

How to enter a new item:

Entering a new item can involve as many as three separate steps.

- 1) If this is the first item of your auction, you will have to make sure the categories are set up first. To do that read the “How to Enter Categories” tutorial on the web site.
- 2) If the item is from a new donor, the donor must be entered into the system first. To do that read the “How to Enter Donors” tutorial on the web site.
- 3) If the categories are set up and the donor is entered into the system, then you are ready to enter the item.

Click the “add new item” link on the left side of the screen. This will take you to the new item screen.

The screenshot shows a web interface for a 'Sample Auction'. On the left is a 'Control Panel' 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), and 'Auction Closure'. The main area is titled 'Items For Auction' and features an 'Add New Item' link. The form includes a yellow header with a 'Category' dropdown (set to '-- Select --'), a 'Title/Name' text box, and a 'Possible Number of Winners (1-99)' input field (set to '1'). Below this is a 'Donor' dropdown (set to '-- Select --') with an 'Add New Donor' link, a 'Solicitor' dropdown, a 'Description' text area, a 'Value' input field, a 'Minimum Bid' input field, an 'Increment ("bump")' input field with a 'Compute Default' button, a 'Buy It Now' input field, and a 'Notes' text area. A 'Submit' button is at the bottom.

Select a category from the category drop down box and enter a title. The title is what will show up on the printed receipt, so make sure to make it descriptive enough for your guests to know what the item is when they check out.

If there are more than one of these items for sale (such as raffle tickets, sign-n-go socials, etc), then enter the number of possible winners. This will allow you to enter each winner at closing without having to enter the item multiple times.

Select a donor from the donor drop down list.

Enter the description of the item as you want it to appear on the bid sheet. If you want to put in any restrictions or an expiration date, this can be done here. If you want any spacing between lines in the description on the bid sheet, this would be done here as well.

Enter the value of the item. Each item needs a value to calculate the bids and bumps. After you enter the value, you can click the “Compute Default” button and the system will calculate the default bumps based on the bump increment entered in the category. If you want to override the bump, simply enter a value here.

If you want this item to have a “Buy It Now” value, enter that value in the appropriate box. If the “Buy It Now” box is empty, the bid sheet will be printed with no “Buy It Now” option.

Finally, if you want to store any notes on the item, enter them in the notes field.

When the fields are complete, simply click the “Submit” button.