



Does your guest need to purchase a ticket or be assigned one that is being held by another guest?

1 Check In & Check Out > Check In Tools

Locate the name of the guest who needs to buy a ticket or to be assigned a ticket that was purchased by another guest. In the check in functions section:

- Select [Open Participants Report](#) and find the guest...
- Or, use [Search for contact](#) to locate the guest.



If the guest does not display on the report, use [Contacts > Search for Contacts](#) to locate your guest, or add them as needed. Enter *first and last name, email and cell phone number* and proceed to next step.

2 Edit guest's contact record and scroll to Event section



PURCHASE



Guest wishes to PURCHASE a ticket...

To start a new transaction, select [Purchase tickets](#):

1. Select appropriate ticket and quantity.
2. Add additional guest names as required.
3. Click either [Pay Later](#) or [Pay Now](#).

Guest needs to be ASSIGNED a ticket purchased by another guest...

To reassign a ticket purchased on this guest's behalf, select [Use existing ticket](#).

1. From drop-down, select name of original purchaser, appropriate ticket, and quantity.
2. Click [Use ticket\(s\)](#) and [Update contact](#).

If the ticket has \$0 cost, use Pay Later



Event

Bidder Yes No

Bidder number: 105 - inactive

Checked-in Yes No

Purchase tickets

Use existing ticket

Tickets ²

Beta Raffle Ticket

3 Complete guest check in

Depending on your bidding type (online vs bid sheet) complete the appropriate check in steps:

- Authorize credit card
- Send Instant login link
- Mark as checked in

