



CHECK IN GUIDE



OVERVIEW

Your **Point of Sale** link will provide a host of attendee management options as well as item sales opportunities during your Live Event.

Please view features of the **Point of Sale** Kiosk to the right.

ATTENDEE TAB

An at a glance view of your guest list. Search, add credit card details, check guests in, swiftly edit guest data or add attendees and assign bidder numbers instantly. Click the paper airplane icon to send the auction link to their phones so they can begin bidding.

ITEMS TAB

View all of your POS items on one screen and/or easily perform a search by name, catalogue number or category.

PAY TAB

You can assist winning bidders or POS purchasers to easily access and pay their invoices from the Pay tab. Search by username, email, bidder number or guest name to retrieve all invoices for payment.

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FINDING YOUR POS LINK

In order to view your POS features, you will need to access your Point of Sale Admin link. Only the auction admin and volunteer team will be able to view items entered under this link, they will not be visible to the general public.

STEP 1

To find this link, please log into the admin area of your auction. Then, from your Auction Dashboard, please follow the below path:

Invite & Promote > Links & Widgets > Point of Sale

STEP 2

Copy and paste your link into any web enabled tablet or laptop. Your volunteer team will now have access to the features within the POS management suite. Note, credit card swipers are only compatible with laptops with a USB port.


Links/Widgets

Auction Link Live Registration Public Bidding **Point of Sale**

Point Of Sale - Admin

Long URL

<https://m.charityauctionstoday.com/m/adminkiosk/auctions/the-school-in-rose-valley-7138>

 Point of Sale or POS is an item type used when selling items such as drink tickets, raffle tickets, etc.

This link will be used by your volunteers and admins only. Your bidders will not have access to these items.

2 GUEST CHECK IN AND REGISTRATION

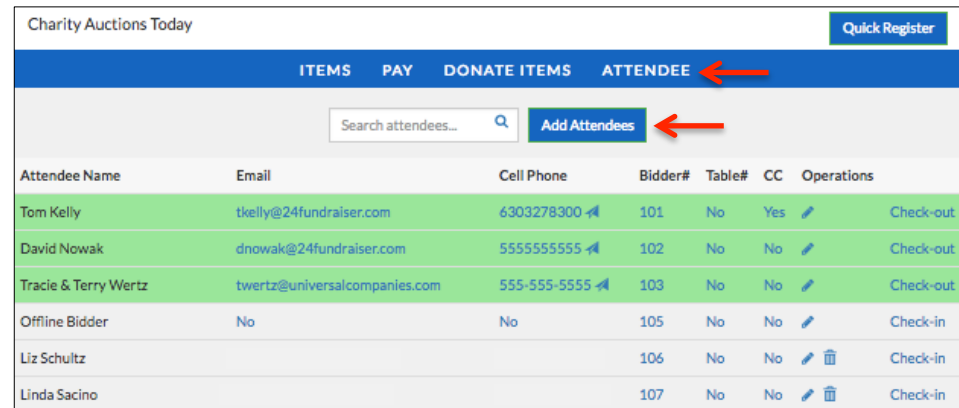
GUEST CHECK IN

Click the **'Attendee'** tab to view your guest list. Here, you will be able to search for the attendee by name, confirm his/her data, swipe their credit card and click the paper airplane icon to send the auction link to the guest's phone.

If needed, you can amend existing guest details by clicking the pencil icon. Once the guest details have been updated, resend the auction link via text message by clicking the paper airplane icon.

ADD ATTENDEE

Add an attendee by clicking the **'Add Attendee'** button and entering the guest's details. Be sure to send the auction link to the newly added attendee via text message by clicking the paper airplane icon.



The screenshot shows the 'Charity Auctions Today' interface. At the top right is a 'Quick Register' button. Below it is a navigation bar with tabs for 'ITEMS', 'PAY', 'DONATE ITEMS', and 'ATTENDEE'. The 'ATTENDEE' tab is selected and highlighted in blue, with a red arrow pointing to it. Below the navigation bar is a search area with a text input field labeled 'Search attendees...' and a magnifying glass icon, followed by a blue 'Add Attendees' button with a red arrow pointing to it. Below the search area is a table with the following columns: Attendee Name, Email, Cell Phone, Bidder#, Table#, CC, Operations, and a final column with 'Check-out' or 'Check-in' status. The table contains six rows of attendee data.

Attendee Name	Email	Cell Phone	Bidder#	Table#	CC	Operations	
Tom Kelly	tkelly@24fundraiser.com	6303278300 📞	101	No	Yes	✎	Check-out
David Nowak	dnowak@24fundraiser.com	5555555555 📞	102	No	No	✎	Check-out
Tracie & Terry Wertz	twertz@universalcompanies.com	555-555-5555 📞	103	No	No	✎	Check-out
Offline Bidder	No	No	105	No	No	✎	Check-in
Liz Schultz			106	No	No	✎ 🗑️	Check-in
Linda Sacino			107	No	No	✎ 🗑️	Check-in

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SAMPLE BIDDER REGISTRATION FORM

ABC Foundation Mobile Auction Quick Register

ITEMS PAY DONATE ITEMS ATTENDEE

First name*

Last name

Email address

Phone number

[MORE](#) ←

[NEXT](#)

Quickly register attendees by entering their first and last name, email address and mobile phone number. Click **“More”** to see additional data fields, including where you can pre-register the guest’s credit card details.

4 PRE-REGISTER BIDDER CREDIT CARDS

For expedited checkout, enter your guest's credit card details when they arrive at your venue.

