

Best Practices for Auctionpay Card Reader

Prior to Your Event

- If renting computer equipment for your event, you will need to test the card reader device prior to event day and test again on event day computer(s) day of event.
- We highly recommend training your volunteers prior to your event day.
- Check to ensure that each computer used at the event has enough USB ports for a printer, mouse, keyboard, and the card reader device.
- You will need computer(s) at both registration and check-out when using the card readers
- With card readers you'll be unable to use retail mode, so everyone who makes a purchase must be assigned a bidder number.

At Your Event

- Greet guest and ask them if they would like to pre-swipe their credit card for the event. If so, swipe credit card, making sure the magnetic strip of the card is facing away from you and on the same side as the lettering on the card reader device. (See card reader)
- We recommend that all guests are assigned a bidder number prior to the event.
- Event night shortcuts:
 - **F6** is to add new bidders
 - **F7** to display or hide the query bar
 - **F8** is your sales bar
 - **F10** is your save key
 - **F11** Save and add new
- Enter all cash and check payments as you receive them during your event using the F8 Sales Bar on the payment tab.

After Your Event

- Print a **BID-03: Sales listing by bidder** to check all bidder totals report before submitting charges to bank
- Print a **BID-07: Receipt listing** to check all bidder purchases and verify payment type
- Print a **PKG-03: Sales listing by package with buyers** report to audit data entry with bid sheets for correct data entry
- If you use Greater Giving Event Software Online in addition to Event Software PC, you must settle to the bank before synchronizing the database with the online edition.