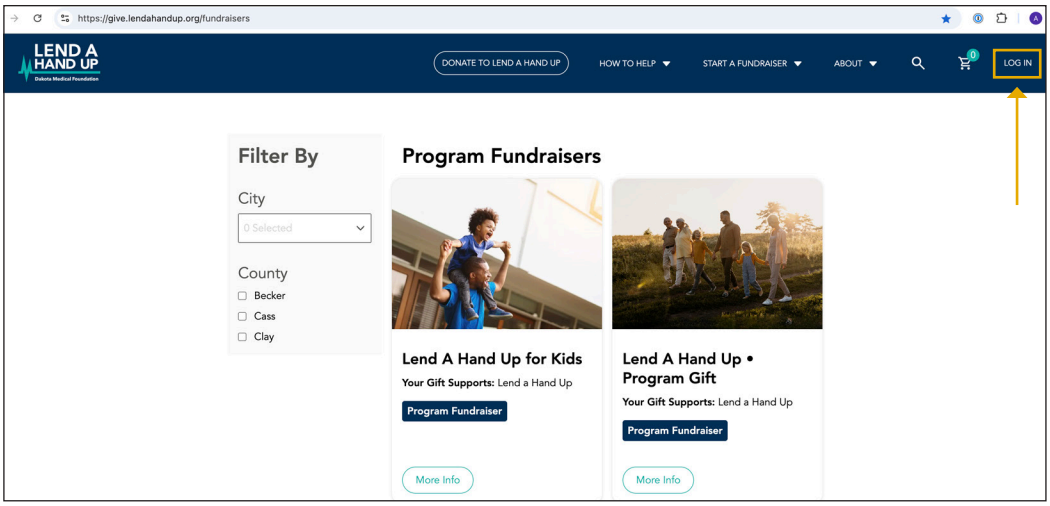
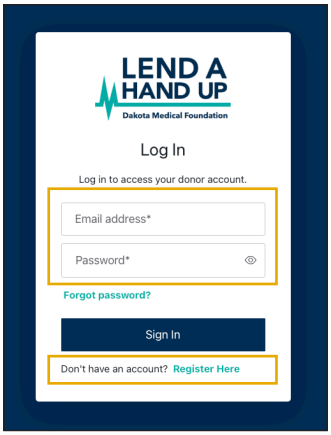
LEND A HAND UP

Dakota Medical Foundation

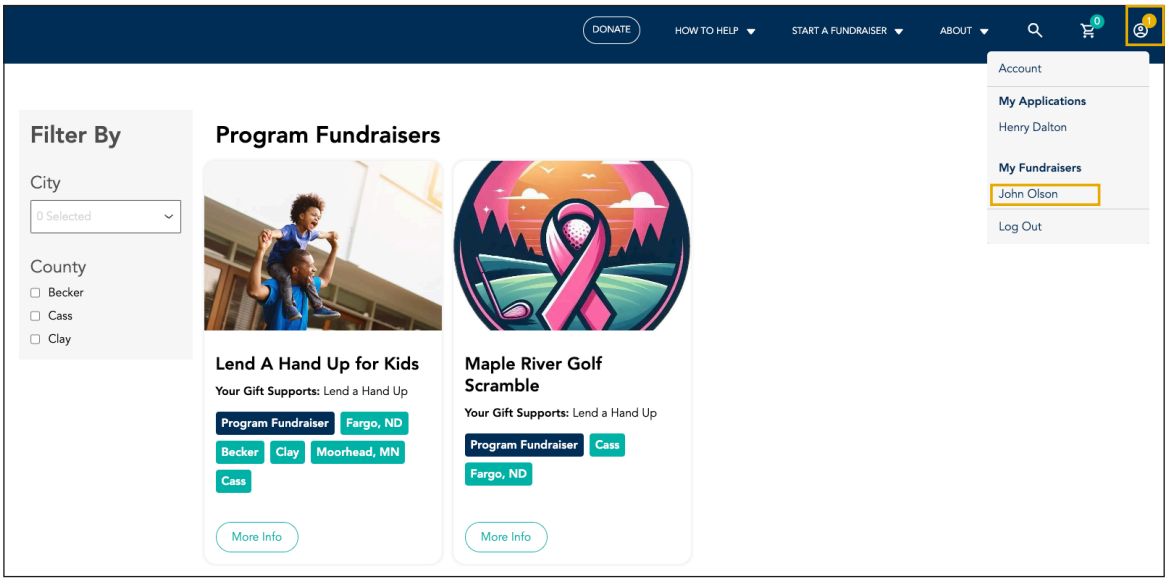
Online Auction Manual

1. 

