

# How do I pre-register a visitor?

Select the Pre-Register tile from the dashboard.

A screenshot of the TIKS Pre-Register form. The form is titled "Pre-Register" and has a blue header. It contains several input fields: "Company", "Full Name", "Please select" (a dropdown menu), "Date & Time", "Host", "v81+ Phone", and "Email". There are also buttons for "Bulk Import", "Register", and "Register More". The form is annotated with yellow circles containing numbers 1 through 9, corresponding to the numbered list below.

Use the pre-register form to pre-register visitors by completing the following details;

1. **Company:** This is the company the visitor belongs to.
2. **Full Name:** This is the full name of the visitor.
3. Chose if you are either a **Visitor, Contractor, Staff, VIP** - if you set the visitor as a VIP, they will not need to view induction content and they can skip the taking of a photograph when signing in.
4. **Phone:** Phone number and country code of the user.
5. **Email:** This is the email address of the visitor, ensure there are no typo's, as this will be where the badge and induction content will be sent.
6. **Visit Date & Time:** This is the approximate time the visitor will arrive on site.
7. **Host:** The visitor will need to indicate who their host is to access the site.
8. **Bulk Register:** Bulk register is simply pre registering a group of visitors all at once, this is useful if you have many visitors you would like to pre register.
9. **Register:** Once all of the fields have been filed out, click register.

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