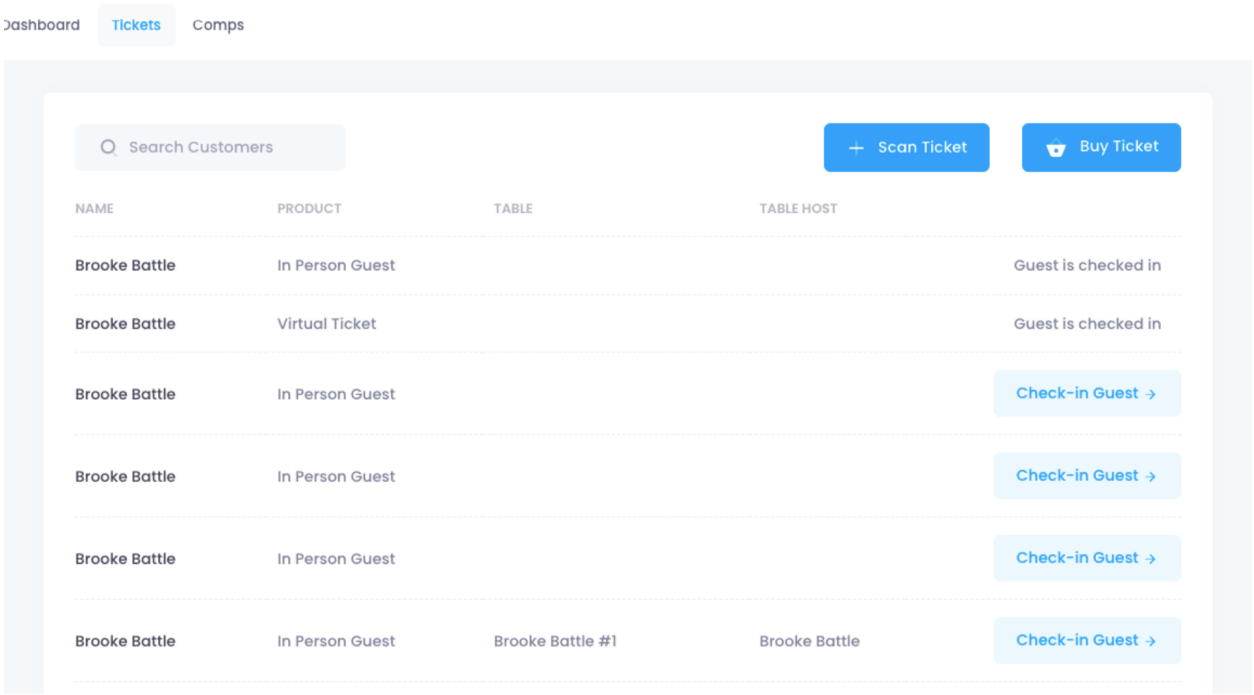
How to Use the Swell Check-In App

Are you looking for a way to check-in guests with ease?

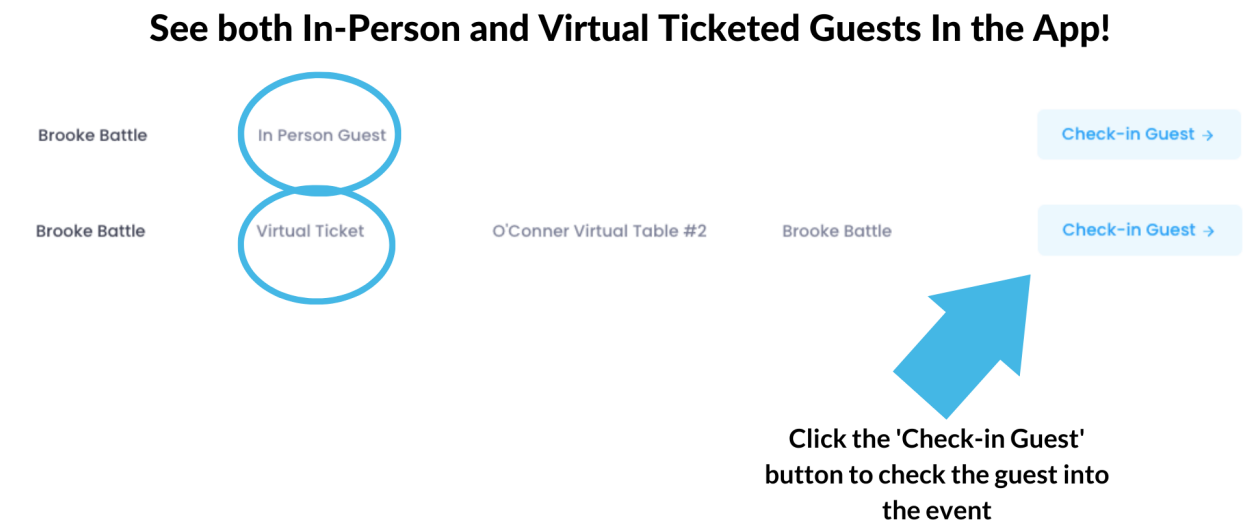
Getting guests in quickly, without a line, and capturing the names of all of the people walking through the door can be a tough task.

