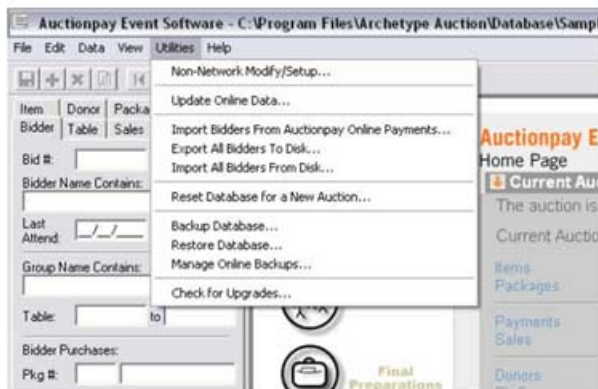


## Instructions for Integrating Greater Giving Online Payments and Greater Giving Event Software PC

Requires Greater Giving Event Software v3.62 or greater.

### Login to start download, then complete the following three steps.

To Login to Event Software PC, go to **Utilities**, and select 'Import Bidders from Greater Giving Online Payments.'



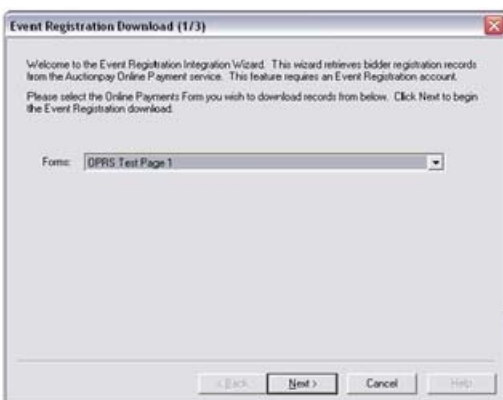
When the online dialog box opens, enter Username and Password. If your Username and Password have been entered, the software will go directly to the Event Registration Download Dialog box.

### Step 1 of 3: Select Payment Form to Download

The Event Registration Download (1/3) dialog box will open and prompt the selection of the Payment Form to download.

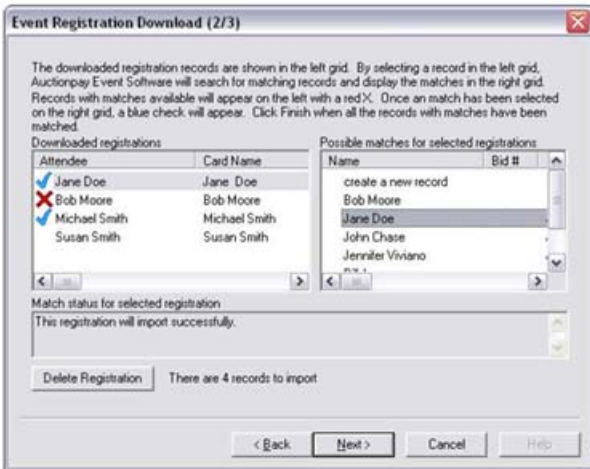
Payment forms need to be set up separately for each ticket price and should be named accordingly. For example, set up a page for individual tickets, a page for a table, etc.

Select the appropriate form and press **Next**.



**Step 2 of 3: Match Possible Duplicates** – please read the instructions completely prior to executing this step to avoid duplicating or improperly overwriting records.

The **Event Registration Download (2/3)** dialog box will open displaying two columns. The left column lists online registrants to download. The right column lists registrant records currently in the Event Software database that have the same name, phone number, or email address as those in the left column. Registrants with duplicate data are indicated in the left column with a red **X**.



To proceed with the download, each X must be converted to a blue ✓ by selecting the name in the left column and **either** selecting a corresponding name in the right column or choosing “create a new record.” Selecting “create a new record” will add a new record in the name of the registrant in the left column of the database. Selecting the corresponding name in the right column will prompt the software to combine the two records by overwriting the existing information in the Event Software database with the new information from their online registration. Once a corresponding name is selected from the right column, or a new record is created, a blue ✓ will appear next to the registrant in the left hand column. Match records carefully to avoid duplicating or improperly overwriting records.

Once all the red **X**s have been changed to blue ✓'s, press **Next** to continue with the download.

