

How to change an item's category:

To change an existing item's category involves making a copy of the item and changing the category on the copy. Once the copy is saved, simply delete the original item that has the wrong category.

Click the all items link on the left side of the page. This will bring up a list of all items currently entered into the system.

Title/Name	Category	Item#	Donor	Action
Close Dinner for two (2) at Five Star Restaurant	Dining	100	Five Star Restaurant	Edit Delete Copy
Close Taco Cabana Gift Certificate	Dining	102	Taco Cabana	Edit Delete Copy
Close Dinner for 6	Dining	103	IMAX Movie Theaters	Edit Delete Copy
Close Four (4) passes to IMAX Theaters	Entertainment	200	IMAX Movie Theaters	Edit Delete Copy
Close Two (2) season passes to Six Flags Theme Park.	Entertainment	201	Six Flags Park	Edit Delete Copy
Close Weekend retreat at the Tate Lake House	Travel	400	Tate Family	Edit Delete Copy
Close john smith	raffle ticket sales	500	john smith	Edit Delete Copy
Close raffle tickets	raffle ticket sales	501	john smith	Edit Delete Copy

Click the copy action on the same line as the item you wish to change.

Category: Dining
Title/Name: Dinner for 6
Possible Number of Winners (1-99): 1
Donor: IMAX Movie Theaters
Solicitor:
Description: dinner for 6
Value: 100
Minimum Bid: 20
Increment ("bump"): 5
Buy It Now: 125
Notes: invite you friends
Submit

On this screen (above) you can change the category and then click submit. Once the item is saved, simply click on the all items link and then click delete next to the item that has the wrong category.