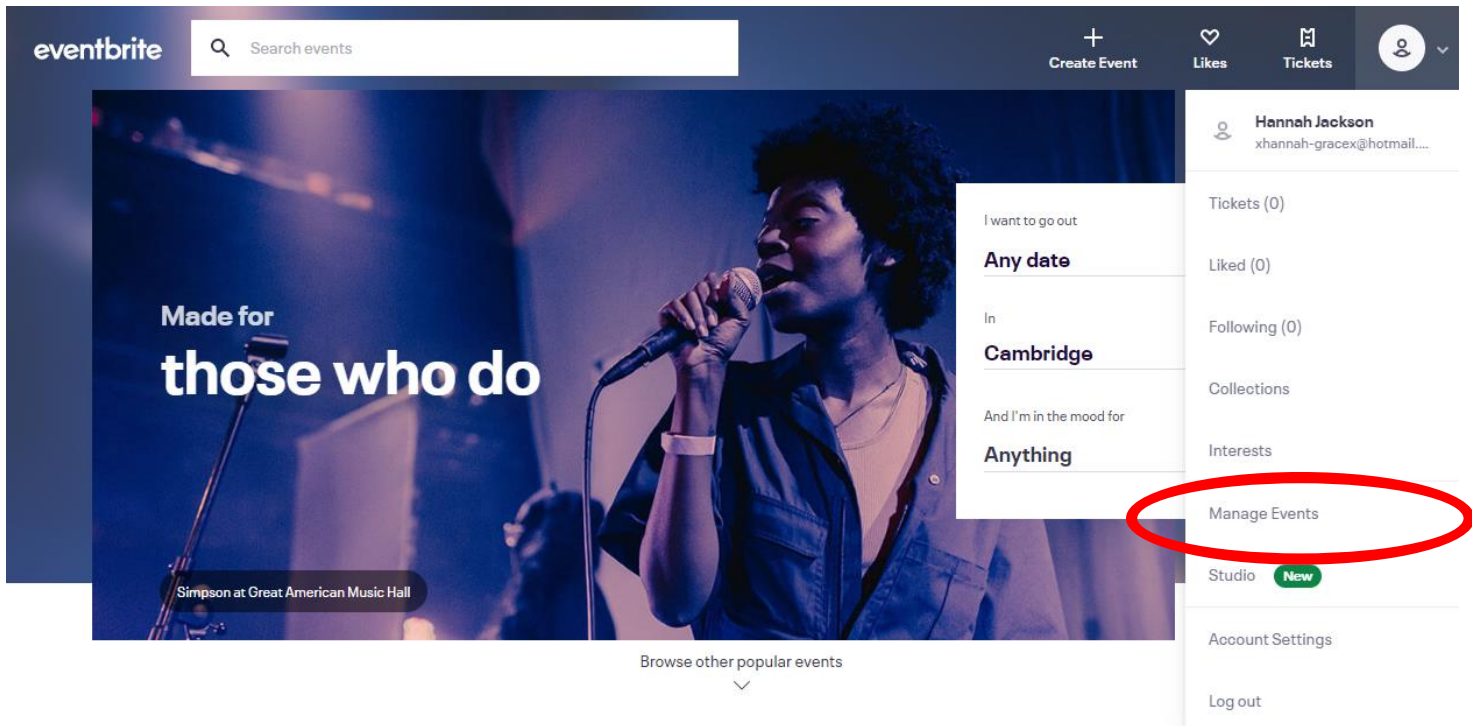
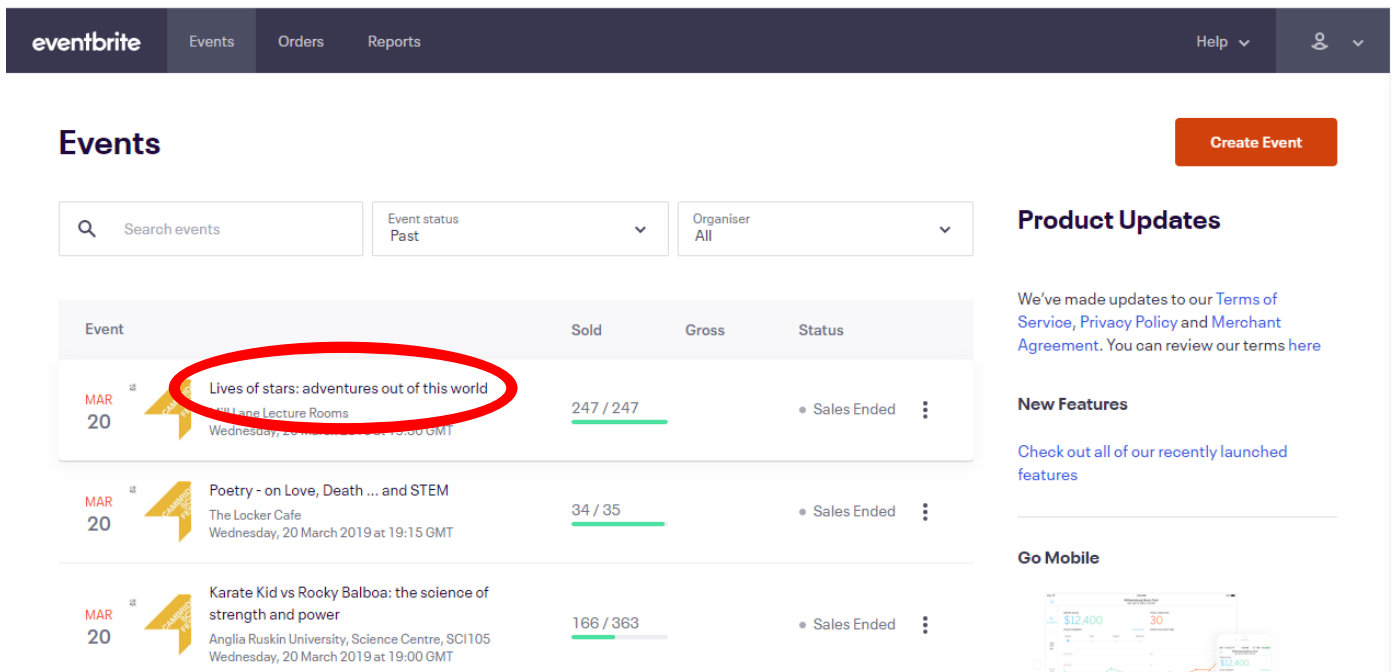


