

Purchase a Ticket at Check In

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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**.
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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**.