

Greater Giving Online - *Go Time*

VOLUNTEER CHEAT SHEET



STEP 1 of 3—Get Name

- Type guest name in the **'Attendee'** field
HINT: Type a portion of the first or last name to look for matches. Example: type "sky" for "Tchaikovsky"

Attendee:	sky
Bidder Supporter Name #	
106 Jay Tchaikovsky	

- Highlight and click **'Next'**
 - If the guest is not listed, create a new record
 - Click **'Create New Supporter'**
 - Type contact info (Required- Name, Bidder #)
 - Click **'Assign Next Available'** to auto assign a Bidder # or type in desired Bidder #
- Click **'Update'** to go to *Step 2 - Select Guests*

STEP 2 of 3—Select Guests

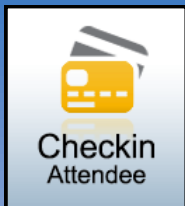
- box next to each guest to check them in
- To update or view contact info, click **'Guest Info'**. Click **'OK'** to save
- Click **'Next'** to go to *Step 3 – Add Credit Card*

STEP 3 of 3—Add Credit Card

- Click **'Swipe Card'**
- Swipe with magnetic strip facing towards arrows
 - For unreadable cards - cancel and click **'Type Manually'** - complete all fields. Click **'OK'**
- Click **'Next'** to complete check in

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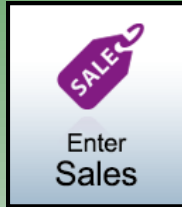
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Enter
Sales

Package Sales

- Type name or # of package, **'Enter'**
- Type bidder # or guest name, **'Enter'**
- Type winning bid amount, **'Enter'**
- Click **'Add Sale'** to confirm and save
- Repeat steps 1-4 for additional sales

Multi-sales - Example: raffle ticket, paddle raise, etc..

- Type name or # of package, **'Enter'**
- Type bidder # or guest name, **'Enter'**
- Type quantity, (auto calculates), **'Enter'**
- Click **'Add Sale'** to confirm and save
- Package will remain, repeat steps 2-4 for like sales

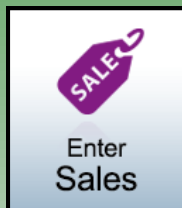


Checkout
Attendee

- Type bidder # or guest name, **'Enter'**
- Verify entered Sales
 - To make changes — Edit, Delete, or Add
- Verify credit card is on file, if not ask for payment
 - Add Credit Card—**'Swipe Card'**
 - Add Cash or Check—**'Add Payment'**
- To split the total between multiple credit cards
 - Swipe all credit cards to be split
 - Click **'Edit'**, enter maximum in **'Max Amount'** for each card on file
- To Remove Credit Card
 - Click red **'X'** then **'OK'** to confirm
- Email or Print Receipt

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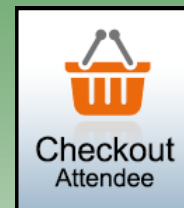
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