

How to Be a Check-In Hero



Three Easy Steps

- Pre-Event Preparation
- Use Your Tools
- Set Up Your Space for Success



Pre-Event Preparation

- **Collect Good Data**
- **Update Your Emails**
- **Recruit Volunteers to Help**



Use Your Tools

- **Emails**
 - Reminders
 - Check-In
- **QR Codes**
- **Check-in App**



QR Codes to Purchase Tickets



Swell Check-In App

The screenshot shows the Swell Check-In App interface. At the top left is the Swell Fundraising logo. The navigation bar includes 'Dashboard', 'Tickets', and 'Comps'. A 'Logout' link is at the top right. Below the navigation is a search bar labeled 'Search Customers'. To the right of the search bar are two buttons: '+ Scan Ticket' and 'Buy Ticket'. Below these is a table with columns: NAME, PRODUCT, TABLE, and TABLE HOST. The table contains three rows of data. A 'Check-in Guest ->' button is located to the right of the second row. Several callouts with arrows point to specific elements: 'Select a different event by returning to the dashboard.' points to the Dashboard link; 'Use the search bar to find guests' points to the search bar; 'Use Comps register someone using a comp code who isn't already on the guest list.' points to the Comps link; 'Click this button to sell a ticket at the door.' points to the Buy Ticket button; and 'Push this button next to a guest's name to check them into your event.' points to the Check-in Guest button.

swell FUNDRAISING

Dashboard Tickets Comps Logout

Select a different event by returning to the dashboard.

Use the search bar to find guests

Search Customers

+ Scan Ticket Buy Ticket

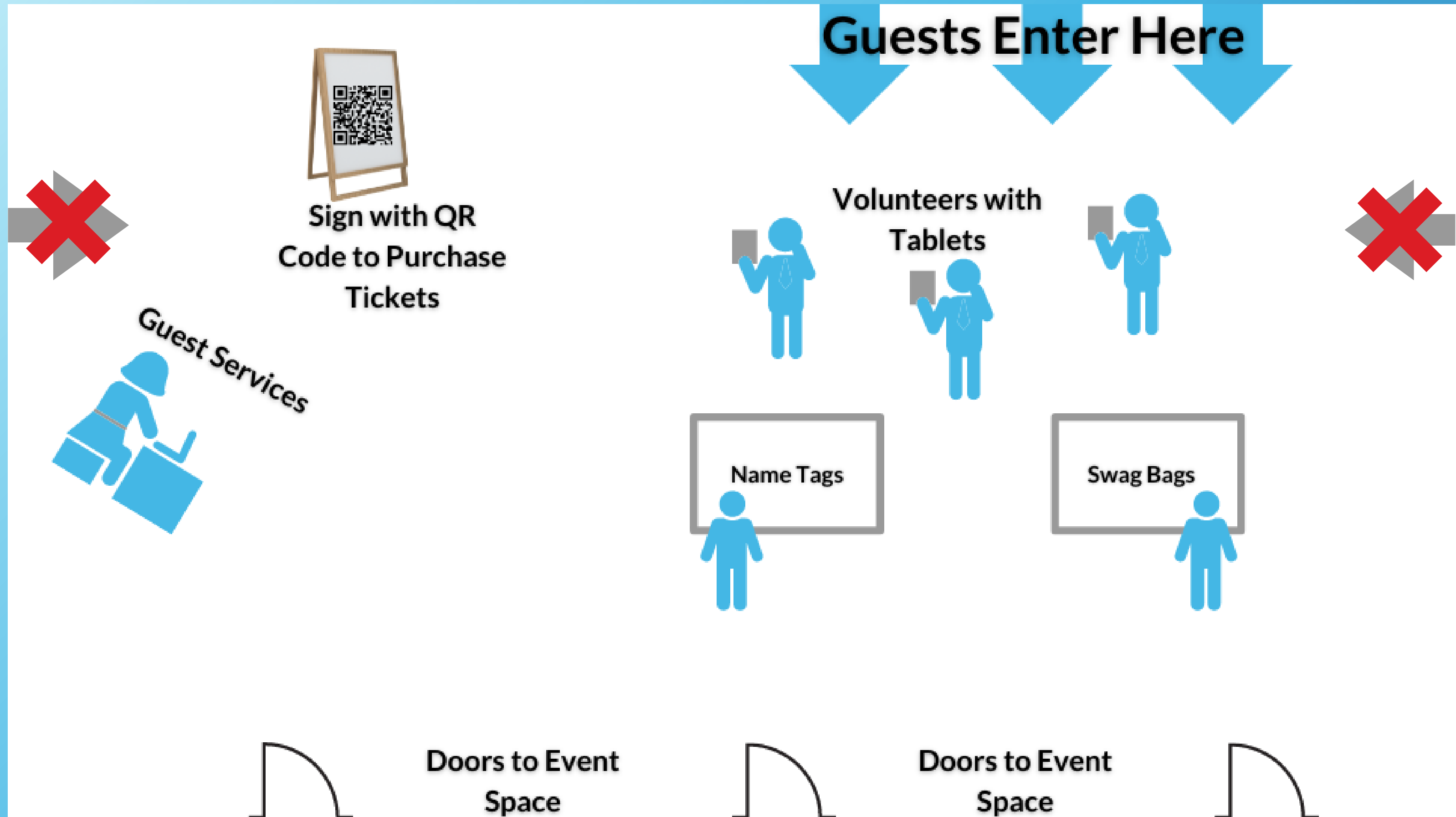
NAME	PRODUCT	TABLE	TABLE HOST
Brooke Battle	In Person Guest		Guest is checked in
Brooke Battle	Virtual Ticket		Check-in Guest ->
Brooke Battle	Virtual Ticket		Guest is checked in

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.

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

Set Up Your Space



Today, We Talked About:

- Preparing for Check-in Success
- Using Your Swell Tools to Provide a Great Check-In Experience for Your Guests
- Setting Up Your Check-in Space at the Venue



Resources



Need Help?

- **Join us for Office Hours! Every Wednesday from 2:30-4:30 PM ET**
- **Click on Help Desk in the left-hand menu or footer of your Swell dashboard**
- **Can't find what you need? Email us at support@swellfundraising.com**



What's Next ?

You can find the recording for today's sessions (and all others) under resources in your Help Desk.

Offline Transactions

Wednesday, April 10th, 2:00 PM ET

Financial Reporting in Swell and Stripe

Wednesday, April 24th, 2:00 PM ET