# 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!