# Auction Attendees Report

The purpose of this report is to list attendee details related to registration information from the Qgiv auctions system. Each row in the report represents a single attendee (ticket holder).

## Example Use Case(s)

* An auction admin wants to see attendee details for all auctions.
* An auction admin wants to see attendee details for the “Red Carpet” auction.
* An auction admin wants to see attendee details related to the “Table of 4” package in the “Red Carpet” auction.
* An auction admin wants to see attendee details related to registrations purchased in transaction 1001.
* An auction admin wants to see if Joe Smith has registered for the “Red Carpet” auction.
* An auction admin wants to see attendee details for bidder number 44.
* An auction admin wants to see attendee details for “Joe Smith”.

## Search

* Transaction ID
* Attendee Name
* Attendee Email
* Main Contact Name
* Main Contact Email
* Bidder Number

## Filters

|  |  |
| --- | --- |
| **Filter** | **Description** |
| Forms | Form/Auction: All, Name(s) |
| Form Tags | Forms attached to one or more form tags |
| Packages (Under Forms) | All, Name(s) |
| Attendee Status | All, Registered, Checked In |
| Bidder Status | All, Registered, Ready to Bid, Paid, Checked Out |
| Attendee Bidding Activity | All, Attendees Who Have Placed Bids, Attendees Who Have Not Placed Bids |
| Auction Event Wide Fields | Custom fields at the event level |
| Auction Participant Fields | Custom fields at the participant level |

## Web Based Columns

|  |  |
| --- | --- |
| **Column** | **Description** |
| ID | Transaction ID |
| Date | Transaction Date |
| Attendee | Attendee Name (or N/A) |
| Contact | Main contact name |
| Form | Form/Auction Name |
| Package | Package Name |
| Bidder # | Bidder Number |
| Attendee Status | Event attendance status: Registered, Checked In |
| Bidder Status | Event bidding status: Registered, Ready to Bid, Paid, Checked Out |
| Bids | Count of the number of bids the attendee has made (deleted bids excluded from count) |

## Standard Download Columns

|  |  |
| --- | --- |
| **Column** | **Description** |
| Transaction ID | Transaction ID |
| Date | Transaction date |
| Time (ET) | Transaction time |
| Form Name | Form/Auction name |
| Form ID | Form ID |
| Form Data Mapping | Data mapping configured for form |
| Package | Package name |
| Bidder Number | Bidder Number |
| Attending | If the registrant is going (only on registration line items) |
| Attendee Status | Event attendance status: Registered, Checked In |
| Bidder Status | Event bidding status: Registered, Ready to Bid, Paid, Checked Out |
| Bids | Count of the number of bids the attendee has made (deleted bids excluded from count) |
| Attendee Name | The First & Last Name of the attendee. If naming info is missing, will default to “<buyer name> - Attendee #” |
| Email | Email (Attendee) |
| Email Data Mapping | Data Mapping value (Attendee) |
| Phone | Phone (Attendee) |
| Address | Address (Attendee) |
| City | City (Attendee) |
| State | State (Attendee) |
| Zip | Zip (Attendee) |
| Country | Country (Attendee) |
| Main Contact First Name | Related to the contact that purchased the related package. |
| Main Contact Last Name | Related to the contact that purchased the related package. |
| Main Contact Email | Related to the contact that purchased the related package. |
| Main Contact Email Data Mapping | Data Mapping Value (Main Contact) |
| Main Contact Phone | Related to the contact that purchased the related package. |
| Main Contact Company | Related to the contact that purchased the related package. |
| Main Contact Address | Related to the contact that purchased the related package. |
| Main Contact City | Related to the contact that purchased the related package. |
| Main Contact State | Related to the contact that purchased the related package. |
| Main Contact Zip | Related to the contact that purchased the related package. |
| Main Contact Country | Related to the contact that purchased the related package. |
| Section | Table section for attendee (requires table management) |
| Table | Table name for attendee (requires table management) |
| Seat | Table seat for attendee (requires table management) |
| (All event wide and ticket holder custom fields) | Custom field data. |

## Additional Custom Download Columns

|  |  |
| --- | --- |
| **Column** | **Description** |
| Custom Column | Adds static text to every row |