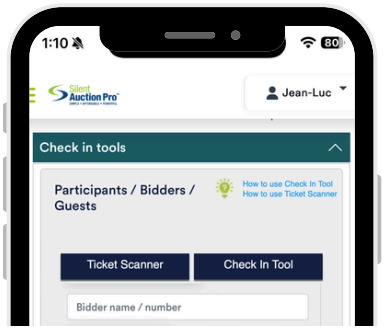
Silent Auction Pro™
SIMPLE • AFFORDABLE • POWERFUL

# Guest Check In

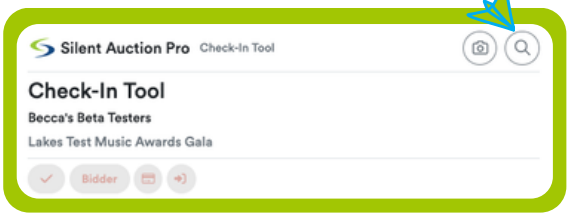
## Check In & Check Out > Check In

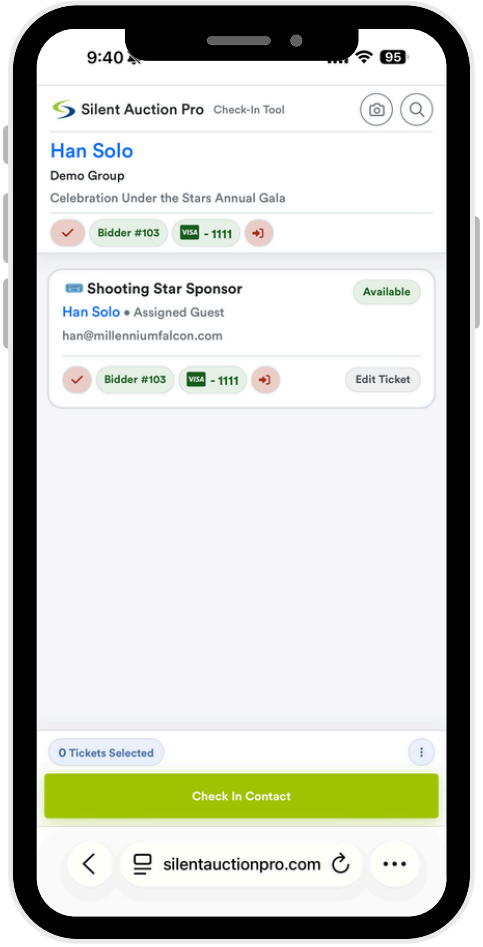
### 01 Click Check In Tool button.




### 02 Search for the guest

1. Click the search button and begin typing the name of guest.
2. Select the guest from the drop down list




### 03 Verify the guest has a bidder number and cc on file

Bidder - 1111

Click any button to take action:

- Check in
- View/change bidder number
- View/change/add credit card
- Send a login link if needed.

**PRO TIP**

- *Red icons mean "action needed!"*
- *Green icons mean "good to go!"*

### 04 Click the search button to check in the next guest.