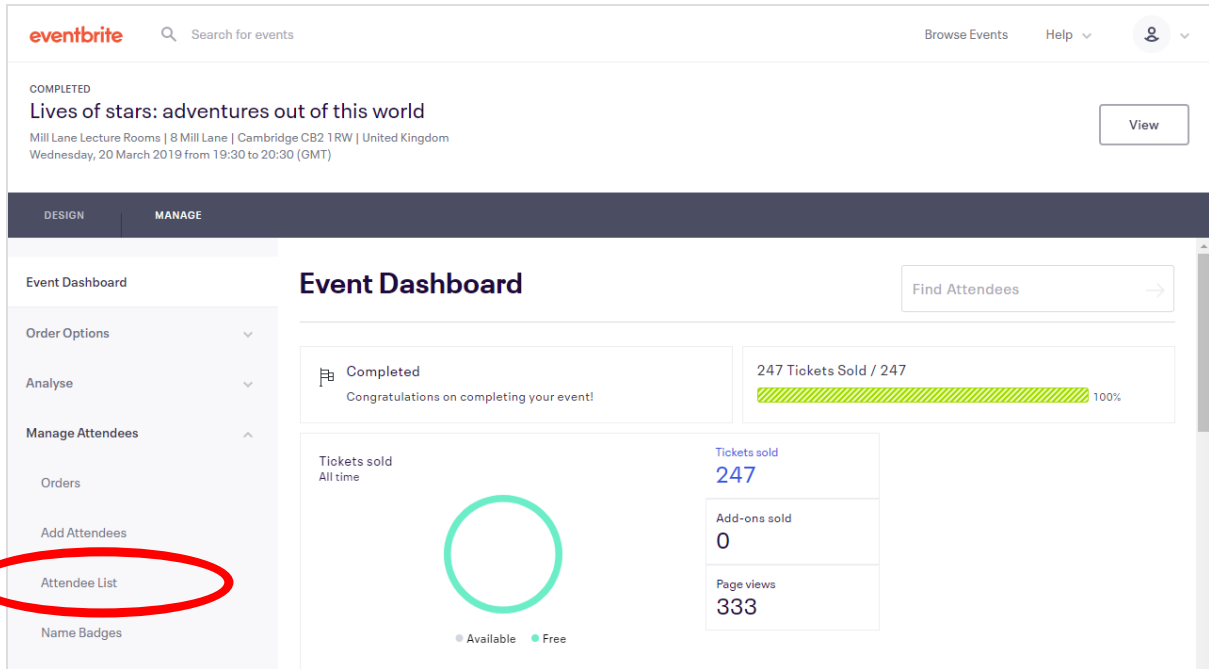
1. Log in to your account, once logged in hover over the icon in the top right corner and select Manage events.



2. Click on the name of the event you wish to manage.



3. Go to "Attendee List" (under Manage Attendees)



The screenshot shows the Eventbrite Event Dashboard for a completed event titled "Lives of stars: adventures out of this world". The dashboard includes a search bar, event details, and a navigation menu. The "Attendee List" option in the "Manage Attendees" section is highlighted with a red circle. The main dashboard area displays a "Completed" status with a congratulatory message, a progress bar showing "247 Tickets Sold / 247" (100%), and a circular chart for "Tickets sold All time" with a value of 247. Other statistics shown include "Add-ons sold 0" and "Page views 333".

From the options menu, scroll to the bottom until you see the Manage Attendees section.

TIP: For events that have multiple dates/times, choose a time/date from the Individual Event Selector (at the top of the Manage page) to print a check-in list for each event.

5. Choose "Download list as PDF."

Attendee List

Pre-sort your attendee list on the field that works for your door:

Select the ticket types to include in the attendee list: Lives of stars: adventures out of this world

Include barcode on attendee list for scanners

[Download List As A PDF](#)

[Full Attendee Report](#)

A PDF version of your attendee check-in list will open up in a new browser tab or window, or be saved to your computer's "Downloads" folder. You can then print your check-in list to use at the entrance to your event.