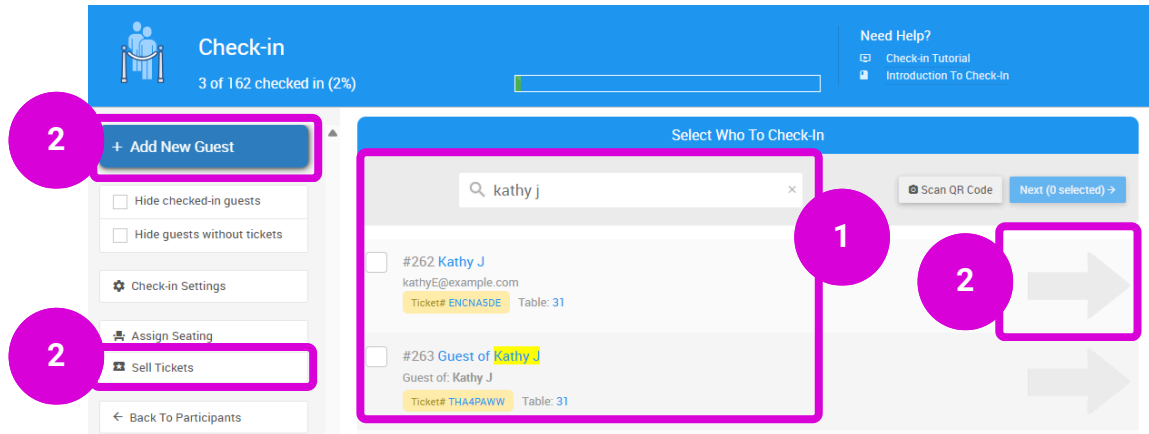


How to Check In Guests

Open Checkout: Click **Check-in** (left sidebar, *Actions*).

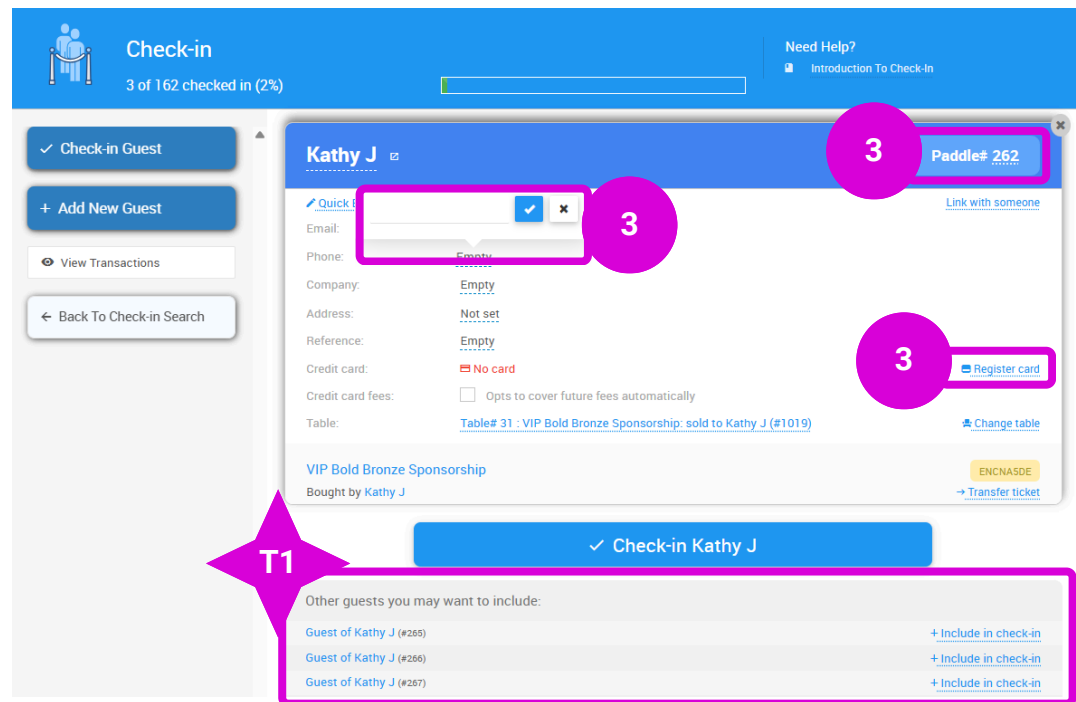
1. Search for the Guest

- Type their name (partial is okay).
- Can't find them? Ask if they're a guest of someone else, then search that name.



2. Check in

- Click the  arrow to open their profile.
- Need to sell a ticket? Click **Sell Tickets**.
- Walk-in or no registration? Click **Add New Guest**.



3. Update Guest Information

- Click the  checkmark icon to save changes.
- To register a card, click **Register Card**.
- Assign paddle number using the **Paddle#** button.

T1

Tip 1. Suggested Guests

If someone bought multiple tickets, **suggested guests** will appear at the bottom of the check-in card.