



 If a guest needs to purchase a ticket, or needs to be assigned one that another guest purchased, refer to **Check In: Tickets QRC.**

01

## Check In & Check Out > Check In Tools

Open **Participants Report**

Sort report by name, number or ticket status

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

## 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.*

*Remember, if the guest does not display on the report, use the **Search in Contacts** feature to locate your guest, or add them as needed.*

## Send Instant Login Link

03



*Check Bidder Type...does it say ONLINE?*

1. GREAT! Click the blue login icon  to automatically send a login link via text to this guest!
2. ASK the guest to find the text message with the link and click to login!



### Instant Login not available?

Click on the guest's name.  
Enter/update the guest's email and cell phone info.  
Click the **Send instant login link** button.



04

## Save credit card to account



Ask the guest to navigate to the Home page and verify the card on file. If no card is stored, have the guest click the **Authorize Credit Card** button in Event Info section of Home page.

05

## Scan QR code to join auction



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

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



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## 01 Check In & Check Out > Check In Tools

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## 02 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.*

### Bidsheet PRO? Instant Login available! ➔

PRO

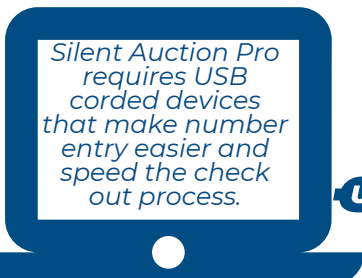
Did your guests pre-register online? Click the **Send instant login link** button and ask them to put their own card on file instead of waiting in line to create express check out!



## 03 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



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

USB

## 04 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 & QR Codes.

