

Guest Check in Bidsheet Pro - Online Registration



1 Search for Guest on Participant Report

Check In & Check Out > Check In Tools

Sort report by name, number or ticket status

Pre-print bidder paddles from [Auction Info & 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.



2 Search for incoming guest on report

Use filter in top right to search for guest, or scroll.

★ **If using Ticket sort, notice all ticked guests belonging with purchaser are identified with gold star.



If the guest does not display on the report, use the [Search in Contacts](#) feature to locate your guest, or add them as needed.

Enter [first and last name](#), [email and cell phone number](#) and proceed to next step.



CHECK IN FAST! Instant Login available! ➔

Did your guests pre-register online? Click the [Send instant login link](#) button and ask them to put their own card on file instead of waiting in line to create express check out!



Authorize credit card for Express Check out

**MANUAL
CARD
ENTRY**

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.

Silent Auction Pro requires USB corded devices that make number entry easier and speed the check out process.

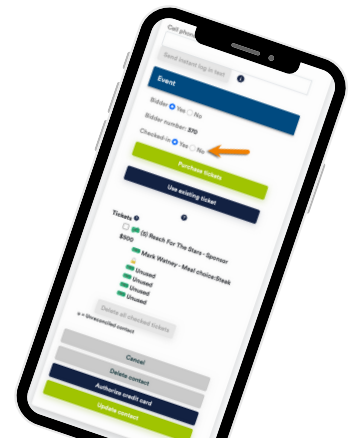


3 Click Check in to "count" guest as present



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!](#)