

Registration Guide: Swiper App Setup

6

Please contact Alison at abloomer@thelamfoundation.org or 513-777-6889 with any questions. If you have trouble with the app at your meeting on a weekend or evening, text 513-341-8168.

1. Setting up your account

- You will be sent an email from Connect Responder (Responder@notify.clickandpledge.com) to activate your account. The email will read:

“The LAM Foundation has created a Click&Pledge Connect account for your use. Please visit [Connect Login](#) to validate your account.”
- Follow the link in the email and at the login page enter your email address and click ‘Get the Code’.
- Another email will be sent to you from Connect Responder containing your login code. Enter the code back on the Organization Login page and click ‘Log In’.
- Your account is now validated, and you will be able to access the Swiper1 App

2. Logging in to the Swiper1 App

- Go to your phone or tablets app store and search ‘Swiper1’ and download the app
- Once the app is downloaded, open it and enter your account info:

Email: use the email you used to validate your account
C&P account number: **34046**

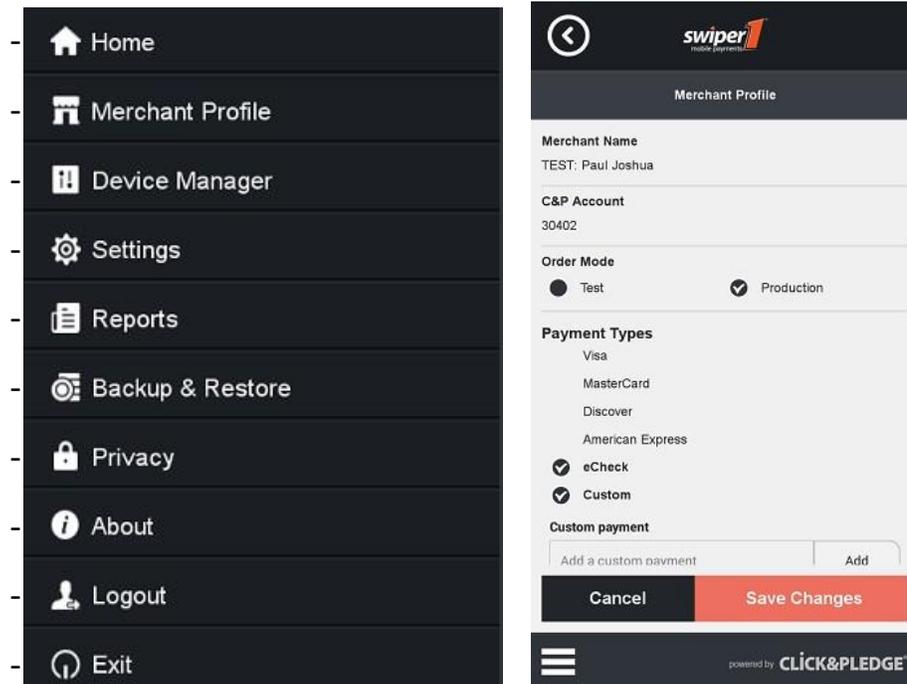
- Click the circle next to ‘Stay logged-In’ to save your information and you should not have to log in again.
- Click the circle next to ‘Remember User Id & Account #’, so if you do get logged out for any reason logging back in should be easier.
- Click ‘Get the code’ and check your email for the verification code from DoNotReply@clickandpledge.cc and enter the code in the ‘verification code’ field on the app.
- Then click ‘Log in’ and you will be brought to our account homepage.

3. Setting up the Swiper1 App

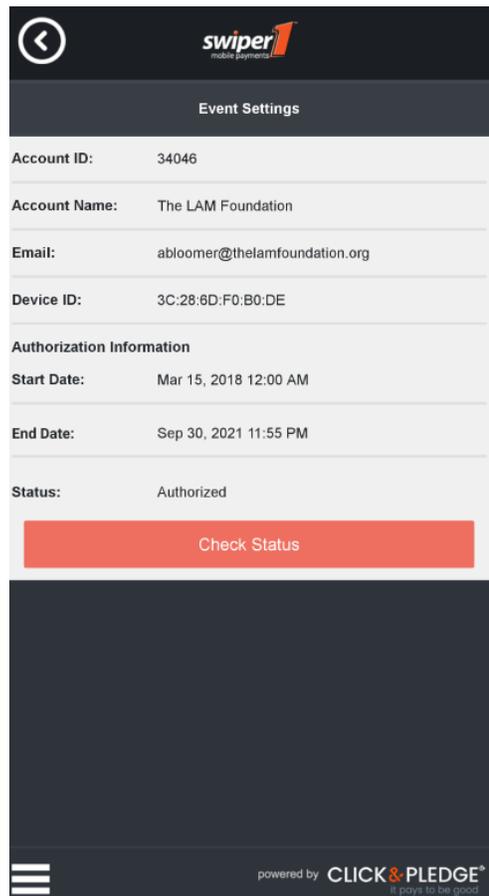
- First, you will want to make sure the app is set up to be used for your event or meeting. Open the ‘Options’ menu from the homepage (three bars in the bottom left hand corner)



