



Table Captain Information

- ♥ A Table Captain is an individual who wants to support Ryan House by inviting their friends, family, colleagues, etc. to the Ryan House Virtual Community Breakfast.
- ♥ To register as a table captain, use the registration page to reserve a 'Table Captain Ticket'. One ticket equals 10 guests. If you have more than that, change the quantity to 2 or more. You will be prompted to input your guest's names, emails, and phone numbers. It is not required at the time of registration and can be updated later. Your guests will receive a confirmation email once you submit their information.
- ♥ After completing registration, you will be taken to a page with information on how to download the Givi app, this is where the auction will be hosted. You will also see all your tickets with a corresponding ticket code and QR code for them to scan. Don't worry about distributing these, they will be emailed to the corresponding guest.
- ♥ To redeem your ticket, you will need to sign in. You can do this through the Givi app (Recommended) or through the web. If you download the app, you will enter your ticket code on the bottom of the screen, confirm your information, and create a password. Your login information will be stored on the app. To use the web version, click on the blue text "Enter your ticket code to start bidding online now", you will be prompted to enter your code and create an account. You will use this log in information any time you want to get back into your account.
- ♥ Once you register as a table captain, you will receive an email confirming your registration and a link to manage your table. Use this link to input/update your guest's information. You can also use this resend confirmation emails to your guests.
- ♥ Keep an eye out for Table Captain emails, where you will receive exclusive sneak peeks into the Auction Items, pictures, and videos to send to your guests to get them excited for the event.

If you have any questions please contact Makenzie George, Ryan House Community Outreach & Volunteer Coordinator, at mageorge@ryanhouse.org