

Check out steps at your event



for groups using BIDSHEET bidding

CHECK OUT STATION STEPS TO BE USED AT THE END OF YOUR EVENT



1 When bidding ends...enter bid results

Check In & Check Out > Enter Auction Results / Cash Pledges

When bidding ends and all the bid sheets and tracking sheets have been collected...

1. Use the [Enter Bid Results and Cash Pledges QRC](#) for step by step instructions on entering the auction results!

2 Check out: credit, check, cash



Check In & Check Out > Check Out tools

1. Type bidder's name, select bidder and click **View invoice** button.
2. Verify items won and amount due.
3. If winner has card on file, click Process invoice, print receipt and send to pick up!
4. If winner wants to change card, or pay cash or check, choose appropriate payment method and click **Process invoice** button.



Pro Tip! Using Bidsheet Pro? Your guests can check out on their own phone! Follow the procedures outlined on the Mobile Check out QRC

3 Express check out: Batch process outstanding invoices

Check In & Check Out > Outstanding Invoices



For any guests that have a card on file, you can complete their payment for them:

1. Select the invoices you wish to process.
2. Click **Process invoices** button.

Cards are processed and receipts are automatically sent to the guest.

If utilizing Express/Batch check out: create a separate Express lane to hand out receipts to Express winners and send them to pick up, skipping the long check out lines!

4 Prepare for item pick up

Check In & Check Out > Check Out Tools

Print all invoices from **Check Out Tools > Spilt Payments - Print Invoices.** - OR -

Print the **Section Results report** from **Check Out Tools > Notify Winners, Print section results** to help you organize items by winner.

PAID

You can verify payment by navigating to **Check In & Check Out > Check Out Tools** and searching for the winner's name. Click **View invoice** button to review winnings and payment.