

# 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

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### 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.
    - **NOTE: The address of a user on file in the event site should be the mailing/billing address associated with the actual credit card that is being used. Using a different address that is not associated with the credit card may result in a decline due to the AVS (address on file) being a required security setting.**
  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.
  - **NOTE: The address of a user on file in the event site should be the mailing/billing address associated with the actual credit card that is being used. Using a different address that is not associated with the credit card may result in a decline due to the AVS (address on file) being a required security setting.**
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**.
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