

## Non-Ticked Event Check-in Instructions:

Your goal is to get your guests in the door as quickly as possible. No one wants to be subjected to a long check-in line. With Event.Gives all you need is the guests name and cell phone number you can check them in and allow them to add their credit card and email on their own!

You can use laptops, cell phones and tablets to check in your guests. Have as many as you can at Event Check-In to make the lines move quickly.

*\*\*Please test all devices prior to check-in. Chrome is our preferred browser.\*\**

### Event Managers

invite other event managers by text

Add Manager +



[Sam Staley](#) (Owner)

To begin, have your Check-In representatives log into [manager.bidr.co](http://manager.bidr.co)

Add Volunteers to your event on the “**Event Settings**” tab. Volunteers may first need to create an Event.Gives account.

Once everyone is logged in your event representatives should go to the “**Attendees**” tab and on the right side of the page you will see “**Join Attendee**” & “**Create Attendee**”.

“**Join Attendee**” is the best way to get a large number of people joined to your event quickly. Your volunteers will ask each guest for their cell phone number and then click “**Send Text.**” The guest will get the welcome text and will be prompted to fill out their profile information and add a credit card.

### Create Attendee

Create an account and complete a profile for a new attendee.  
\*\*Join Attendee\* is the recommended method for event check-in. To keep lines short, guests can enter their own profile and payment information via the Event.Gives Mobile App.

Create Attendee

### Add Attendees

#### Join Attendee

Input an attendee's mobile number below to join them to this event and text them the event welcome message.

Guests will be prompted to complete their profile and payment information in the Event.Gives Mobile app.

 Mobile Phone

Send Text

“**Create Attendee**” allows volunteers to fully register each guest, however, this will result in long check in lines.