



# Greater Giving Online—Storefront VOLUNTEER CHEAT SHEET



## Go Time / Storefront Login



- Enter user name
- Enter password
- Select 'LOGIN'

- Click on the Storefront icon



## Add Purchases

- Select each package by touching or clicking icon
- Adjust quantity by using the - / + buttons
- Select red 'X' to delete a package
- Select 'Reset' to clear all packages



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**Collect Payment - 'Pay Now'** (*Anonymous Sale - No name or contact info captured*)

### CREDIT CARD

- Swipe credit card
- Obtain guest's signature (*optional*)
- Enter guest's email address (*optional*)

### CASH or CHECK

- Select 'Cash / Check'
- Choose appropriate type of payment from list
- Enter guest's email address (*optional*)

**Add Sale to Bidder # or Name** (*Sale will be added to guests bid # to be charged at a later time*)

- Select 'Add to Bidder #'
- Enter guests Bidder # or Name
- Select 'Done'



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