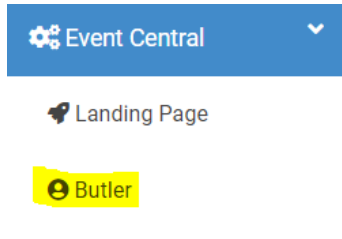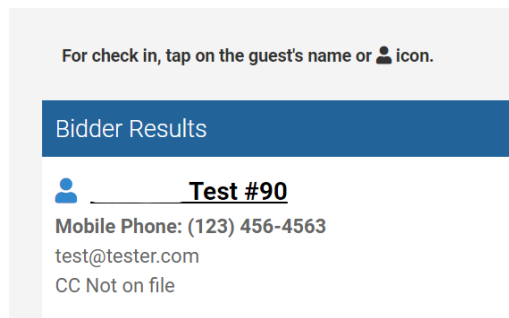# UPDATING CONTACT INFO

1. To update an existing bidder's contact information, open the Butler. 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. From here, you can update the First Name, Last Name, Phone Number, Email, add a Phone Number or Email, update the credit card information or update an Address.
5. When you have updated the information, press the green **COMPLETE** button.



   a. This will send the bidder's phone number a welcome text. If you do not want the welcome text to be sent, deselect the box in the upper left corner.