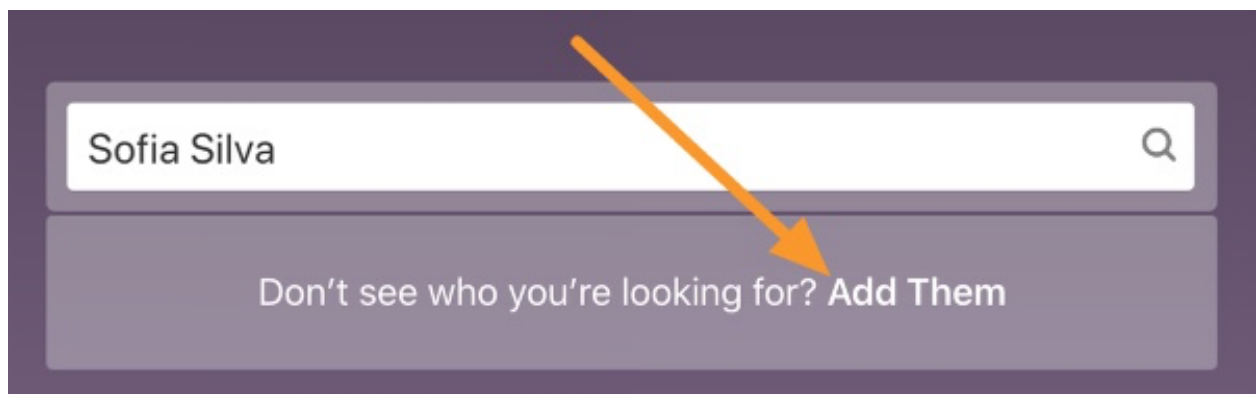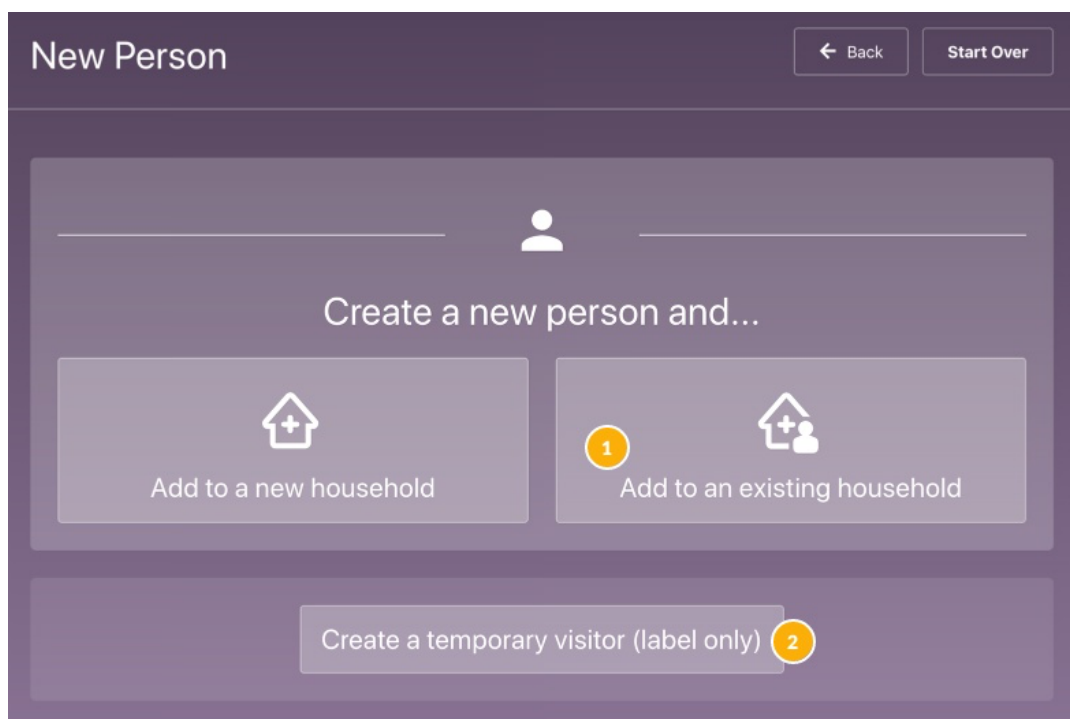# Adding People in Check-Ins

Adding People from a Check-In Station

People can be added from a [Manned or Roster Station](#). Self Stations are not available for adding new people.

Search their name, and, if there are no results, choose *Add Person*.

If you're starting from scratch with the person, select *Add to a new household* to create the person as well as their household.

1. If people in the person's household are already in your database, select *Add to an existing household*.

2. If the person is a visitor who is just visiting this time, *Create a temporary* profile for the person.

Visitors

Visitors are not added to the database, so you will not find them in Check-Ins, People, when searching a station, or in a list; however, they will show on an Event's Check-Ins tab and Reports for the session date they are checked in. You will also find them on the Check Out screen of a Roster or Manned Station.

Enter the person's information by expanding the box and add other people in the household.

Create a mobile pass or barcode for easy check-in next time!

Since the first person is an *Adult* by default, add the parent/guardian first, and then add the children.

Add from the Admin Side

From the People tab, select *Find or add person* at the top right.
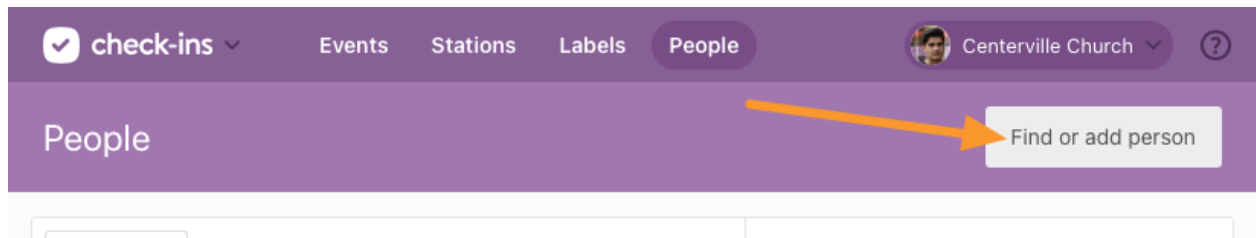
Type the name of the person in the box. If the person already exists, you'll see their name listed. If not, select *Create A New Person* and add their information. Once you've created the person, you can add members of their household.