

Ticket Statuses on Check-In Screen:

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- **Teal Ticket** = Unconfirmed Ticket, will update to confirmed post check-in
- **Clear Ticket w/ '+'** = no ticket purchased

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Steps to Check-In a Ticketed Guest

1. From **View Admin**, select **Users** then **Check-In**
2. Type a full or partial name, party name or 'unassigned' 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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Purchase a Ticket for a Guest at Check-In

1. **If name appears in Check-In:** Click blue '+ Purchase Ticket' next to their name
 - **If name does not appear in Check-In:** Click '+ Purchase Ticket for New Attendee' button
2. Select Ticket Type and add/modify Purchaser info.
3. Secure Payment and Complete Check-In steps above.

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