



for groups using ONLINE bidding

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



### 1 Time expires: system automatically notifies winners

#### Auction Items & Catalog > Online Catalog Tools

If you've set the system to **AUTOMATICALLY** close bidding...

1. At expiration time, the system will close bidding and mark each item with a bid as **SOLD**.
2. Each winner is notified by text/email (be sure you updated the Winner Email found under **Communication Tools**
3. Winners (hopefully) follow your email instructions to click the **PAY** button on their home page to process their invoice.
4. Winners' mobile screen refreshes with receipt. Receipts are also emailed!

If you have chosen the **BID EXTEND** option, bidding remains open when bidders place bids in last 10 seconds. You **MUST** click the **End & Notify** button when you want to close the auction, and notify winners.

### HAVE LIVE AUCTION OR CASH PLEDGES TO ENTER?

[Enter Bid Results and Cash Pledges QRC](#)

### 2 Process any 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 a card is declined, or a guest prefers to pay by check or cash: navigate to **Check In & Check Out > Check Out Tools**. Type the bidder's name/number and click **View invoice** button. Choose Check or Cash as Payment method and click **Process invoice** button.

### 3 Prepare for item pick up

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

**Print all invoices** from **Check Out Tools > Split 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.

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.