

Manage Multiple Auction Tickets

Purchasing multiple auction tickets is especially common if the auction offers a way to register for a table or group of tickets as a single package. Since you aren't generally going to use more than one ticket yourself, you'll want to share your additional tickets with guests.

This article will show you how to manage multiple ticket registrations for Qgiv by Bloomerang's web-based and mobile auctions. It will also show you what your invited guests will see and explain how they can claim and manage their own tickets.

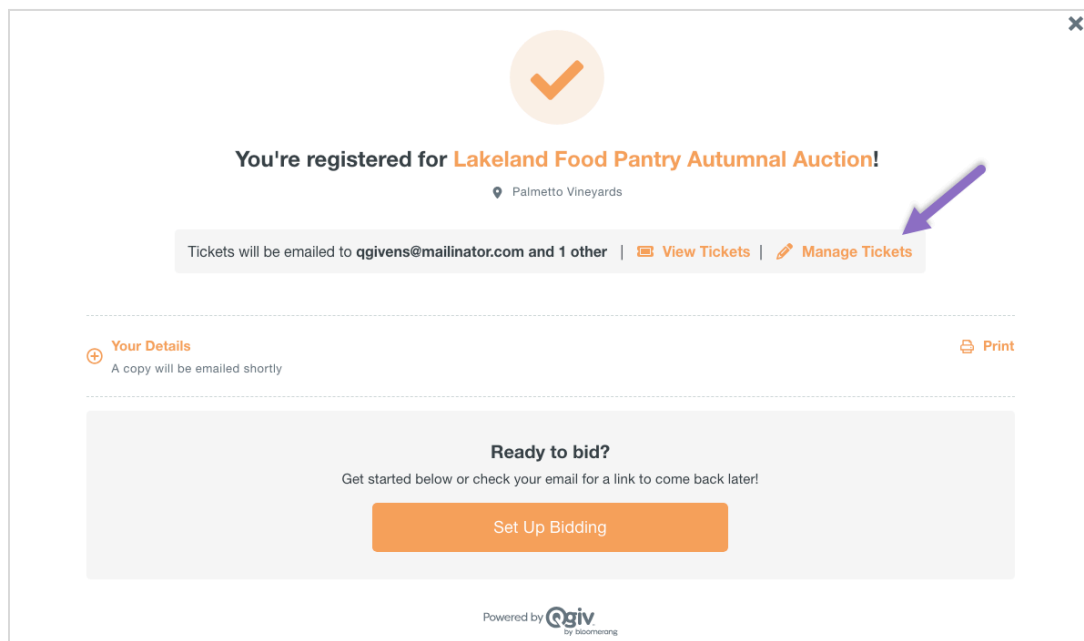
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Managing Tickets on the Web

After you complete registration on the web, you'll see a link that invites you to **Manage Tickets**.




You'll also receive an email that contains a link to this page. In your inbox, look for a message with a subject line that includes, "Your [Auction Name] Ticket."

From	Subject	Received
<input type="checkbox"/> Lakeland Food Pantry	Your Kimber's Awesome Auction Ticket: Auction Ticket	1 min
<input type="checkbox"/> Lakeland Food Pantry	Thank You for Your Event Registration!	1 min

In the body of the email, click **Manage Tickets**, which will take you back to the Manage Your Tickets page.

From here, you can send, resend, and reassign tickets.



Lakeland Food Pantry Autumnal Auction

📍 Palmetto Vineyards

📄 Additional Information: [View Your Receipt](#) | [View All Tickets](#)

Manage Your Tickets

Here you can view and edit information for your tickets. Add an email to send a purchased ticket to a guest. Once a ticket has been accepted by a guest, only they will be able to edit the information for that ticket.


📄 Art with Heart Single Registration • 1 of 8
[View Ticket](#)

↺ Revoke
↻ Resend

First Name & Last Name: Quincy Givens

Phone: ⓘ Missing

Email: ↻ qgivens@mailinator.com




[Enlarge QR](#)

📄 Art with Heart Single Registration • 2 of 8
[View Ticket](#)

↺ Revoke
↻ Resend

This ticket has been sent to jeffgivens@mailinator.com.
You can revoke or resend it at anytime.



[Enlarge QR](#)


📄 Art with Heart Single Registration • 3 of 8
[View Ticket](#)

✎ Edit

First Name & Last Name: ⓘ Missing

Phone: ⓘ Missing

Email: ⓘ Missing ↻ [Add email to send](#)



[Enlarge QR](#)

If the Email for a ticket is Missing, you have not yet sent that ticket.