To access the fundraiser, start by clicking "*LOG IN*" in the upper right-hand corner.

2. 

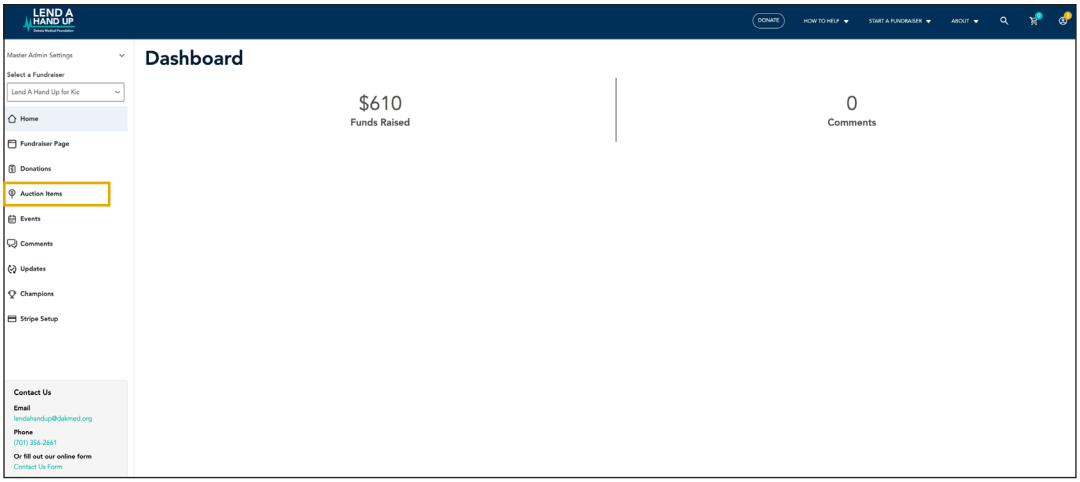
Log In using your email address and password. If you do not have an account already, please click on *Register Here* in teal underneath the login to create your account.

3. 

A. ***Hover*** over the icon in the top right corner and a menu will appear.

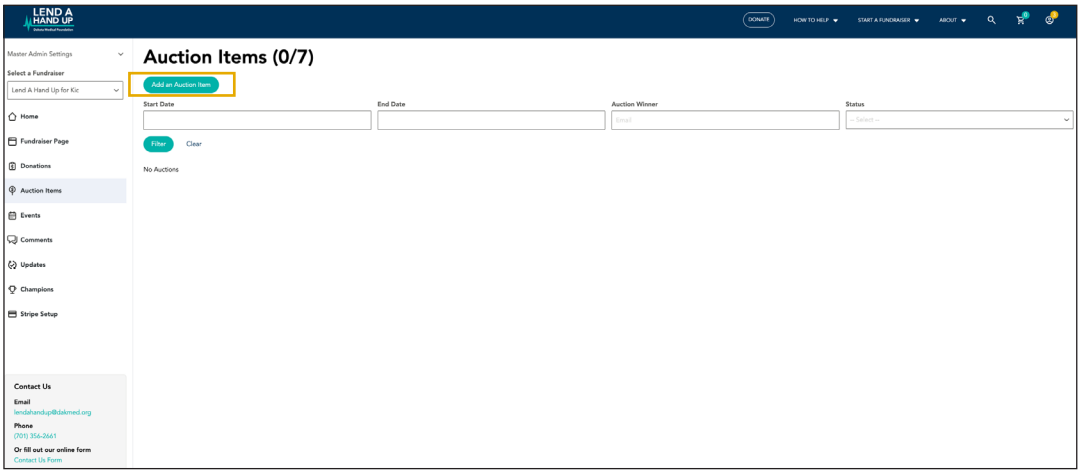
B. In the menu, click on the ***Fundraiser*** you want to access. For example, as shown in the picture you would click on John Olson.

