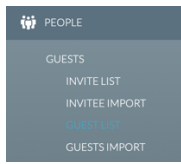


## How to Check In | Desktop | The Handbid Way



Left Menu – People- Guests – Guest List

Search

<input checked="" type="checkbox"/>	Neugebauer, Elise evonneu@hotmail.com
<input type="checkbox"/>	Demo, Flory demo@handbid.com
<input type="checkbox"/>	Bellin, Hector speeddemon@arsenal.com
<input checked="" type="checkbox"/>	Tierney, Kieren scottshifty@test.com

Check the box next to the guest name



Click Check In

### ALREADY A BIDDER?

BIDDER	NAME
108	Elise Neugebauer

Look for the Green paddle number that indicates the guest is a bidder

Assign Paddle

Enter a paddle number

Auto-assign

Click bidder number to manually assign



Add or Edit Credit Card

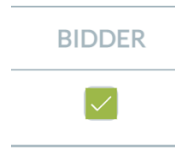
PLACEMENT
41

Placement



Click Check in & Register

# NOT A BIDDER



Check Box next to name



Click Check In & Register

## Register Bidders

Bidder 1 of 1

**Kieren Tierney**  
Sponsor: Arsenal  
Table:  
Status:

**Bidder Name & Email**

First Name:  Last Name:

Email\*:

Phone:  No Cell Phone

Country Code:  Phone Number:

add second phone

**Address**

Address:

enter address manually

Send Login Link  Send PIN Code

Complete info and Click Register

## Register Bidders

Bidder 1 of 1

**Kieren Tierney** 127  
Sponsor: Arsenal  
Table:  
Status:

**Complete Bidder Registration**

Kieren Tierney [edit](#) PADDLE  
[scottishlefty@test.com](mailto:scottishlefty@test.com) **127**  
312351243 [send login link](#)

SPONSOR	TABLE	STATUS
Arsenal	not set	Guest

[Credit Cards](#) Purchases

No results found.

add new card

Paddle number assigned – add CC if applicable  
Change Paddle Number – if applicable  
Click Complete