

## 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”)

A screenshot of a web application interface. At the top, there is a search bar labeled "Attendee:" containing the text "sky". Below the search bar is a dropdown menu with a yellow background. The dropdown has a header row with "Bidder" and "Supporter Name". Below the header, there is one entry: a small profile icon, the number "106", and the name "Jay Tchaikovsky".

- Highlight and click **Next**
  - If the guest is not listed, create a new record
    - Click **Create Supporter**
    - Type contact information (Name and Bidder # are required)
- Click **Assign Next Available** to auto assign a Bidder # or type in desired Bidder #

### Step 2 of 3 – Select Guests:

-  next to each guest to check them in
- To update or view contact information, click **Guest Info** or **Details**. 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 stripe facing towards arrows
  - For unreadable cards, cancel and click **Type Manually**. Complete all fields and click **OK**
- Click **Finish** to complete check in



## Package Sales:

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



- Type bidder # of guest name and click 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 Cheque – **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 a credit card
  - Click red **X** then **OK** to confirm
- Email or print receipt