

GUESTS Menu – Select Guest List – ADD GUEST

1. On the Main menu, select menu option **Guests**
2. On the **Guests** menu, select option **Guest List**
3. On the **Guests List** screen, select **Add Guest** Add Guest
 - a. Key in the Guest's **First Name**
 - b. Key in the Guest's **Last Name**
 - c. Key in the Guest's **Display Name**
 - d. Key in the Guest's **Email address**
 - e. Key in the Guest's **Mobile Phone** number (Numeric Only)
 - f. Key in the Guest's **Address, City, State, and Zip Code**
 - g. Key in the Guest's **Bidder #** (Bidder # is only required for Live Auctions or Paddle Raises)
(*NOTE: Bidder #'s must be numeric AND start with a number greater then '10')
 - h. Key in the Guest's **Table Number** (Optional - Seated events only)
 - i. Key in **Group Name** (Optional)
 - j. Key in **# of Guests**
 - k. Select '**Add Guest**' in the lower right corner of the screen
 - l. The message '**Guest Added Successfully**' will appear, select **OK** (You are now ready to add your next guest)

Add Guest
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First Name *	Last Name *	Display Name	
<input type="text" value="Fred"/>	<input type="text" value="Flintstone"/>	<input type="text" value="Fred & Wilma Flintstone"/>	
Email	Mobile Phone (numbers only)		
<input type="text" value="FredF@SlateConstruction.com"/>	<input type="text" value="7892584628"/>		
<small>(Please use unique email per guest)</small>			
Address	City	State	Zip Code
<input type="text" value="1919 Stone Quarry Way"/>	<input type="text" value="Bedrock"/>	<input type="text" value="TX"/>	<input type="text" value="75026"/>
Bidder #	Table #	Group Name	# of Guests
<input type="text" value="101"/>	<input type="text" value="14"/>	<input type="text" value="Bedrock Bowlers"/>	<input type="text" value="2"/>