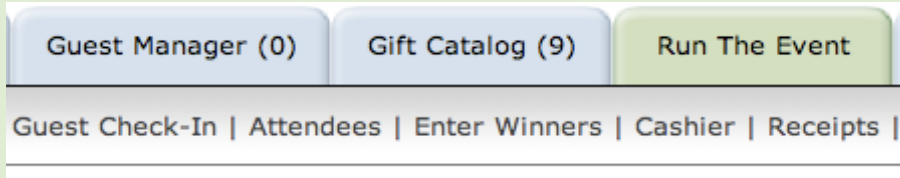


# Entering Winners and Guest Checkout.

1. Choose the **Enter Winners** link from the Run the Event Tab.



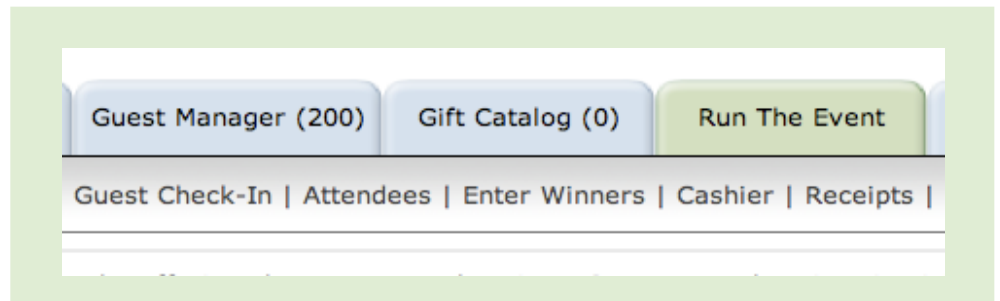
2. Enter the Winner bid numbers and the amount on the winning bid beside each gift. Remember to save changes at the end.

Enter Winner Details

Gift #	Name of Gift	Enter Bidder #	Enter Sold Amount
361	S Big Crane	<input type="text" value="107"/>	<input type="text" value="\$ 30"/>
930	Roll of carpet	<input type="text"/>	<input type="text" value="\$"/>
931	Penguin Food	<input type="text"/>	<input type="text" value="\$"/>
951	P Ski Boots	<input type="text" value="0"/>	<input type="text" value="\$"/>
912	Iphone	<input type="text" value="100"/>	<input type="text" value="\$ 1"/>
879	C Multiples	<input type="text" value="107"/>	<input type="text" value="\$ 500"/>
925	Blue Shirt	<input type="text" value="104"/>	<input type="text" value="\$ 1"/>
934	Baby Carriage	<input type="text" value="100"/>	<input type="text" value="\$ 1"/>
933	1959 Chevy	<input type="text"/>	<input type="text" value="\$"/>

Search

3. Choose the **Cashier** link from the Run the Event Tab.



4. When a guest approaches to checkout, enter their name or bidder number to locate their items.


Search by Bidder # or Name

5. Confirm with the guest that the items that appear are the items they bid on. Check the ones they will be paying for, and click the **Checkout** button.

Cashier					Email	Checkout
<input type="checkbox"/>	Bidder #	Winner's Name	Item Won	Winning Bid		
<input checked="" type="checkbox"/>	100	Barb Johansen	Iphone	\$1.00		
<input checked="" type="checkbox"/>	100	Barb Johansen	1959 Chevy	\$100.00		
<input checked="" type="checkbox"/>	100	Barb Johansen	Baby Carriage	\$1.00		

Check all | Clear all

6. Ask the guest if they would like to make an extra donation to the organization. If they do, enter the amount and click **Add Donation**. Choose the **Payment Type** from the drop down menu and confirm the email address for the receipt to be sent.

Cashier Checkout	
Would You Like To Donate More? \$ <input type="text"/>	Giftberry.com Protects Data Collected On Our Site By Encryption (SSL Certificate)  This transaction is secured with 128-bit Secure Sockets Layer encryption.
Purpose of Additional Donation <input type="text"/>	
<input type="button" value="+ Add Donation"/>	
Payment Type <input checked="" type="button" value="Select One"/>	
<ul style="list-style-type: none"><li>Credit Card</li><li>Card Swiper</li><li>Check</li><li>Cash</li></ul>	
Subtotal: <b>\$102.00</b>	
Receipts will be sent to this email: <input type="text" value="barbcastleman@mac.com"/>	

Subtotal:	<b>\$102.00</b>
Receipts will be sent to this email:	<input type="text" value="barbcastleman@mac.com"/>
Transaction Fee: \$2.04	<input checked="" type="radio"/> Winner Pays <input type="radio"/> Charity Pays
Grand Total:	<b>\$104.04</b>
<b>Click Inside The Card Info Box Below, Swipe Your Credit Card, and Press the Process Payment Button.</b>	
* all fields required	
Card Info	<input type="text"/>
<input type="button" value="Process Payment &gt;&gt;"/>	

7. Click the radial if they are willing to pay cc transaction fees, and then swipe their card when the cursor is blinking in the empty box. Click **Process Payment** to complete transaction.