

Checkout Multiple Users Together

Last Modified on 04/20/2022 2:53 pm EDT

Watch a video

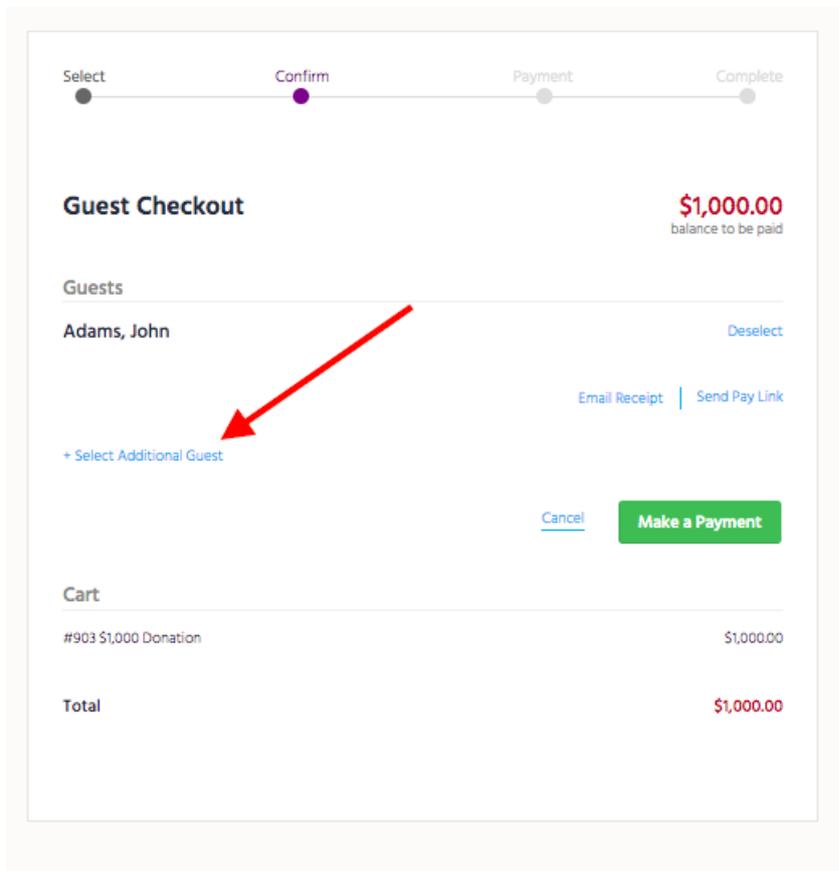
Check out multiple users at the same time

1. Go to Admin view > Users > Checkout.
2. Enter the user's name in the search box.
3. Click Search.
4. Locate the user's account.

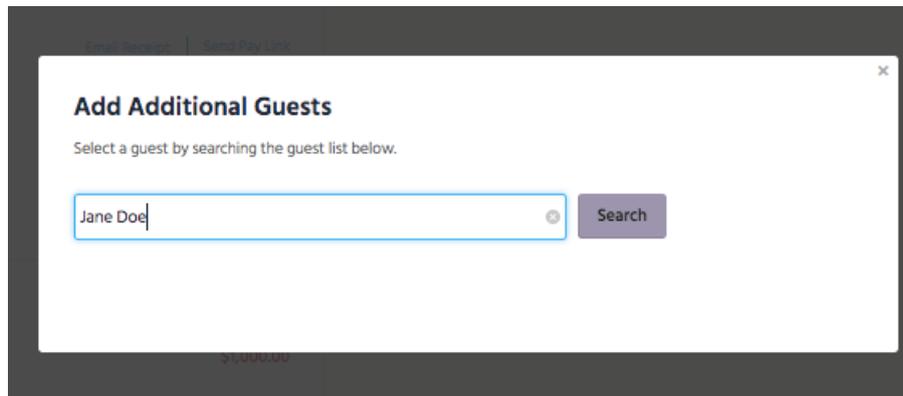
The screenshot shows the 'Users' checkout interface. At the top, there are three tabs: 'Details', 'Check-In', and 'Checkout'. Below the tabs is a progress bar with four steps: 'Select', 'Confirm', 'Payment', and 'Complete'. The 'Select' step is currently active. Under the 'Select Guest' heading, there is a search box containing 'john adams', a 'Search' button, and a 'Clear Filter' link. Below the search box is a table with two columns: 'GUEST' and 'ADDITIONAL DETAILS'. The table contains one row for 'Adams, John' with a bid amount of '\$1,000.00'. To the right of the bid amount is a green 'Begin Checkout' button. The 'ADDITIONAL DETAILS' column also lists 'Bid #: 0', 'Table:', and 'Company Name:'.

