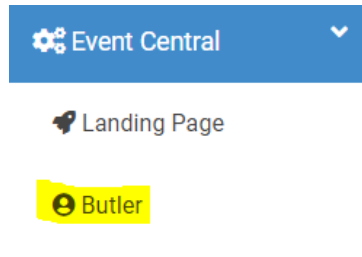
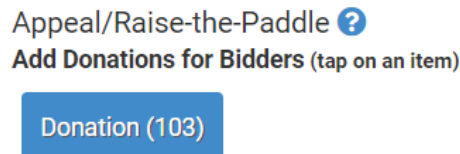


ADDING RAISE THE PADDLE DONATIONS

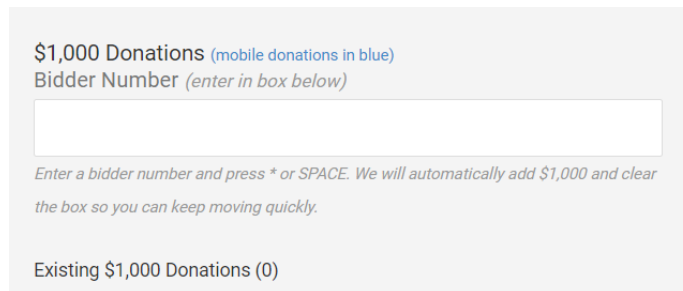
1. Go to **Event Central > Butler** or type in **cbo.io/butler** in your browser and log in with ID and admin password.



2. Under Appeal/Raise-the-Paddle, click on the blue button for your Donation Item.



3. Under each denomination, simply type in the bidder number when the bidder raises their paddle to donate and press enter.
 - a. To customize the pre-set denominations, go to Items > Manage Items > Donation Item > Pre-Set Denominations.
 - b. We recommend having 1 volunteer entering in the bidder numbers and 1 volunteer writing down the bidder numbers to cross-reference afterwards to ensure accuracy.



4. To remove a donation, simply click on the X next to the incorrect bidder number.