**Step 3 of 3: Preview and Complete Download** The **Event Registration Download (3/3)** dialog box is the last step of the process and allows the users the choice of previewing a list of online registrants. Press **Finish** to continue.

A **Bidder Listing** dialog box will appear with the option to view all registrants who have registered online. Press **OK** for a print preview.



The **Summary – bidders registered online** report of online registrants will preview on the screen. Press **Print** to print the report. Press **Close** to exit.

Auctionpay Event Software - C:\Program Files\Archetype Auction\Database\Samples.adb - [Auctionpay Event Software Report]

File Edit Data View Utilities Help

Print Next Page Prev Page One Page Zoom In Zoom Out Close

Bidder Table Sales Payment  
Item Donor Package Staff

Item # [ ] to [ ]  
Item Name Contains: [ ]  
Item Type: [ ]  
Section: [ ]  
Location: [ ]  
Category: [ ]  
Donor Name Contains: [ ]  
Value: [ ] to [ ]  
Date Recvd: [ ] to [ ]  
Solicitor Name Contains: [ ]  
Include only items which: [ ]  
Related Views Reset Query

SUM-16: Summary - bidders registered online 05 August 2005, 09:46 AM Page 1

Note: \* indicates bidders who have registered their credit card number for express checkout

<b>George Bush</b> Pensylvania Ave. Washington D C D C 11111 999-999-9999 george@whitehouse.com Date ent.: 7/19/2005	Type: Single Seat Price: \$14 Paid: \$14 Value: \$14 Due: \$0 Last sthd: [ ] Admit info: sit with Fred & Mary Olson	Group: None 1 chicken, 1 Vegetarian Affiliate: None Payment recd.: 6/21/2005 Payment type: Visa	Bid # Table # Seats purch.: 2 Seats used: 2
<b>Mika Bergland</b> 1350 SW Garden Place Portland OR 97225 (503)394-0676 mberglan@earthlink.com Date ent.: 7/19/2005	Type: Single Seat Price: \$7 Paid: \$7 Value: \$7 Due: \$0 Last sthd: [ ] Admit info:	Group: Parents 1 Steak, 1 None Affiliate: AFE Payment recd.: 6/17/2005 Payment type: Visa	Bid # Table # Seats purch.: 1 Seats used: 1
<b>Erin and Wilma</b> 789 W Easy Street Suite 700 Little Rock AR 72742 123-456-7890 erinsp@earthlink.com Date ent.: 7/19/2005	Type: Single Seat Price: \$235 Paid: \$235 Value: \$235 Due: \$0 Last sthd: [ ] Admit info: Tort 1	Group: Parents 1 Steak, 1 chicken Affiliate: AFE Payment recd.: 6/29/2005 Payment type: Visa	Bid # Table # Seats purch.: 1 Seats used: 1
<b>John Smith</b> 123 Main St. Portland OR 97225 (503)597-0378 john@isp.net None Date ent.: 7/19/2005	Type: Single Seat Price: \$14 Paid: \$14 Value: \$14 Due: \$0 Last sthd: [ ] Admit info:	Group: None 1 Steak, 1 Vegetarian Affiliate: None Payment recd.: 6/17/2005 Payment type: Visa	Bid # Table # Seats purch.: 2 Seats used: 2
<b>Address()</b> Address 1 Address 2 City OR 00000 123-456-7890 email@address.com Company Date ent.: 7/19/2005	Type: Table Price: \$705 Paid: \$705 Value: \$705 Due: \$0 Last sthd: [ ] Admit info: Special Instructions	Group: Parents 1 Fish, 1 Steak Affiliate: AFE Payment recd.: 6/28/2005 Payment type: Visa	Bid # Table # Seats purch.: 3 Seats used: 3
<b>Bill Lind</b> 123 1st St. Tilam OR 97724 333-444-5555 bill@wherever.com Date ent.: 7/19/2005	Type: Single Seat Price: \$7 Paid: \$7 Value: \$7 Due: \$0 Last sthd: [ ] Admit info:	Group: None 1 Steak, 1 None Affiliate: None Payment recd.: 6/22/2005 Payment type: Visa	Bid # Table # Seats purch.: 1 Seats used: 1

Page 1 NUM