4.



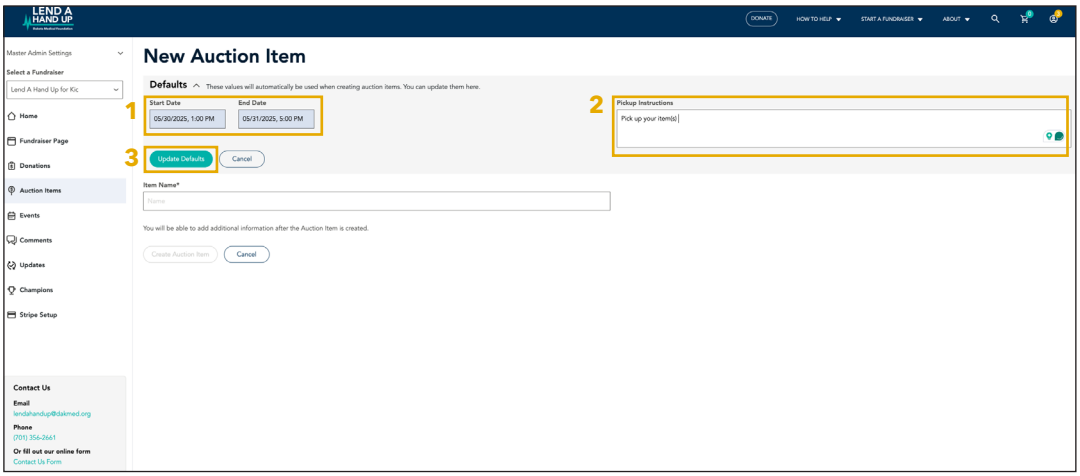
Click on *Auction Items*

5.



At the top select "***Add an Auction Item***" to start the process of loading items. This is the page where you can access all your auction items, as well as customize each listing.

6.

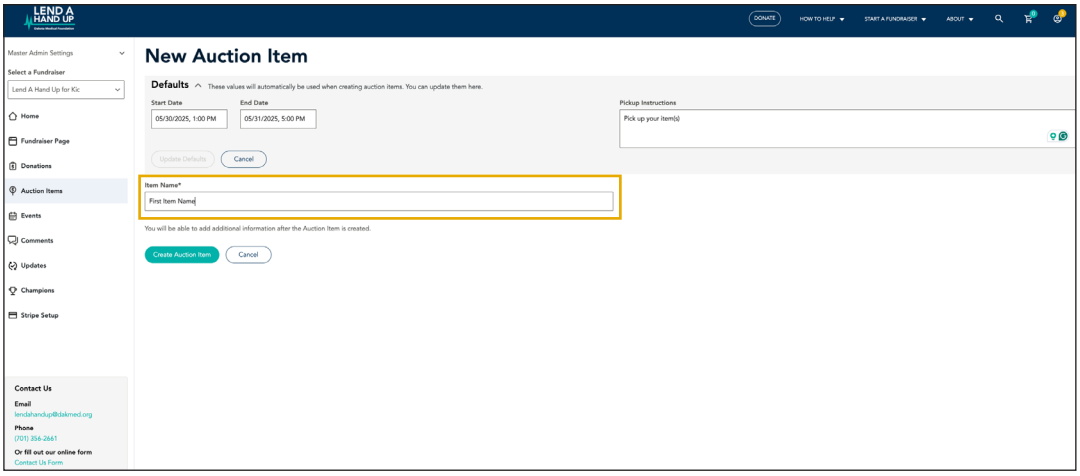


1. Enter a ***start and end time*** for your auction. This will be the time frame for bidding. At the end time, all items will be closed for bidding.

2. ***Add the Pickup Instructions*** for when and where people can pick up their items. You will need to add a contact so people who aren't present can reach out to schedule a pick up time.