With our revamped Swell Check-In App, these tasks are easily accomplished! Our app will pull through a list of ticketed guests who have registered or purchased a ticket to your event and you can check them in with one click! The app also gives you the ability to scan tickets, give guests the ability to purchase tickets at the door, and accept their complimentary ticket at the door!

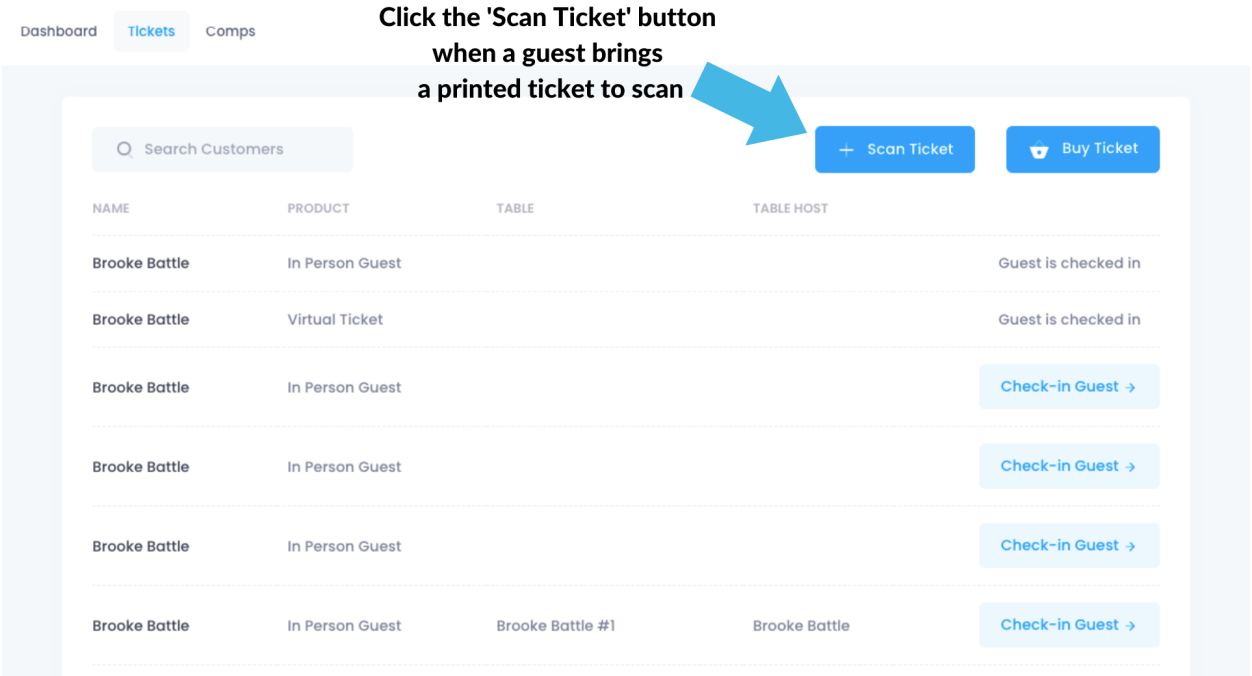
Learn more about how to app works here:



