swipe OUT when exiting the building. To add an employee access card, please contact Sarah Lockwood (slockwood@mnopera.org). If you have an electronic access card, you do NOT need to use the Splan touch pads.

Vendors or Visitors

Vendors or Visitors who are not MNOP employees or an Artist or Staff Member for the current production have the option to register at the touch pad upon arrival. Please select "New Registration" from the home screen if your visitor is not already in the system.

To pre-register a visitor in Splan, please email Sarah Lockwood with your visitors' name, email address, and date and approximate time of visit.

Please note: Due to current COVID procedures, guests are not permitted backstage.