- Click 'Merchant Profile' and make sure the Order Mode is set to 'Production' and 'Save Changes'.

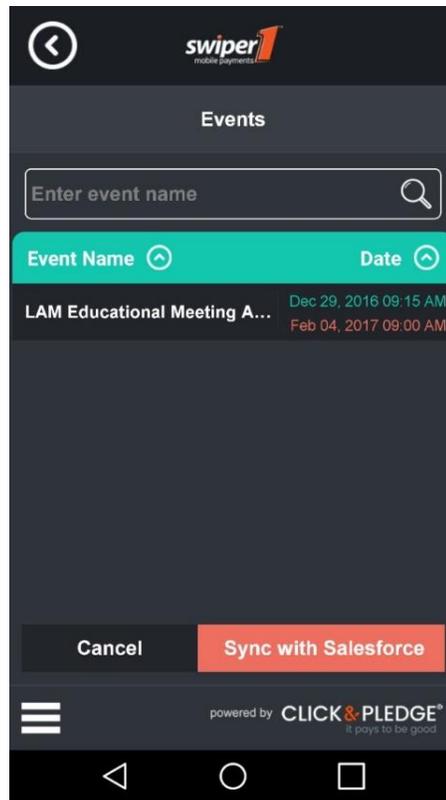
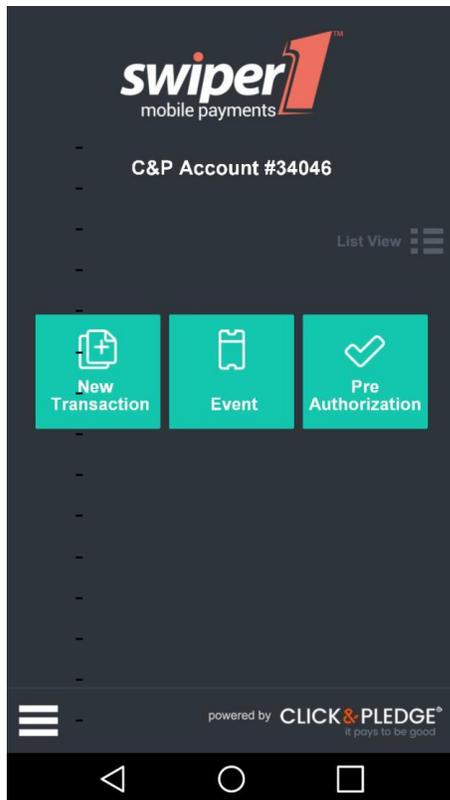


- Go to 'Settings' in the Options menu then click 'Event Settings' and go to 'User Registration'. Click 'Check Status' to ensure you are authorized to view your event or meeting page.

