# Trellis Check-In Attendee Checklist

You or your volunteers can use this quick checklist at check-in to ensure you cover the check-in process. Feel free to add and adjust as you need!

[ ] Find attendee in check-in tool

[ ] Click “check-in”

[ ] If status says “reassign” - edit attendee information to reassign the attendee

[ ] If status says “verify” - ask the attendee to click the link in their email or text messages

[ ] Send a Sign-In Link to attendee

[ ] Save a credit card to attendee’s account

[ ] [Insert your own action item here]

[ ] All Done!