Art with Heart Single Registration • 3 of 8
[View Ticket](#)

Edit

First Name & Last Name: Missing
Phone: Missing
Email: Missing [Add email to send](#)

[Enlarge QR](#)

Click **Edit**, fill in the guest's information, and then click **Save**. You must provide an email address if you want a copy of the ticket to be sent to your guest.

Art with Heart Single Registration • 3 of 8
✕

First Name Optional

Last Name Optional

Phone Optional

Email This Ticket Optional

The recipient will be able to view + manage their ticket.

Save

Cancel

If you already sent a ticket but your guest did not receive the email, you can resend a ticket by clicking the **Resend** link.

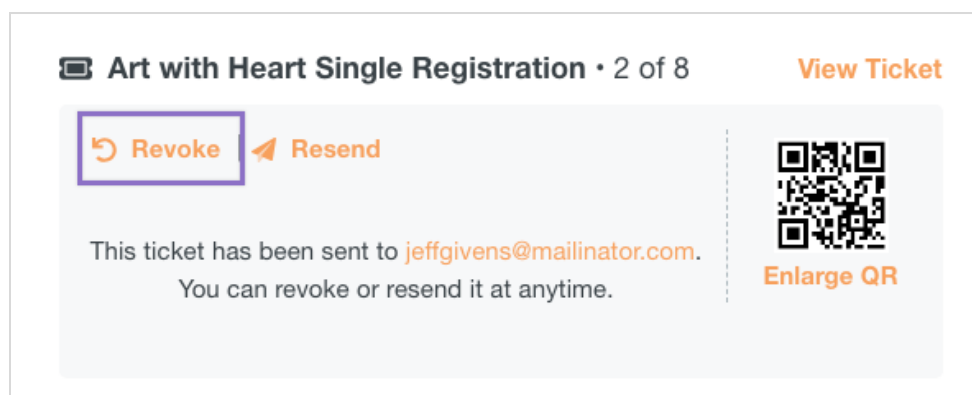
Art with Heart Single Registration • 2 of 8
[View Ticket](#)

Revoke
Resend

This ticket has been sent to jeffgivens@mailinator.com.
You can revoke or resend it at anytime.

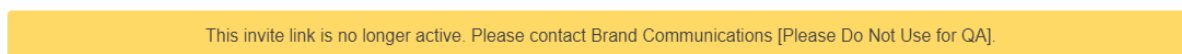
[Enlarge QR](#)

Sometimes a guest you invited has to decline, or maybe you incorrectly typed a guest's email address. If you need to reassign a ticket to send it to someone else, click **Revoke**, and then you'll be able to send the ticket to a new recipient.



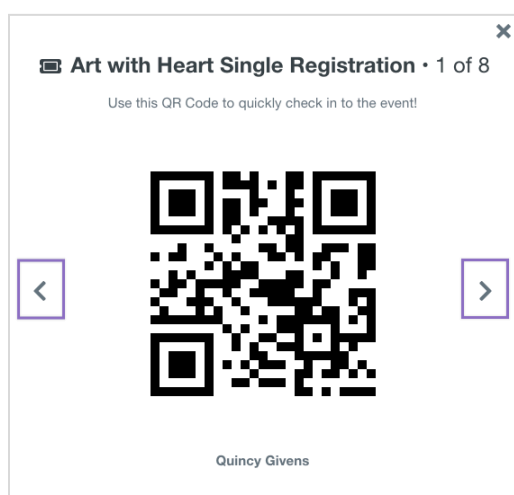
If you revoke a ticket, the original recipient will no longer be able to claim the ticket using the link in their email.

Here is what the original recipient will see if they click the link:



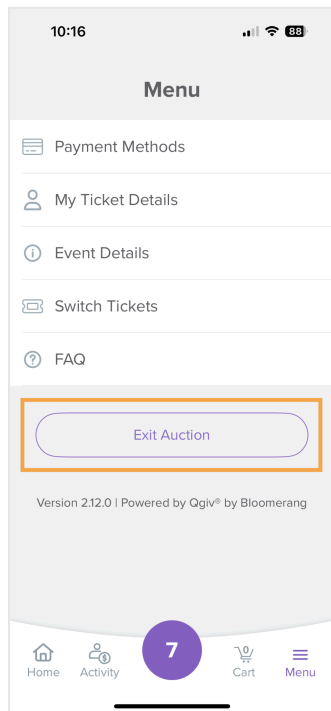
Once your ticket invites are sent, make sure to tell your guests to check their email and accept their tickets.

If you click **Enlarge QR** when managing multiple tickets, you'll be able to click through all of the QR codes.



