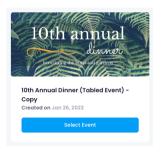
# **Check-in Cheat Sheet**



Log in to https://checkin.swell.gives/ with your Swell username and password. Select Continue

**Username:** 

Password:



## **CHOOSE YOUR EVENT**

Click the blue **Select Event** button under the event you want to work on. If you made a mistake, choose "Dashboard" at the top of the next page to return to your event list.

## **MANAGE & CHECK IN GUESTS**

### **CHECK-IN GUESTS**

Use the search bar to find your guest's names and press the "Check-in Guest" button inline with their name. You can also use the Scan Ticket button with your device's camera function to scan guest's physical tickets and check them in that way.

#### **CLAIM UNCLAIMED COMP TICKETS**

If you have unused comp tickets, you can claim them on behalf of your guests at check in by clicking on comps and following the on-screen prompts.

Once you've claimed a comp ticket, remember to return to tickets to check the guest into the event!

#### **SELL TICKETS AT THE DOOR**

Click the blue "Buy Ticket" button to sell tickets. Follow the on screen prompts to complete the transaction.. Once you've completed the purchase, remember to return to tickets to check the guest into the event!

