How to enter a Fund-A-Need (or other multiple winner items):

Fund-A-Need, or other items where a large number or even an unlimited number of winners, can be entered through Auction Co-Chair in the following way.

Click the categories link on the left side of the page. This will bring up a list of all categories currently entered into the system. It will also give the option to add a new category. Fill in the Add New Category field with the name you would like to use for the Fund A Need category. Fill in the Starting Bid % with 100 and the Default Increment % with 0. Then click submit.

Once the category is saved, click on the Add New Donor link on the left side of the page. Donor is required and you will need to set up a donor as a place holder for the Fund-A-Need item. Enter whatever name you would like to use as the donor and then click submit.

Once the Donor is entered, click the Add New Item link on the left side of the page. Select the category and donor just created (Fund A Need for both in this example). Enter the title for this specific item. If you have multiple levels of participation such as $50, $100, etc. then you will enter an item for each level. The below example is for a $100 Fund-A-Need donation. After the title and description are

entered set the value to the amount desired and the possible number of winners to as many as you would like to get (up to 99). Set the minimum bid for the exact same amount as the value and then set the increment ("bump") to 0. It is important to set the minimum bid and the increment appropriately in order to create bid sheets that will work for this item. Then click the submit button.

Once the item is entered into the system you can either enter a new item with a different participation level, or proceed to printing the bid sheet for this item.

To print the bid sheet click the generate bid sheet link on the bottom of the item summary page. This will bring up a bid sheet that will look like the image below.

Each bid sheet will have ten (10) spaces for bidder to place their stickers. For additional spaces, simply print the bid sheet additional times.