



Steps to complete 3-4 weeks in advance of event

1 Is your credit card merchant account ready?

Did you configure your merchant account?



Did you make a \$1 test donation to your own event?



Did the \$1 donation clear the bank?

2 Order credit card readers

Group Admin Tools > Request Credit Card Readers

Request credit card readers at least **4 weeks in advance**. Even if you are pre-registering guests, having a card reader or two on hand is a good idea. **USB corded devices are required**, speeding up the data entry and check out process.



If CardConnect is your card processor, you must order card readers directly from them by calling 877.828.0720. Provide your MID located at Group Admin Tools > Configure Merchant Account.

1. Enter your contact information and desired number of readers to rent; click **Generate Contract**.
2. Agree to the terms of the rental contract by checking the box.
3. Click **Continue to check-out**. Your group's card on file will be charged immediately.



USB corded readers are required!



3 Prepare your winners email notification

Communication Tools > Create Winners Email

Create or update the Payment and Pick up instructions found on the My Group's Info page.

1. On the **My Group's Info** page, personalize the **Create Winners' email**.
2. Include instructions on how to pay and where to pick up auction items.
3. Guests will receive this info plus a listing of items they've won after you end bidding and notify winners.

Here's what we suggest you say...

Thank you for supporting our event! If you're paying with cash or check, or need help with your credit card, proceed to a check-out station. Otherwise, your card on file will be automatically charged at {TIME}. Once you have your receipt, proceed to the pick-up stations!



Pro Tip! Using Bidsheet Pro? Your guests can check out on their own phone! Follow the procedures outlined on **Prep for Online Check Out QRC**