

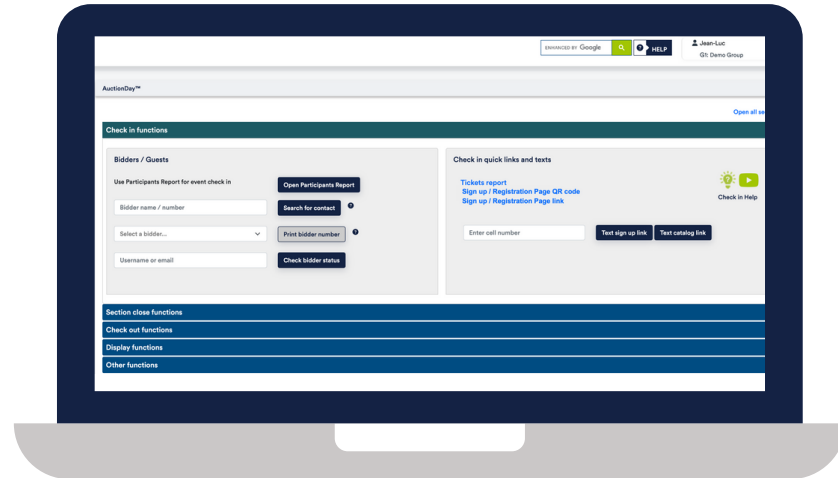


Bidsheet Plus users - no online registration

01 Search for guest

Check In & Check Out > Check In Tools

1. Enter a portion of the guest's name and click the **Search for Contact** button to locate your guest.
2. Click the last name of the correct guest to access their Contact record.
-OR-
If the guest does not exist, click the **Add contact** button to add the guest
3. Verify **first** and **last name, email** and **cell phone number** and proceed to next step.

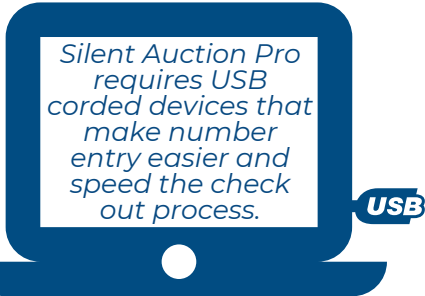
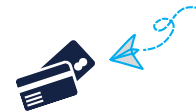


Pre-print bidder paddles from Auction Items & Catalog > Printed Auction Materials page and have ready at check in stations.

****Bidders paddles reflect table assignment, and card on file status. Use this info to quickly "check in" guests that already have an online account.**



02 Authorize credit card for Express Check out



1. Click the guest's last name to open contact record
2. Verify email address so that guest can receive winner's email
3. Click **Authorize credit card** button to store credit card, creating Express Check out ability
4. Use card reader or manually enter the guest's card info.
5. Click the **Process invoice** button. The guest will get a \$0 receipt showing the card has been successfully stored.



03 Click Check in to "count" guest as present

Place QR code for Auction Catalog throughout your check in space.



QR codes are found at **Communication Tools > Shareable Links and QR codes.**

[Need to purchase or assign tickets to this guest? See the Check in: Tickets QRC!](#)

