

Steps to Follow when Checking in a Guest with a Reservation.

1. Type in the first or last name of the guest you are checking in and click **Search Guests**.

20th Anniversary Holiday of the Heart

eTicket/Reservation Pickup

Search Guests

or

No Reservation?

Create a Guest

2. Check the guest you are checking in and click **Pay For All Selected**.

Purchased By	Guest Name	Ticket	Ticket Price	# of Tickets	Total	Status	
Phil Jackson	■ Phil Jackson	General Admission	\$15.00	1	\$15.00	Not Paid	<input checked="" type="checkbox"/>

Check-In Pay For All Selected

Check-In Pay For All Selected

3. Choose the method of payment. Following are the steps when paying with a credit card. Click on **Use Card Swiper**.

Ticket Payment

Subtotal: \$15.00

Use Card Swiper Pay by Check Pay by Cash

4. Confirm that the cursor is flashing inside the Card Info box, and then swipe the credit card through the swiper. Numbers will appear in the box when the card is swiped correctly. Click on **Process Payment**.

Click Inside The Box Below, Swipe Your Credit Card, and Press the Process Payment Button.

Subtotal: \$15.00
Transaction Fee: \$0.30
Grand Total: \$15.30

* all fields required

Card Info

Process Payment

5. Have the guest confirm their contact information, and obtain their email address if you do not have it yet. If they would like their credit card information saved for checkout purposes, check the box and swipe the card in the same manner as before. **Click Complete Check-in Process** when finished.

Guest Information

Guest 1

Paid By

Check-In Guest

Bidder # 420

First Name

Last Name

E-mail

Phone

Address

City

State

Country

Postal Code

Your Meal Choice

Save Credit Card

Card Info **Place Cursor In Box Below Before Swiping Card**

6. Tell the guest their bidder number and hand them any necessary information for the event. Click the **Complete Registration** button to finish.

Guests

Ticket 1

Bidder # 420

Print

First Name Phil

Last Name Jackson

Your Meal Choice