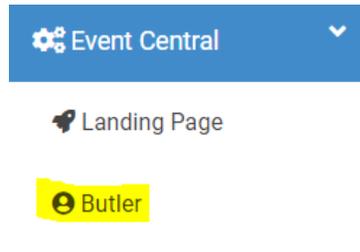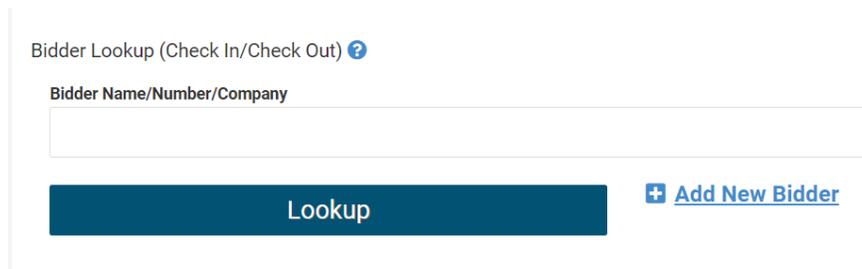# CHECK-IN INSTRUCTIONS

1. Go to **Event Central > Butler** or type in **cbo.io/butler** in your browser and log in with ID and admin password.

2. Under **Bidder Lookup (Check-In/Check-Out)**, type in the bidder's first name, last name, or bidder number.
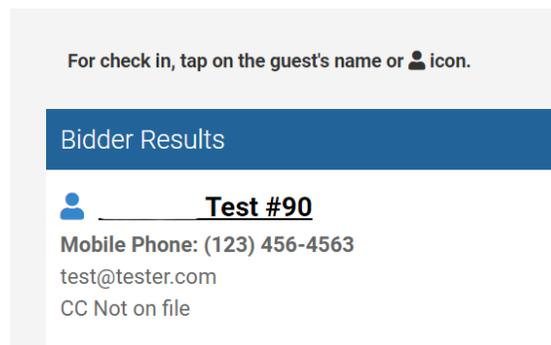

3. When you find the name, click on it.

4. Verify their phone number, email address and add a credit card if required.
   a. If turned on, they will receive a welcome text after check-in.

5. To add a credit card, tap the blue 'Tap to add a credit card' and enter the card details and billing zip code.