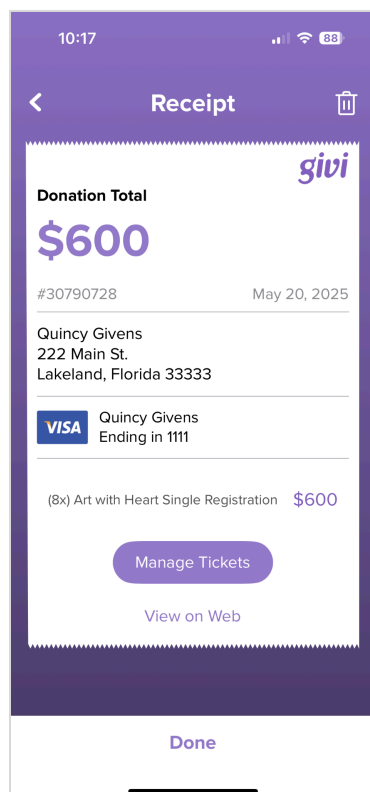
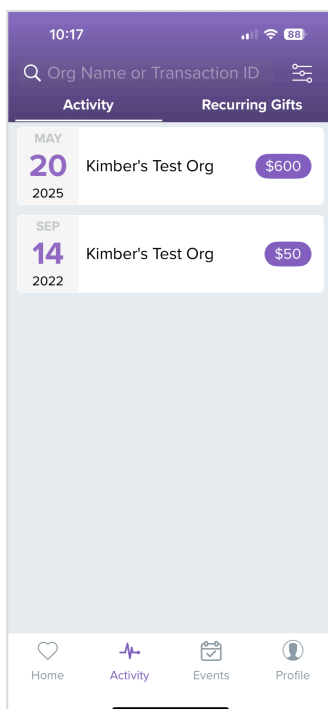
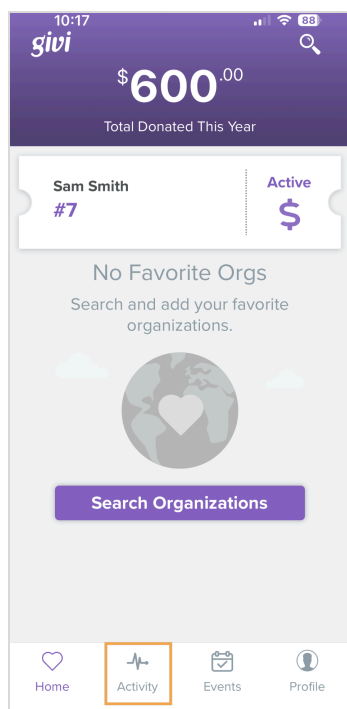
Managing Tickets in Givi

When you're ready to manage tickets, open the app and make sure you're logged into your Givi account.



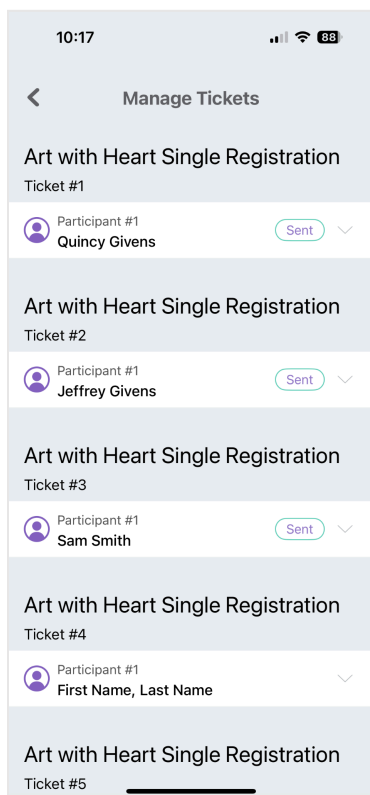
If you're in an auction, you'll first need to exit the auction by tapping the **Menu** icon in the bottom right of the screen and then tapping **Exit Auction**.

Then, at the bottom of the home screen, tap the **Activity** icon.
Home screen: *Activity screen:*



Select the transaction you want to manage, and the receipt for the transaction will appear. Tap **Manage Tickets** on the receipt to access the Manage Tickets screen.

On the Manage Tickets screen, you'll see the tickets you've purchased. By tapping the downward-facing arrow next to a ticket, you can input a guest's name and email address.