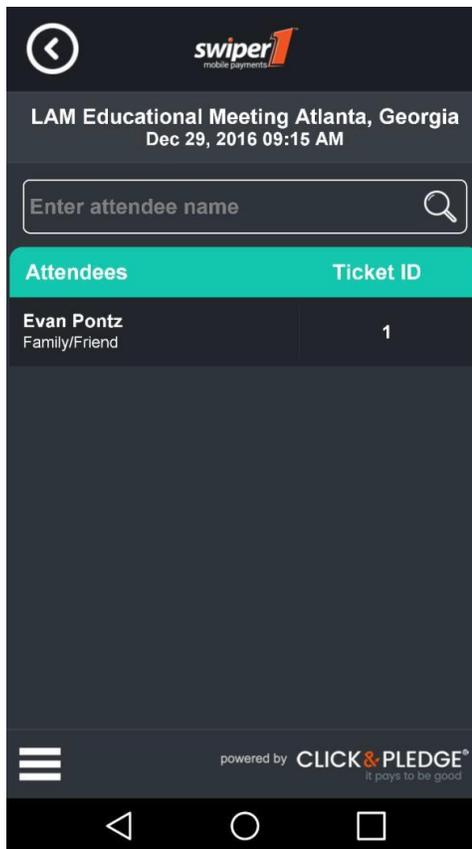
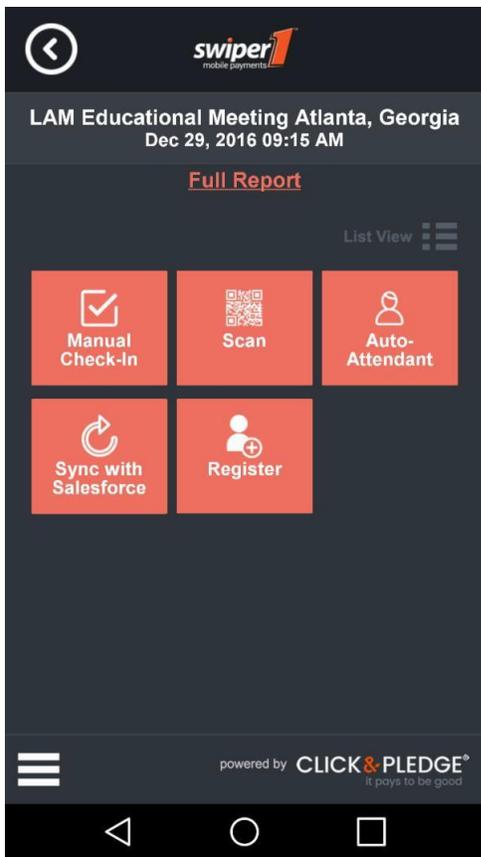


4. Checking in attendees

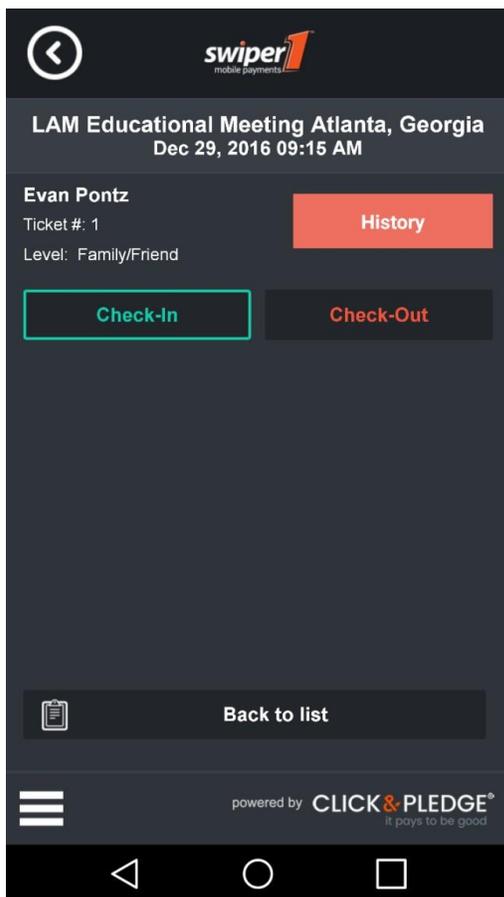
- Return to the homepage by clicking the Options menu and selecting 'Home'
- Click the green box that says 'Event' and you will be brought to the screen of active Events. Click 'Sync with Salesforce' to ensure you have the most up to date information on your device
- Click on your event name and that will load your event page



- On this screen you can check in registered attendees or register new attendees
- To check in registered attendees, click on 'Manual Check-In'
- Scroll through the list of attendees until you find the individual you're looking for (or you can search for a specific person in the search bar at the top of the screen)

