

How to enter a new donor:

Entering a new donor is very simple.

Click on the “Add New Donor” link on the left side of your page under the “Donors & Solicitors” section. This will take you to a New Donor screen.

The screenshot shows a web application interface for 'Sample Auction'. On the left is a 'Control Panel' sidebar with several sections: 'Auction Info' (General Data, Resources, Upload Logo), 'Staff' (Add New Staff Account, All Staff Accounts), 'Donors & Solicitors' (Add New Donor, All Donors, Add New Solicitor, All Solicitors), 'Items For Auction' (Add New Item, All Items, Categories, Bid Sheets), 'Guests' (Add New Guest, All Guests, Bid Stickers, Print Guest Lists), 'Auction Closing' (Close Item, Checkout / Winners, All Closed Items), and 'Reports'. The main content area is titled 'Donors & Solicitors' and 'Add New Donor'. It features a yellow header bar with a 'Donor' text input field and a 'Solicitor' dropdown menu set to 'None', with a 'Submit' button. Below this are two identical contact information forms. Each form includes fields for 'Address', 'City', 'State' (a dropdown menu), 'Zip', 'Phone 1', 'Phone 2', and 'Email'. The second form is labeled 'Contact' and includes 'First Name' and 'Last Name' fields. A 'Submit' button is located at the bottom of the second form.

The only required field is the “Donor” field. This is for the name of the donor as you want it to appear on bid sheets.

Enter as much information or as little information as you want and then click Submit.