CREDIT CARD SWIPER

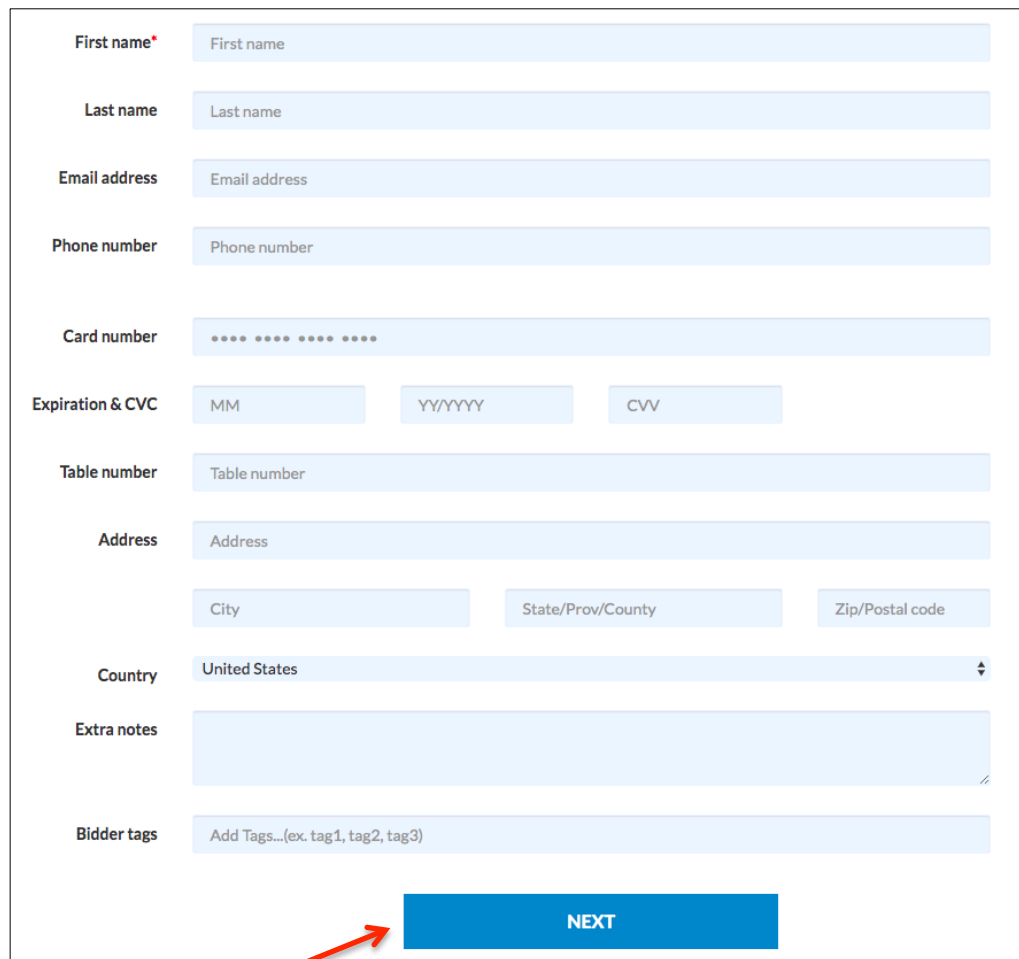
For expedited checkout, use our credit card swiper devices to pre-populate the credit card fields for your guest. Click **"Next"** to continue your check in process.

MANUAL ENTRY

If you do not have a swiper device, manually enter your guest's credit card details, expiry date and CVW code. Click **"Next"** to continue your check in process.

Please note, if using a swiper device, you will need to manually enter the 3-digit CVW code which can be found on the signature strip on the reverse of the credit card.

There is a 4-digit CVW for American Express cards which can be found on the front of the credit card.



The form contains the following fields:

- First name* (text input)
- Last name (text input)
- Email address (text input)
- Phone number (text input)
- Card number (text input with masked dots)
- Expiration & CVC (MM, YY/YYYY, CVC)
- Table number (text input)
- Address (text input)
- City (text input)
- State/Prov/County (text input)
- Zip/Postal code (text input)
- Country (dropdown menu, currently showing United States)
- Extra notes (text area)
- Bidder tags (text input with placeholder: Add Tags...(ex. tag1, tag2, tag3))

A blue button labeled "NEXT" is located at the bottom right of the form, with a red arrow pointing to it from the bottom left.

5 ADD POS ITEMS AT CHECK IN

ABC Foundation Mobile Auction Quick Register

ITEMS PAY DONATE ITEMS ATTENDEE

First name: Jane
Last name: Smith
Bidder number: 135
Phone number: 5555555555

Add Items To Invoice +			
<input checked="" type="checkbox"/>	Wine Basket	Available Qty: 97	Qty: 1
<input checked="" type="checkbox"/>	Disney Family Vacation	Available Qty: 98	Qty: 1

SAVE & CONTINUE

Effortlessly add items to your guest's invoice at check in. Simply tick the box next to the item you would like to add and update the quantity. Click **"Save & Continue"** to view the guest's order summary and complete the registration process.

6 BIDDER'S SUMMARY & COMPLETE CHECK IN

ABC Foundation Mobile Auction Quick Register

ITEMS PAY DONATE ITEMS ATTENDEE

First name: Jane
Last name: Smith
Phone number: 5555555555

Summary

Item Title	Item Price	Total Price
Wine Basket	\$5.00	\$5.00
Disney Family Vacation	\$5.00	\$5.00
Invoice Total		\$10.00

[SAVE & ADD NEW](#) [SAVE & SEND AUCTION LINK](#)

Your guest's details have now been updated and desired items have been added to their invoice.

Click **"Save & Add New"** to save and add the next guest's information –or–

Click **"Save & Send Auction Link"** the save and send your auction link to his/her mobile phone.