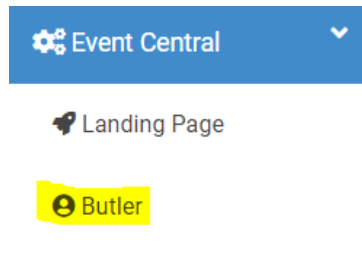


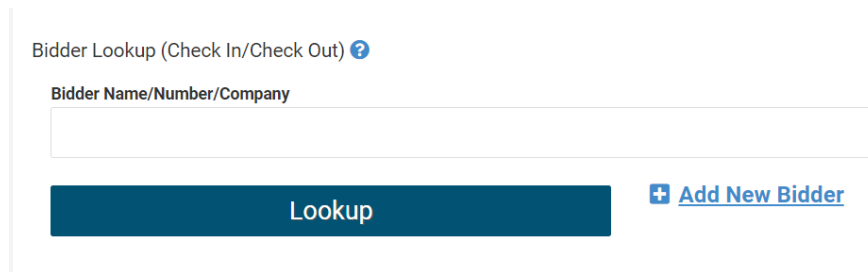
# CHECK OUT INSTRUCTIONS

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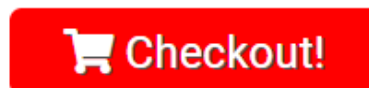
1. Go to **Event Central > Butler** or type in **cbo.io/butler** in your browser and log in with ID and admin password.



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

A screenshot of a web form titled 'Bidder Lookup (Check In/Check Out)'. Below the title is a text input field with the placeholder text 'Bidder Name/Number/Company'. Below the input field are two buttons: a dark blue button labeled 'Lookup' and a blue button with a plus sign and the text 'Add New Bidder'.

3. When you find the name, click on the red **Checkout!** Button.



4. You will view an itemized list of all the items the bidder has won, purchased, or donated. Under **'Choose a Payment Type'** select Credit Card, Cash, Check, or Other.
  - a. If paying via Credit Card, enter in the details, or if the details are already entered, press submit.
  - b. If paying via Check, under the field 'Check Number' you can enter the check number.
5. Click the green **'SUBMIT'** button. This will send the email on file a receipt of their purchases.

