

Check-in Cheat Sheet



Sign In to Swell Check-in App

Email

Password [Forgot Password?](#)

LOG IN

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

Username:

Password:



10th Annual Dinner (Tabled Event) -
Copy
Created on Jan 26, 2023

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!**



Dashboard Tickets Comps

Select a different event by returning to the dashboard.

Use the search bar to find guests

Use Comps register someone using a comp code who isn't already on the guest list.

Click this button to sell a ticket at the door.

NAME	PRODUCT	TABLE	TABLE HOST
Brooke Battle	In Person Guest		Guest is checked in
Brooke Battle	Virtual Ticket		<input type="button" value="Check-in Guest ->"/>
Brooke Battle	Virtual Ticket		Guest is checked in

Push this button next to a guest's name to check them into your event.