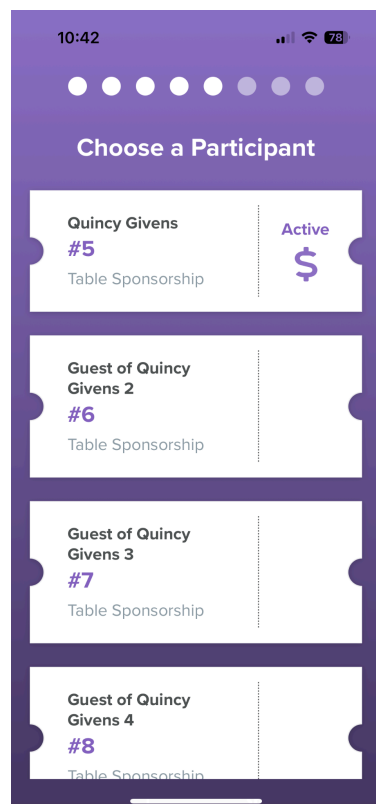
When you're finished, tap **Save** to send the ticket to your guest. If you need to send the ticket email again, you can do so by tapping **Send Invite**.

If you need to change a guest's information or reassign a ticket to a different guest, type in the new information and tap **Save**. You can edit guest information on this screen any time before the ticket has been accepted. After your guest has claimed their ticket, it cannot be reassigned.

Please note: You can also access the Manage Tickets area using the **Manage Tickets** link in your registration confirmation email.

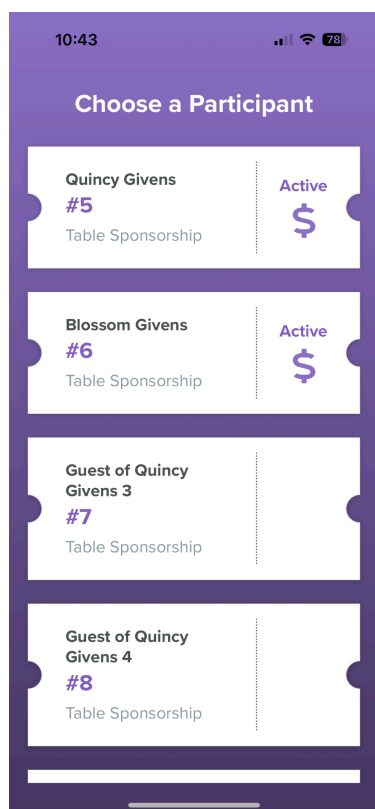
How to Avoid Claiming Guests' Tickets in Givi

When you're ready to enter the auction yourself, the **Choose a Participant** list will show you any tickets you've purchased that haven't already been claimed by guests.



When choosing a ticket to enter the auction, it's important that you only select the ticket you plan to use yourself.

If you accidentally claim a guest's ticket, it cannot be reassigned, and the guest will need to purchase a new ticket to participate.



A ticket you've claimed for yourself will appear as "Active" in the Choose a Participant list.

After a guest claims their ticket, it will disappear from the list. You'll still see the ticket on your Manage Tickets screen in Givi, but you won't be able to make any changes to the Participant information or resend the ticket invite.

Once your ticket invites are sent, make sure to tell your guests to check their email and accept their tickets. The last section of this article will focus on what your guests see after they are invited to an auction.


Instructions for Auction Guests

When the invitation is first sent, look for an email with a subject line that includes, "Your [Name of the Auction] Ticket."


From	Subject	Received
<input type="checkbox"/> Lakeland Food Pantry	Your Kimber's Awesome Auction Ticket: Table Sponsorship	just now

In the body of the email, you'll see the name of the auction and a link to **Set Up Bidding**.


Quincy, your ticket is here!








Lakeland Food Pantry Auction
Hosted by: Lakeland Food Pantry




May 23, 2025 12:00am - May 25, 2025 12:00am



Add event to your calendar


Please take some time to edit this information before the event.

 (My Ticket) Missing details: Phone Number.

Set Up Bidding

Manage Ticket

Save time by showing this at check in!



[View Ticket](#)

Clicking the **Set Up Bidding** link will take you to the auction site to log in to the auction.

Just click **Submit** in the login modal to receive a verification code.

Lakeland Food Pantry Autumnal Auction

Login

Enter the email used when registering for this event

Submit

Don't want a verification code? [Enter Password.](#)

If you have a phone number on file, you can receive the code via email or text. Enter the code to log in to the auction.

Lakeland Food Pantry Autumnal Auction

Enter Verification Code

Choose how to receive your 6-digit verification code.

☒
qgivens@mailinator.com

☐
(XXX)-XXX-9595

6-digit code sent to **qgivens@mailinator.com**.

Resend Code

Accessing the auction in Givi works similarly. Just tap **Join + Find Event** on the homescreen, enter your email address, and then decide how you'd like to receive the verification code. Enter the code to join the auction.