

Update User Information

Last Modified on 04/20/2022 1:09 pm EDT

After a guest has been checked in, updates to their name, phone number, email address, assigned bidder number or custom field information can be made to a user account both from the Check-In screen as well as User Details.

Tip: If Bidder Number or Custom Fields are not visible on the user accounts, visit Dashboard > User Container > More button ("...") > Settings to show and set.

From check-in

1. Go to Admin View > Users > Check-In.
2. Type the guest's name in the search field.
 - A partial name is acceptable.
3. Locate and click Select.
4. Review and Edit the guest's information.
 - If Bidder Number or Custom Fields are not visible on the user account, visit [User Settings](#).
5. Click out of the field that has been edited to save. A green checkmark will appear next to the updated field.

The screenshot shows a dashboard for 'Hope for a Cure' with a total revenue of \$46,125.30. The dashboard is divided into several sections:

- Dashboard Header:** 'Hope for a Cure' logo, date '9/10/2021 6:00 pm', and total revenue '\$46,125.30'.
- Left Sidebar:** Navigation menu with categories: SETUP (Settings, Design, Pages, Users), WAYS TO FUNDRAISE (Donation, Auction, Items for Purchase, Tickets, P2P (Champions)), and a Help button.
- SITE Section:** Website URL 'Gala2021.givesmart.com', SMS 'text Gala2021 to 76278', Site Status 'Live', and Site ID '52827'. Includes a 'Share' button and a link to the Design Center.
- USERS Section:** Summary: 15 CHECKED IN, 157 TOTAL USERS. Table below:

TYPE	CHECKED IN	TOTAL
Campaign Assistant	0	1
Campaign Admin	0	4
GiveSmart	0	45
Volunteer	0	1
Donor	15	106
- ITEMS Section:** Summary: 63 TOTAL ITEMS, 21 ITEMS - NO ACTIVITY. Table below:

TYPE	TOTAL
Auction Items	34
Instant Items	11
Live Items	4
Donation Items	7
Vote Items	5
Raffle Tickets	2
- PAYMENTS Section:** Summary: \$17,575.45 PAYMENTS, \$5,374.85 IN DEBIT.
- TICKETS Section:** Summary: 74, 27.
- REVENUE Section:** Summary: ...
- Live Activity:** A yellow button labeled 'Live Activity'.

From user details

1. Go to Admin View > Users > Details.
2. Type the user's name in the search field.
 - A partial name is acceptable.
3. Locate and select to open the User Details.
4. Review and edit the guest's information.
 - If Bidder Number or Custom Fields are not visible on the user account visit [User Settings](#).

5. Click out of the field that has been edited to save. A green checkmark will appear next to the updated field.

Dashboard \$46,125.30
TOTAL REVENUE

Hope for a Cure
9/10/2021 6:00 pm Live Activity

SETUP

- Settings
- Design
- Pages
- Users

WAYS TO FUNDRAISE

- Donation
- Auction
- Items for Purchase
- Tickets
- P2P (Champions)

Help

SITE

Website URL: Gala2021.givesmart.com
[Share](#)

SMS: text Gala2021 to 76278

Site Status: Live

Site ID: 52827

Visit the [Design Center](#) to customize your home page.

USERS

15 CHECKED IN 157 TOTAL USERS

TYPE	CHECKED IN	TOTAL
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Campaign Admin	0	4
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▶ SETTINGS

ITEMS

63 TOTAL ITEMS 21 ITEMS - NO ACTIVITY

TYPE	TOTAL
Auction Items	34
Instant Items	11
Live Items	4
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▶ SETTINGS

PAYMENTS

\$17,575.45 \$5,374.85

TICKETS

74 27

REVENUE