

## BiddingForGood Guest Check-In

This guide will help you prepare your volunteers and staff for checking in your guests at a mobile bidding event.

Please review this with your team. If you have any questions, please reach out to our Client Service Team at [support@biddingforgood.com](mailto:support@biddingforgood.com).

**BiddingForGood**

The Guest Check-In tool can be found under the Event Tab in Auction Manager.

Clicking on that link will take you to the Guest Check-In page.

Event	Items	Donors	Promotion	Close Out
Set Up	Web Site	Live Event	Tickets	Help & Res
Auction Name	Homepages	Live Event Dates	Sell Tickets	Planning Ce
Online Bidding Dates	Banner	Mobile Bidding	Discount Codes	Event Help
Auction Features	Colors	Leaderboards		
Bidder Community	Items View	Event Messaging		
Team Members	Item Sections	Meal Choices		
Payment Processor	Cash Donations	Print Materials		
Google Analytics	Item Donations	Guests		
Fundraising Goal	Auction Categories	Import Guests		
Switch Active Event	Smart Categories	Guest Check In		
Partner Integrations				

From this page you can add a guest, search for guests by group, bidder number, table number, or name, or filter the list by whether or not the guest has been checked in.


If the guest purchased their own ticket, their name will appear here.

BiddingForGood

Log Off


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Guest Check In



Add Guest

Search Guests





Not Checked In (13)

Checked In (0)

All Guests (13)

Name	Bidder	Group	Table
Guest		J. Panzer	<div>Check In</div>
Guest		J. Panzer	<div>Check In</div>

They are, by default, registered and assigned a bidder number in our system. If we click on Check-In...

One, Guest		K. Berdeguez	<a href="#">Check In</a>
Panzer, Jason		109	J. Panzer
Shuttleworth, Bobby		J. Panzer	<a href="#">Check In</a>
Two, Guest		K. Berdeguez	<a href="#">Check In</a>

## Guest Registration



Jason Panzer has an existing account and the following credit cards on file. If they would like to use a different credit card enter the card information below.

1. Visa - 1111 ( expires 10/2017 )

## Guest Information

Email Address  
jpanzer@biddingforgood.com

Name  
Jason Panzer



## Phone Number

Mobile Phone Number  
2064597793

Enter a mobile phone number to receive a text message containing a link to the auction.

## Add Credit Card (Optional)



## Card Holder Name

## Credit Card Number

## Expiration Date

 Select Month  Select Year

## Billing Street Address

## Country

 United States

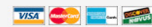
## ZIP Code

## City

## State

 Select a State

This auction accepts the following cards:



BiddingForGood shares your concern for security and privacy and handles credit card information with the utmost care and in keeping with the highest industry standards for online security.

[Check In Guest](#)[Cancel](#)

The guest will receive a text with a link to the mobile bidding page.

When they click on the link, they'll be asked to log in.

The guest is now ready to bid!



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## Login

Email Address

Password

[Login](#)[Forgot Password](#)

If the guest’s ticket was purchased as part of a ticket package, they will appear as part of the purchaser’s table group.

If the guest’s ticket was purchased as part of a ticket package and their name was not entered, they will appear as ‘Guest’ in this view, associated with the purchaser’s table group.

In either case, you can click on Check-In to register that guest.

Brady, Tom	J. Panzer	<a href="#">Check In</a>
Hamm, Mia	J. Panzer	<a href="#">Check In</a>

Name	Bidder	Group	Table
Attendee 1		221012420	<a href="#">Check In</a>
Attendee 2		221012420	<a href="#">Check In</a>
Guest		A. Lamb	<a href="#">Check In</a>
Guest		A. Lamb	<a href="#">Check In</a>

If the guest entry has an email address associated with it, our system will tell you if they are or are not a registered user, just like the example above.

If they aren’t a registered user, you’ll be asked to fill in their user info, billing and card info, and mobile phone number. All of these fields are required!

Once you click on Guest Check-In, the guest will be sent a text with a link to complete the registration process.

### Guest Registration

#### Guest Information

Email Address

First Name

Last Name

#### Phone Number

Mobile Phone Number

Enter a mobile phone number to receive a text message containing a link to the auction.

#### Add Credit Card

Card Holder Name

Credit Card Number

Expiration Date

Select Month

Select Year

Billing Street Address

Country

United States

ZIP Code

City

State

Select a State

This auction accepts the following cards:

BiddingForGood shares your concern for security and privacy and handles credit card information with the utmost care and in keeping with the highest industry standards for online security.







[Check In Guest](#) [Cancel](#)

They'll be asked to set a password and agree to the BiddingForGood bidder Terms and Conditions.

Once they've completed this step, the guest will be directed to the mobile bidding page!

**BiddingForGood**



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## Complete Your Registration

You need to set your password and agree to the Terms and Conditions to complete your registration.

Enter New Password

7-32 letters and numbers

Confirm Your Password

☐ I agree to the [Terms and Conditions](#)

Complete Registration

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Guest Check-In is designed to make the registration process as easy as possible for both your guests and your volunteers. If you have any questions, please feel free to reach out to our Client Service Team at [support@biddingforgood.com](mailto:support@biddingforgood.com).