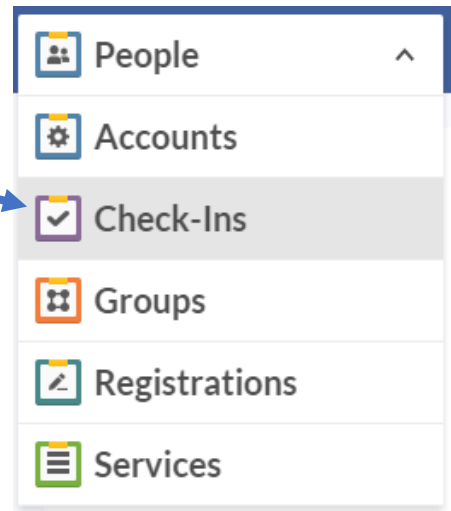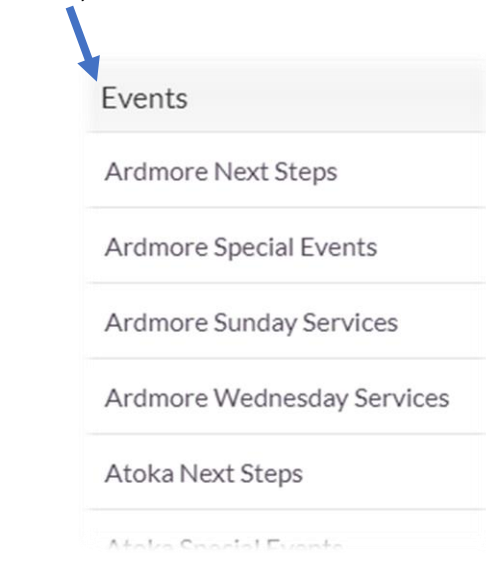# Check-Ins
Correcting Recorded Check-In Location

If you notice that some of your attendees have accidentally checked in to the wrong location, you can change that on the back end of Check-Ins.

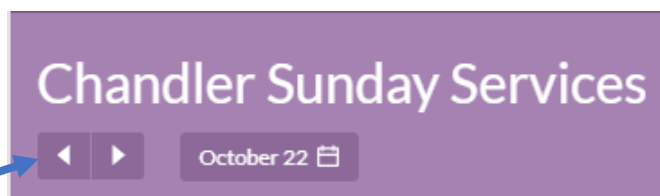First, go to planningcenteronline.com and log in, like usual.

Click the dropdown menu in the top left corner and select **Check-Ins**.
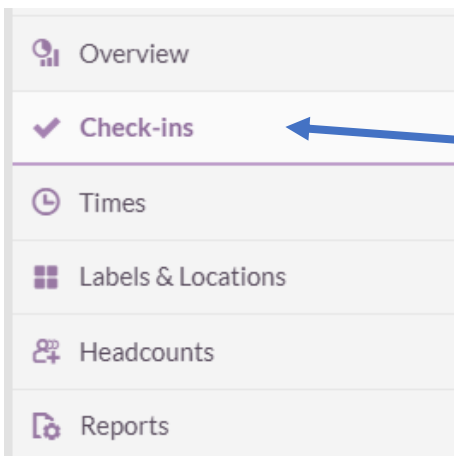

Next, choose the correct event from the list.

Make sure you have the correct date selected. You can find the date in the purple area at the top left corner of the screen, just below the name of the event.

Use these arrows to change the date.

Select Check-Ins on from the menu on the left side of the screen. This will show you everyone who checked in on this date.

If you know the name of the person, you can simply search by name.

Click on the name of the person to open their check-in record. From here you can edit any information that needs to be changed.

To correct the check in location, simply click on the dropdown menu labeled **Locations** and choose the correct location. Your changes will save automatically.