



## 2022 Morning of Hope Breakfast Fundraiser Table Captain Guest Registration Instructions

### How to Register Your Guests

1. To fill in your guest information, sign in to Bidpal and navigate to the "Your Tickets" option on the Menu, where you can assign, reassign, or unassign guests as needed.
2. How to Assign Tickets:
  - a. Select a "Guest of Your Name" ticket and the page will be expanded for that guest's profile.
  - b. Click ASSIGN TICKET and enter in the guest's information. Again, we encourage you to include their email and mobile # so they can receive event information automatically. See "How Guests are Notified" below for more information.
  - c. Click ASSIGN TICKET at the bottom to finish their registration.

**NOTE:** After a ticket sale is complete, you won't be allowed to enter or change any ticket options (Meal Choices, etc.). These changes can only be made by contacting the SVdP event staff at [events@svdpgeorgia.org](mailto:events@svdpgeorgia.org) AFTER you have registered the guest.

**You can return to this step of registration at any time between now and August 11<sup>th</sup>. All guest names must be submitted by August 11<sup>th</sup>.**

### How Guests are Notified

When assigning tickets, you are prompted to enter your guests' names and may additionally input mobile numbers and email addresses. Entering guest emails provides the following benefits:

- If a guest email is entered, OneCause will automatically send a ticket assignment email to that potential guest. This email includes:
  - Notification that a ticket was purchased on the guest's behalf and who bought it
  - Organization name
  - Event information including name, date, and location
  - Ticket details
  - A personal One-Click Login link that allows the guest to quickly sign into the Giving Center and get pre-registered by filling in any additional required contact information requested by the host organization.