Silent Auction Pro™
SIMPLE • AFFORDABLE • POWERFUL

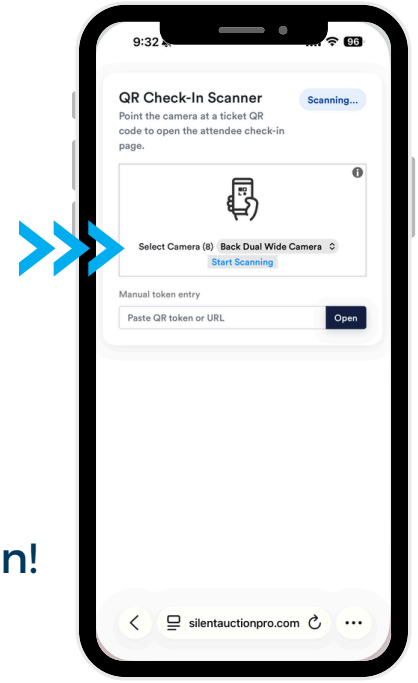
Guest Check In with QR code

01 Check In & Check Out > Check In Tools

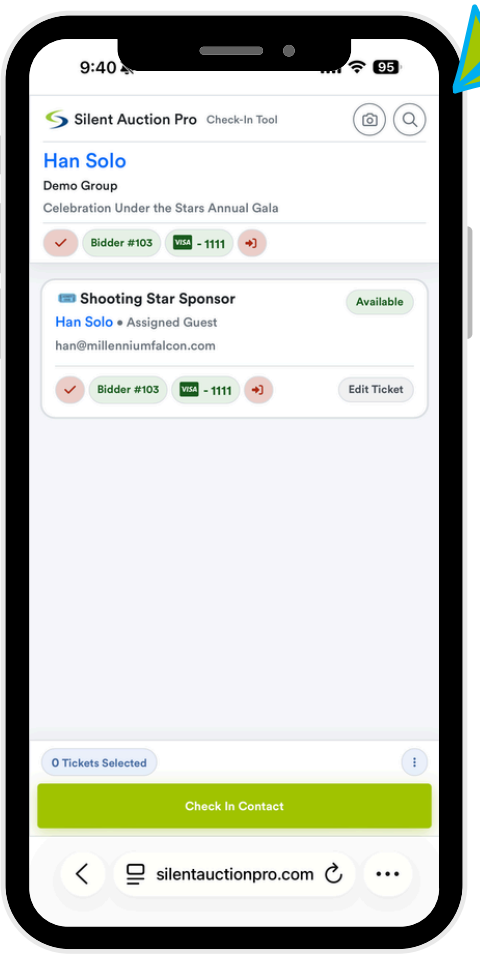
Click Open Check In Scanner button

Follow the on screen instructions to give permission to your phone camera

Be sure to employ the REAR/BACK camera on your cell phone so it reads the QR code successfully.



02 Scan the guest QR code from their home screen or printed receipt to begin check in!



03 Verify the guest has a bidder number and cc on file

Bidder - 1111

Click any button to take action:

- Check in
- View/change bidder number
- View/change/add credit card
- Send a login link if needed.

04 Select tickets and click Check In Contact to mark guest present!

Click on the camera button to return to the scanner to continue checking in other guests.

PRO TIP

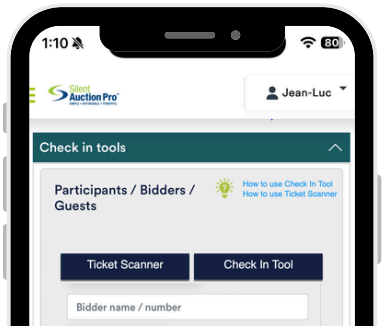
- *Red icons mean "action needed!"*
- *Green icons mean "good to go!"*

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Guest Check In

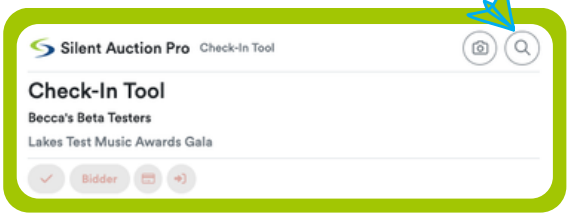
Check In & Check Out > Check In

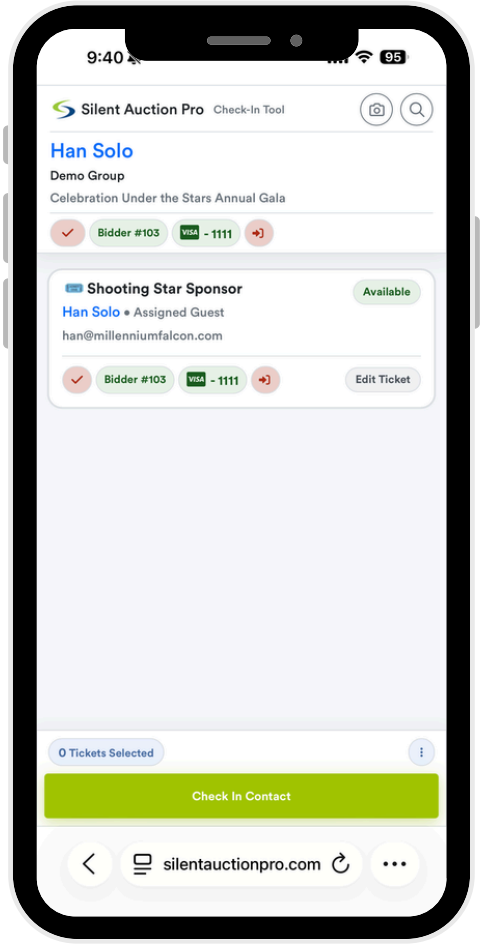
01 Click Check In Tool button.



02 Search for the guest

1. Click the search button and begin typing the name of guest.
2. Select the guest from the drop down list





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PRO TIP

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04 Click the search button to check in the next guest.