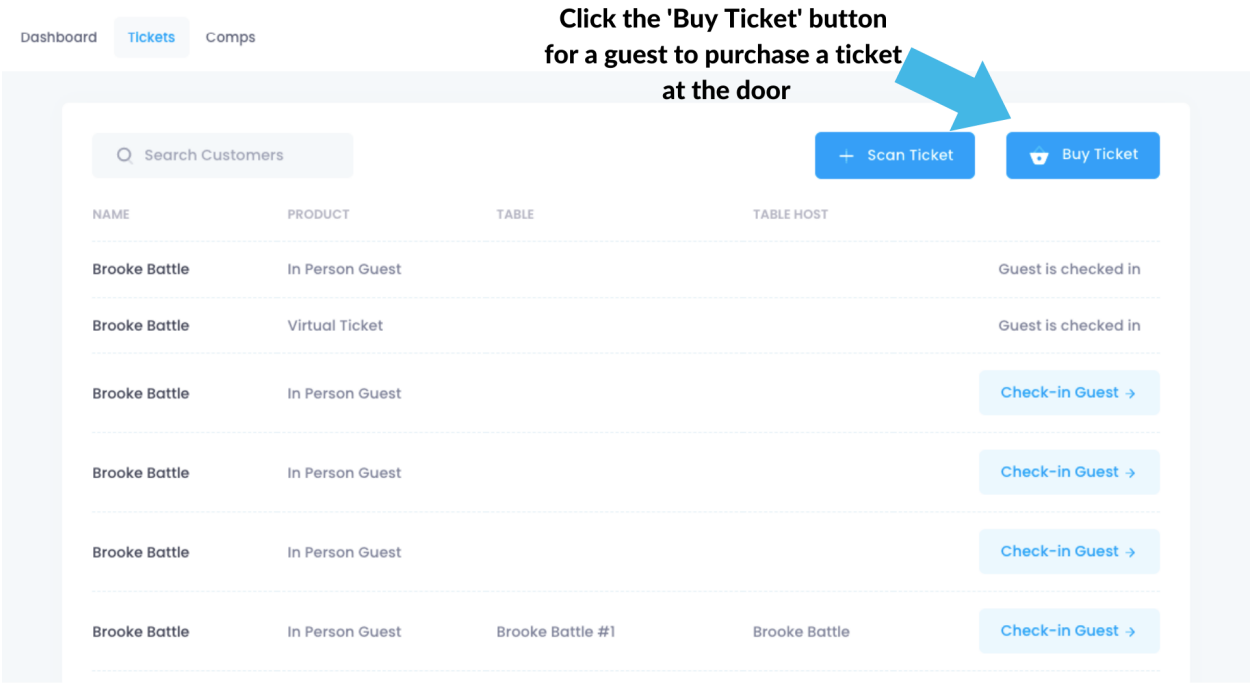
Search the guests' name to take you right to their ticket. You can also see whether the ticket purchased by the guest was a virtual ticket or an in-person ticket (only if you are having a hybrid event).



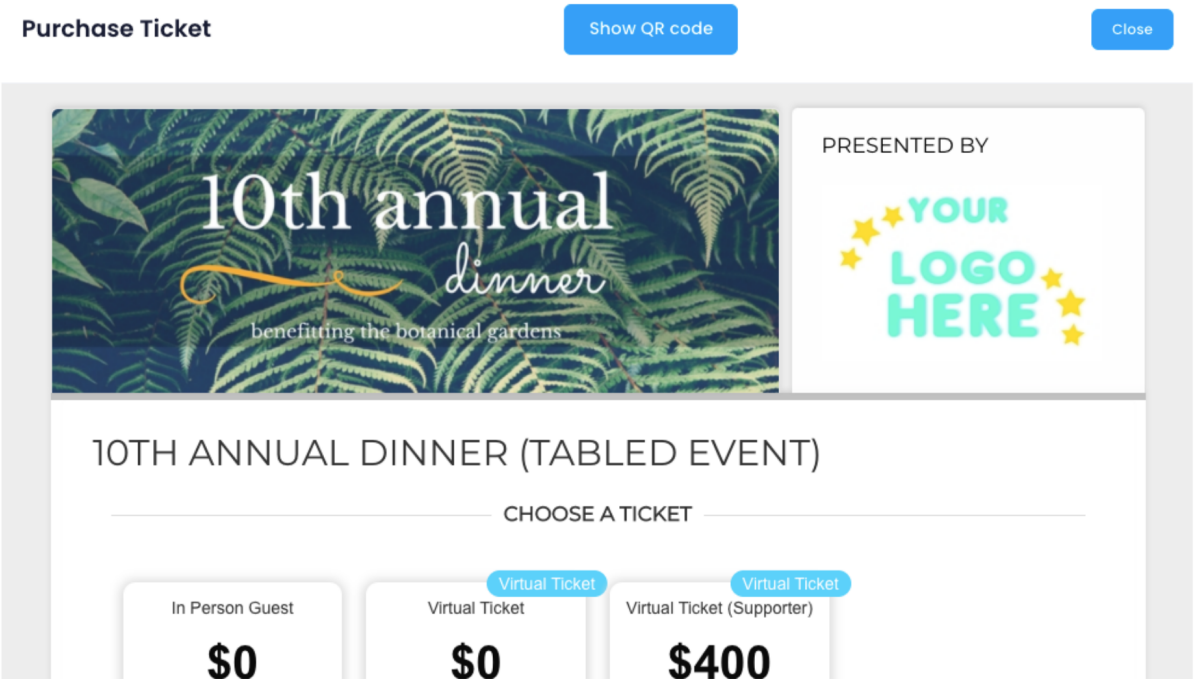
Once you have found the guest, you can check them in by clicking on the 'Check-in Guest' button to the right of their name.



