



How to Handle Event Night Walk-ins

Keywords
Walk-ins
Contact card

Applies to: *Auction! V3* and *V2*

Background: Often you will not know the names of all the guests that a host may be bringing to your event or you may be able to accommodate last minute attendees. It is important to give these people a bid number and send them off to bid on auction items as quickly as possible without creating long check in lines. We suggest you **DO NOT** have the computers at the check in area. To minimize lines, perform all data entry and other computer functions such as entering winning bids and printing invoices in a separate data entry room or area.

Step by Step Instructions

1. Prior to your event night, using a word processing program such as Word™, create a Contact Information Card. Number each card with an available Bidder Number. The contact card should have lines for filling in the minimum information you will need to contact the bidder should the need arise.
2. Attach each card to a bidder packet or catalog that is labeled with the same Bidder Number.
3. When a non pre registered guest arrives, hand him or her one of these special catalogs or Bidder packets, and have them fill out the contact card.
4. Remove the filled out contact card from the packet or catalog. Show the guest the Bidder number on their catalog and explain they must use that number to bid on items in the auction.
5. Send the contact card to the data entry area.
6. The data entry team must enter this new guest into Auction! and be sure to assign to that guest the Bidder Number that is pre printed on the card. All walk in guests must be entered into Auction! before beginning winning bid entry.

