
The Ordway Center for the Performing Arts uses Envoy to manage 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 Envoy tablets inside the stage door or the Envoy Mobile app. Prior to your first visit for each production, you will receive an email from no-reply@envoy.com (Ordway Center for the Performing Arts) which contains a QR code that can be scanned for entry at the tablets. The QR code in your email may be added to your Apple Wallet or Google Pay for easy access. 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.

Please Note: 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** time of your first anticipated entry. It is perfectly okay if your actual entry is not at this time, it's just a field we must complete to enter you in the system.

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, you may enter your name and/or email address on the tablet 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.
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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: Guests are not permitted backstage.