GUEST	ADDITIONAL DETAILS
Adams, John	\$1,000.00 Bid #: 0 Table: Company Name:

5. Select Begin Checkout.
 - Details of transactions will appear.
6. Click +Select Additional Guests.

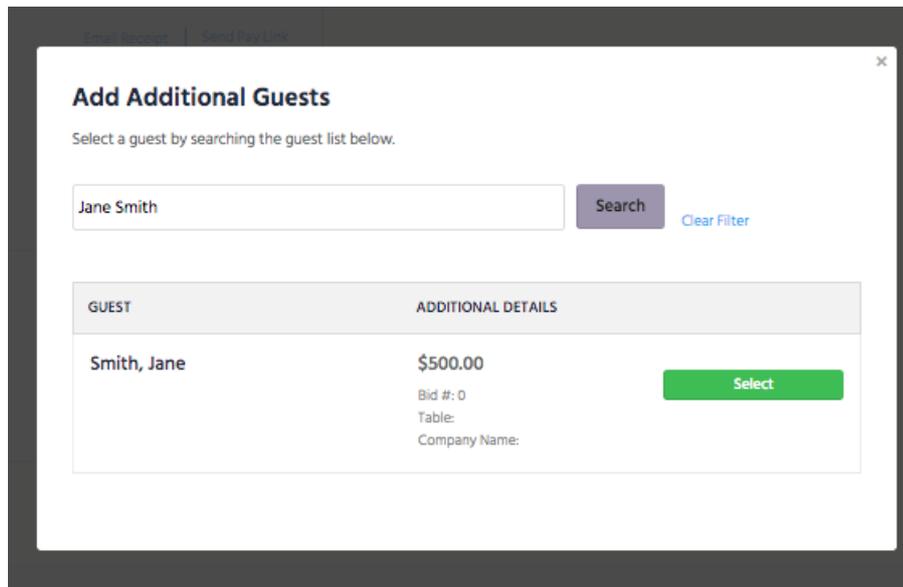


7. Search for the additional user to add.



8. Click Search.

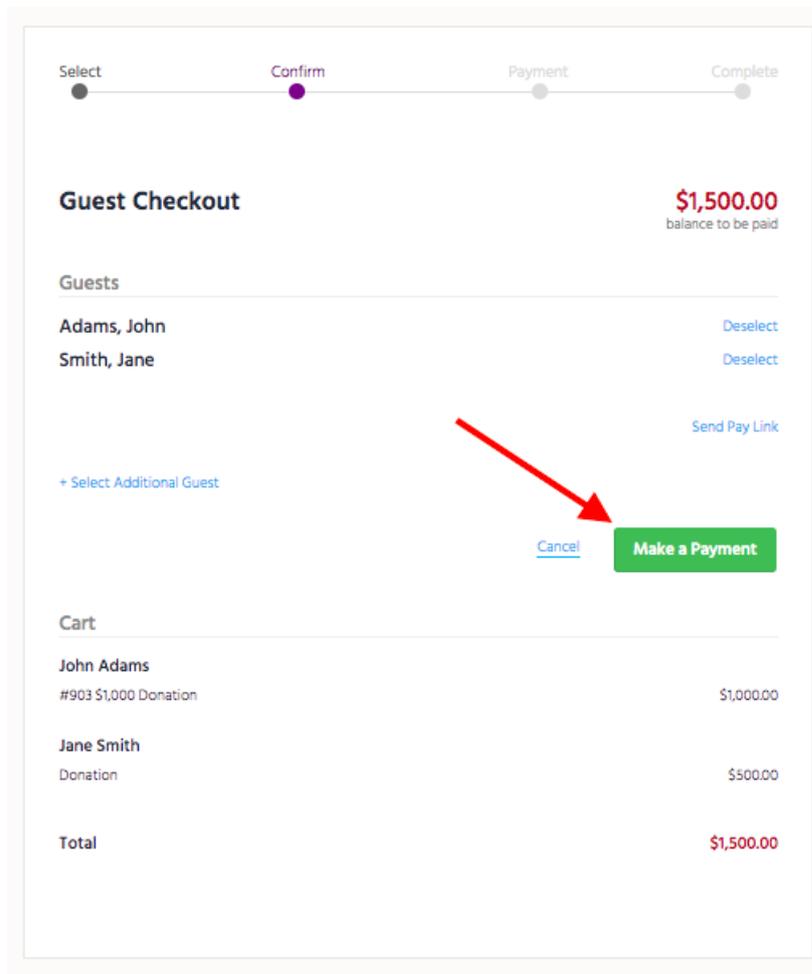
9.



Click **Select** next to the user's account that you would like to add.

- Page will repopulate with the combined order.

10. Click **Make a Payment**.



11. Select the appropriate form of payment.

Select Confirm **Payment** Complete

< Back to Confirm

Payment Information

Adams, John balance: \$1,000.00	1,000.00	Edit
Smith, Jane balance: \$500.00	500.00	Edit

Select a Payment Type

 Enter Credit Card	 Check	 Cash
 Other	 Pledge	

12. Follow prompts to complete the payment with the appropriate method.

Note: Visit [How to Checkout A User](#) to learn all about the payment options.