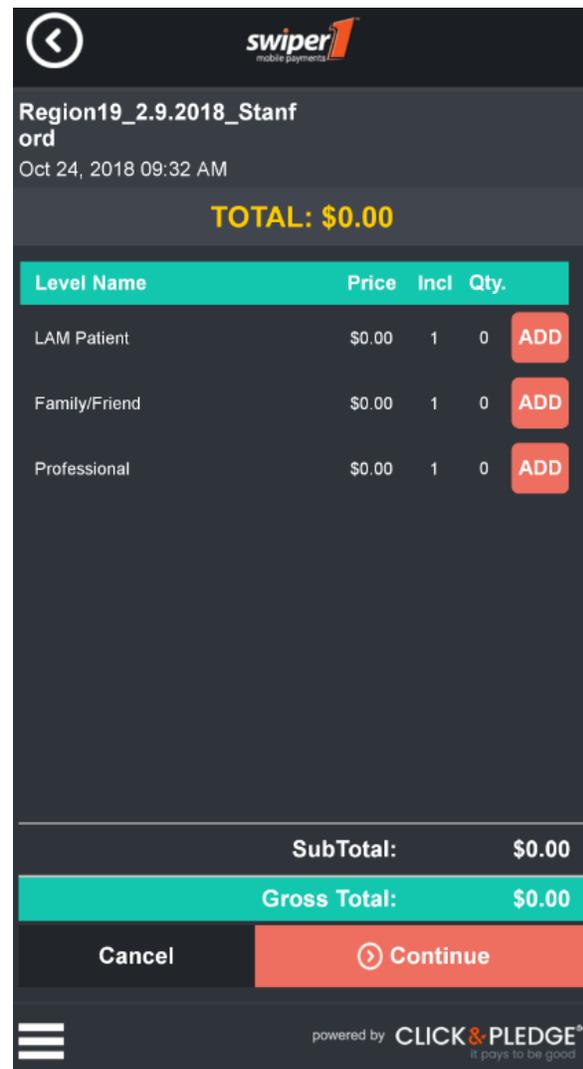
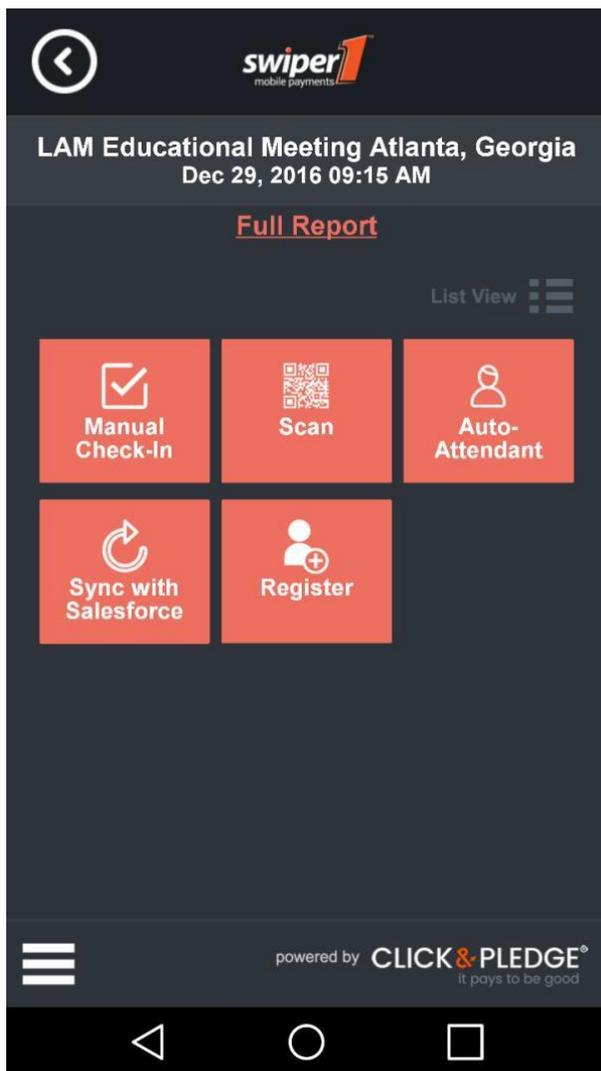


- Once you find the attendee, click their name and click 'Check-In' and a box with a checkmark will appear to confirm the attendee has been checked in successfully
- Then, you can click 'Back to list' to continue checking in attendees



5. Register new attendees

- To register a new attendee, from your event page click 'Register'
- Find the correct Level Name and click the orange 'Add' button
- Fill in the registrant's information on the next screen and when complete click 'Add Participant'
- Once all registrations have been added click 'Continue' to check the participant out.



6. After your meeting

- Make sure you click 'Sync with Salesforce' after your meeting to ensure all data will be available for The LAM Foundation.

THANK YOU!!!