## Purchase a Ticket at Check In

Last Modified on 04/20/2022 11:09 am EDT

Ticket purchases can be made at check-in and either added to an existing Registered User account or create a new user and include a ticket purchased.

## Watch a Video

## Purchase a Ticket for A New Attendee

- 1. Go to Admin view > Users > Check-In.
- 2. Type the guest's name, and select Search. Partial names are acceptable.
- 3. If no guest appears with that name, click+Purchase Ticket for New Attendee.
- 4. Select the ticket to purchase.
- 5. Add Purchaser and Attendee information.
- 6. Secure payment.
- 7. Once the guest is ticketed, you will return back to the Checkin screen and the newly ticketed guest will appear in the search and be pre-filtered.
- 8. Click Select.
- 9. Confirm their additional details and click Continue.
- 10. Enter a credit card if needed or click Complete Check-In.
- 11. To return to the main screen, click Close.

## Purchase a Ticket for a Non-Ticketed Registered User

- 1. Go to Admin view > Users > Check-In.
- 2. Type the guest's name, and select Search. Partial names are acceptable.
- 3. Click +Purchase Ticket.
- 4. Select the ticket to purchase.
- 5. Add Purchaser and Attendee information.
- 6. Secure payment.
- 7. Once the guest is ticketed, you will return back to the Checkin screen.
- 8. Type the guest's name, and select Search.
- 9. Click Select.
- 10. Confirm their additional details and click Continue.
- 11. Enter a credit card if needed or click Complete Check-In.
- 12. To return to the main screen, click Close.