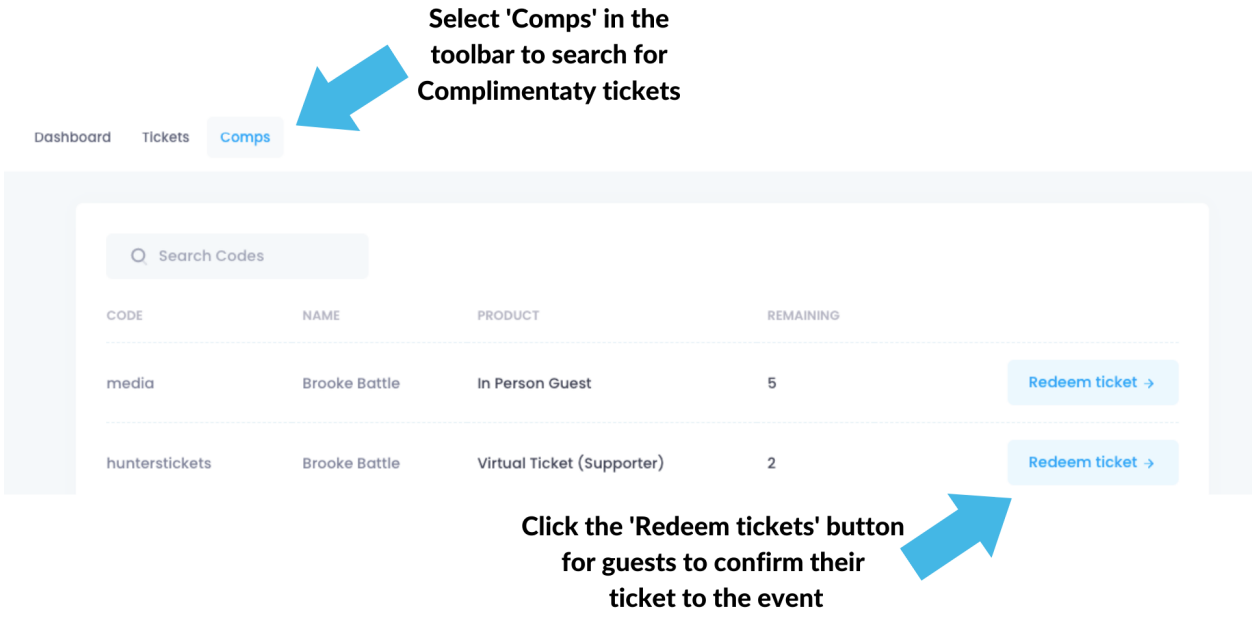
If a guest brings a printed copy of their ticket, you can scan the QR code on the ticket by clicking on the ‘Scan Ticket’ button. You can also skip the scan and search the name of the guest on the printed ticket and click ‘Check-in Guest’.



If a guest would like to purchase a ticket at the door, click the ‘Buy Ticket’ button.



Then they have the option to scan the QR code and purchase the ticket on their phone, or they can use the checkout page on the screen to purchase their ticket. (Swell tip: it will keep the line moving faster if they use the QR code and step to the side to purchase the ticket on their phone)



If the guest was sent a complimentary ticket and has yet to accept the ticket, you can go to the Comps tab in the toolbar to search the company and give the guest the ability to redeem their ticket.

For further questions, please contact support@swellfundraising.com