



Guests can also Self-Register by texting in the [keyword] to **76278**.



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Steps to Check-In a Guest

1. From **View Admin**, select **Users** then **Check-In**
2. Type a full or partial name in the search, click **Search**.
3. Locate the guest, click **Select**.
4. Verify the contact information, update if necessary.
 - Ensure mobile # is on file
 - Enter Bid # (if applicable)
5. Select **Continue**.
6. Confirm Credit Card on file.
 - If no card: click **Enter/Swipe Card**, follow prompts.
 - If card on file: click **Complete Check-In**.
7. Once complete, click **Close**.

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Tips

- Welcome the guest to the event as you check them in.
 - *“Hi, welcome to the [EVENT NAME]! Let’s get you checked-in. Can I have your name, please?”*
- Once checked-in, provide next steps
 - *“You will receive a text message, simply click on the [blue link](#) and you’re all set. Enjoy the event!”*

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