

How to Check Out Guests

Open Checkout: Click **Checkout** (left sidebar, *Actions*).

1. Find the Participant

- Use the search bar at the top.
- **Only one** profile should appear.

2. Review Charges

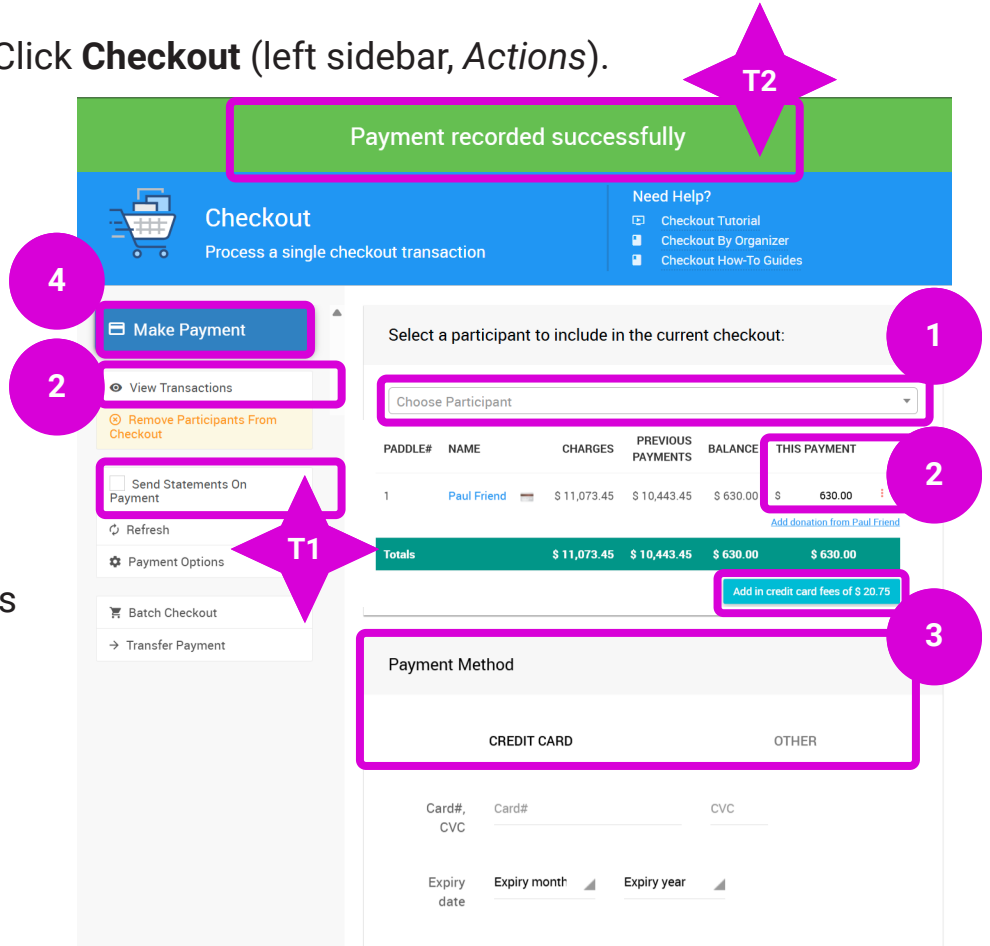
- **View Transactions** shows charges, payments, and balance.
- Unpaid totals will be displayed under ***This Payment***.

3. Select Payment Method

- Choose Credit Card, Cash, Check, etc.
- If available, click **Add Fees** if the guest wants to cover credit card fees.

4. Complete Checkout

- Click **Make Payment**.



The screenshot shows the Auctria Checkout interface. At the top, a green banner displays "Payment recorded successfully" (T2). Below this is a blue header with a shopping cart icon, the title "Checkout", and the subtitle "Process a single checkout transaction". On the right, there's a "Need Help?" section with links to "Checkout Tutorial", "Checkout By Organizer", and "Checkout How-To Guides".

The main content area is divided into two columns. The left column contains a sidebar with buttons: "Make Payment" (circled 4), "View Transactions" (circled 2), "Remove Participants From Checkout", "Send Statements On Payment" (circled 1), "Refresh", "Payment Options", "Batch Checkout", and "Transfer Payment". A star marker T1 points to the "Payment Options" button. The right column shows a "Select a participant to include in the current checkout:" section with a search bar (circled 1). Below the search bar is a table with columns: PADDLE#, NAME, CHARGES, PREVIOUS PAYMENTS, BALANCE, and THIS PAYMENT. The table lists a participant named "Paul Friend" with a charge of \$11,073.45, previous payments of \$10,443.45, and a balance of \$630.00. The "THIS PAYMENT" column shows a value of \$630.00 (circled 2). Below the table, a green bar shows "Totals" with the same values. A button "Add in credit card fees of \$ 20.75" is circled 3. Below the table is a "Payment Method" section with "CREDIT CARD" and "OTHER" options (circled 3). At the bottom, there are fields for "Card#", "CVC", "Expiry date", "Expiry month", and "Expiry year".

T1

Tip 1: Send Receipts

Check **Send Statements on Payment** to send receipts. (*This only needs to be set once per device!*)

T2

Tip 2: Confirmation Banner

Payment Recorded Successfully means the transaction was completed!