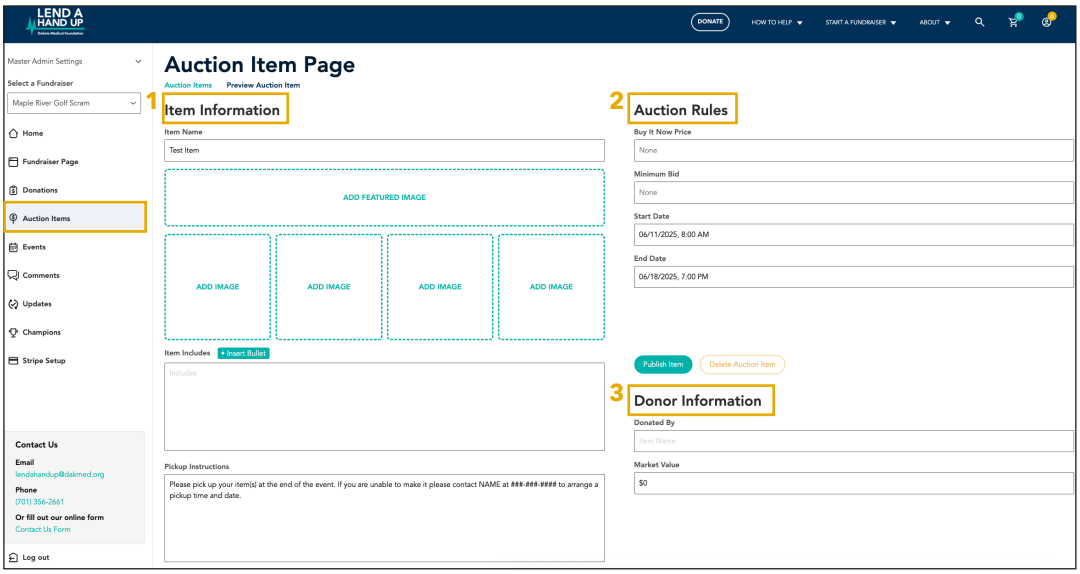
3. When you are finished adding these details select "***Update Defaults***" to save them for all future items added.
   - If you change the defaults at any point, any previously made items will not automatically update, so you will need to do this manually.

7.



Type in the first item name and select "***Create Auction Item***". Once you click that button you will be redirected to the item page where you can add additional information.

8.



1. Fill in ***Item Information*** being sure to include specific sizes, event dates, expiration date, age limitations, or other information pertaining to the item so people are aware before purchasing the items. pertaining to the item.

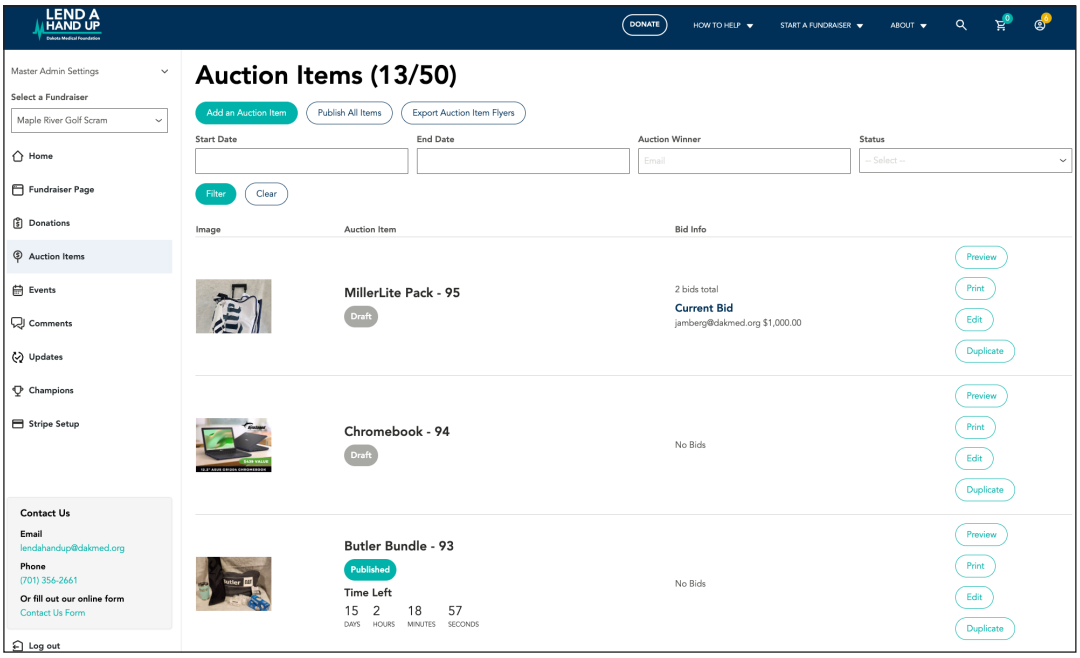
   – For example: Mens XL, must be 21+ to win this item (for adult beverages)

