GiveSmart by communitybrands

Guests can also Self-Register by texting in the [keyword] to **76278.**

Steps to Check-In a Guest
1. From **View Admin**, select **Users** then **Check-In**
2. Type a full or partial name 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 Credit Card** and input.
   - If card on file: click **Complete Check-In**.
7. Once complete, click **Close**.

Tips
- Welcome the guest to the event as you check them in.
  - *"Hi, welcome to the [EVENT NAME]! Let's get you checked-in. Can I have your name, please?"*
- Once checked-in, provide next steps
  - *"You will receive a text message, simply click on the blue link and you're all set. Enjoy the event!"*