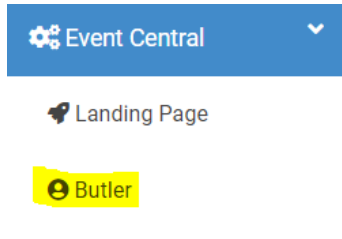


# UPDATING CONTACT INFO

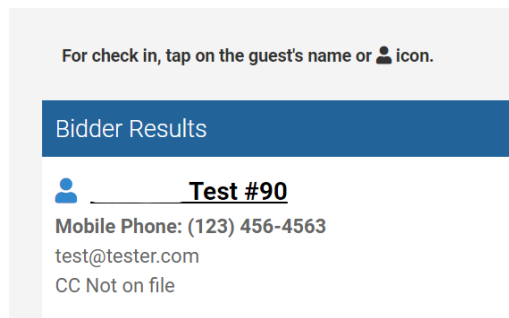
1. To update an existing bidder's contact information, open the Butler. Go to **Event Central > Butler** or type in **cbo.io/butler** in your browser and log in with ID and admin password.



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

A screenshot of the "Bidder Lookup (Check In/Check Out)" form. The title is "Bidder Lookup (Check In/Check Out)" with a help icon. Below the title is a text input field labeled "Bidder Name/Number/Company". At the bottom of the form are two buttons: a dark blue "Lookup" button and a blue "+ Add New Bidder" button.

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.

