

# Checking-in a Reservation


Similar to Creating a Reservation, there are two methods available to check-in a reservation. Using the Check-in List works well if all of the neighbors visiting your distribution have appointments. Checking-in a Reservation by Household works well if only some of the neighbors have made appointments. However, please use the method that works best for you and your pantry.

Please note that reservations can only be checked-in on the date the visit occurred.

## Using the Check-in List

First, ensure that you have the current date selected under “Visit Date.” Then scroll down and click “Check-in List” under the “Events Today” section.



### Events Today


Event	Time	Reservations	
Reservation	1:00 PM - 3:00 PM	0 served / 1 reservations (20 capacity)	

[Don't see the event you need? + Add New](#)

A list of all the reservations made for that day will generate, including the time of the reservation, if your pantry requires the neighbor to specify the time they will arrive. When the neighbor arrives to pick up food, click the orange “Check-In” button by their name.

Event Reservations Neighbor Search

Visit Date  
10/2/2023  [Export to excel](#) 

Date/Time	Name	Services		Status
10/2/2023 1:00 PM - 3:00 PM	<a href="#">Teddy Roosevelt</a>	Food Pantry	<a href="#">Edit</a>	<a href="#">Cancel</a> 

Information about their reservation will pop-up. Click the orange “Next” button to continue.

X

**Please answer the following question for this visit.**

Please select all that apply for the event on 12/1/23


**Reservation- 11:00 AM - 3:00 PM**

Food Pantry

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Time Slot

11:00 AM - 11:15 AM



The system will walk you through the four tabs of information required with every visit: 1. *Eligibility*, 2. *Signature*, 3. *Household Info*, and 4. *Finish Visit*. Depending on if the neighbor has visited your pantry before or not, you may have to enter further information about them. For more information on these pages, please reference the [Adding a Visit](#) document.

## Checking in a Reservation by Household

Alternatively, you may check-in a reservation by searching for the neighbor, as described in the [Adding a Visit](#) document. Once you find the right record, click the orange box that says “Check-in.”

+	<b>Claire Roosevelt</b> 100 1st St NE Minot, ND 58703	4	3/22/2023	4/1/2003	
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Information about their reservation will pop-up. Click the orange “Next” button to continue.

X

**Please answer the following question for this visit.**

Please select all that apply for the event on 12/1/23


**Reservation- 11:00 AM - 3:00 PM**

Food Pantry

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Time Slot

11:00 AM - 11:15 AM



The system will walk you through the four tabs of information required with every visit: 1. *Eligibility*, 2. *Signature*, 3. *Household Info*, and 4. *Finish Visit*. Depending on if the neighbor has visited your pantry before or not, you may have to enter further information about them. For more information on these pages, please reference the [Adding a Visit](#) document.