2. ***Auction Rules*** is where you will find options for "Buy it Now" and the time frame for your auction. If you want to utilize the "Buy it Now" feature, be sure to enter a price that is somewhat above the market value. Minimum Bid is where you will put the amount you want bidding to start at. If you do not put a minimum bid, it will automatically be $5. The dates will be filled in automatically based on the defaults set on the prior page.

3. ***Donor Information*** is the spot to add who donated the auction item to the benefit, and what the market value of that item is. If you do not know the value and cannot find it, you can leave it blank and that portion will not appear on the published item.

Clicking "***Auction Items***" will take you back to the main auction screen with all the auction items listed that you have already added.

9.



This is the screen with a list of auction items that have been added. On this page you can search for particular items, and have access to the features described below to help with navigation.

- *Add an Auction Item* is the button to press when you want to add a new item with the same defaults already set.
- *Publish All Items* will take all remaining items in draft mode, and publish them. This does not mean they will be immediately published in the site - the items will appear on the website at the start time set.
- *Export Auction Item Flyers* is the button to press will generate a PDF export of all the auction items, with a unique QR leading to each individual item.
- *Preview* is an option to see what the item will look like to the public once it is published.
- *Print* will generate an individual export sheet for the specific item. If you need to make any changes to an item or items after generating all auction sheets, this will give you an updated flyer for the specific item.
- *Edit* will allow you to make changes to that specific item (description, value, etc.).
- *Duplicate* will create an item identical to the one you chose. This feature is best used in the case you have multiple of the same item on your auction.

LEND A HAND UP
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Online Auction Tips & Tricks

- **Before the Auction**
  - At the end of each item is a number assigned to that item. This is only visible on the admin side, and will not be visible on the published item.
  - Items are not able to be published for viewing ahead of bidding. When items go live, bidding will begin.
  - If you have a higher valued item, it may be a good idea to set a minimum bid for that item.
  - When adding pickup instructions, you can add information about showing verification (email of winning item) upon pickup.
  - In order for items to go live they must have a published status.
  - If there is an item you have more than one of, you may want to add a number to each of the items to differentiate them from each other. Example: Gift Card Pack 1
- **During the Auction (Bidding)**
  - Those interested in participating in an online auction will be prompted to create an account on our website. They will also need to add a credit card to their account before they will be able to bid on any items. This card will be charged once the auction item closes for all items they have a winning bid for.
  - Bidders will receive an email when they are outbid and it will contain a link that brings them back to that item.
  - The minimum amount a person can bid, if one is not set, is five dollars.
  - If you are holding an in-person event in tandem with the closing of the online auction, we recommend keeping small items of high value (gift cards, jewelry, etc.) with a volunteer to be claimed by the winner. This will reduce the chances of anything happening to those items.
  - If there is a Buy it Now price, the individual will receive a prompt when clicking on that button. It will have a place for them to choose their payment preference and will charge the card once they confirm their decision to buy the item.
- **Auction Closure**
  - If an individual wins multiple items they will receive as many emails as items won, as each one will be charged separately.
  - In the email an individual receives for winning items, it will also contain the pickup instructions, so they know where to go or who to contact.
- **Miscellaneous**
  - To prevent loss of items, it is not recommended that items be mailed to winners.