STEP BY STEP BIDDING TUTORIAL

Step 1: Login

To login to the bidding system, simply type in your phone number or email address and press GO.

Welcome!

Enter your phone or email to get started.

[   ] GO

If no bidder record is found with the phone number or email provided, and self registration is enabled, the registration page will appear for your bidder to fill in the missing information.

Step 2: Login Code

Once you log in, the system will send a one time use login code to your device. Enter in the code sent to your device and press Next.

NOTE: If you login with a phone number, the code will be sent via text message. If you login with an email address, the code will be sent via email.

Welcome!

A one-time login code has been sent to

[Login Code   ]   Next ➔

C Resend Code

Back to Login

Step 3: Confirmation

Once you have entered in your login code and pressed next, the system will present your name. To confirm this is correct, press continue. If you are missing any information, for example, email address, phone number, or credit card information, this is the area where you will be required to enter in the missing information.

Thank you,

Caroline Price

Please confirm and press Continue.
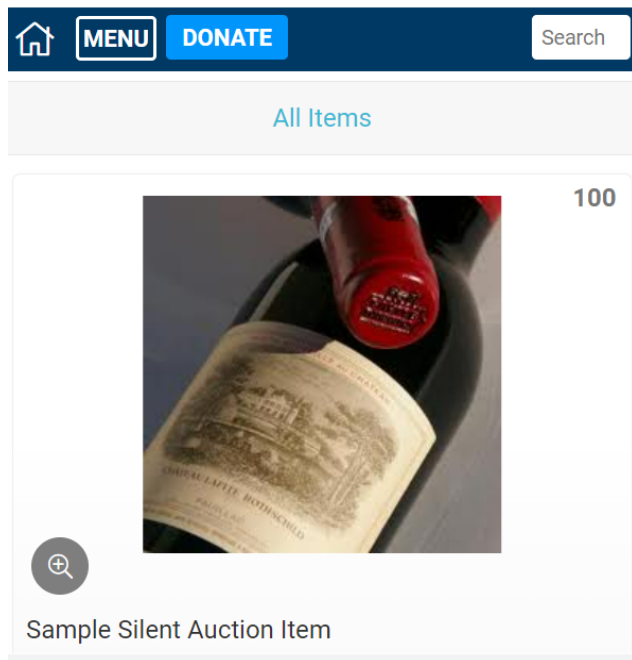
CONTINUE

Back to Login

Step 4: Home Screen

Once completely logged in, you are presented with the homescreen of the bidding site. From here, you can view all items, search for a specific item or make a donation. You can also add your credit card information at any time by tapping the link on the banner below your name. If you are ever lost or need to return to this page, simply tap on the house icon in the top left of the screen.
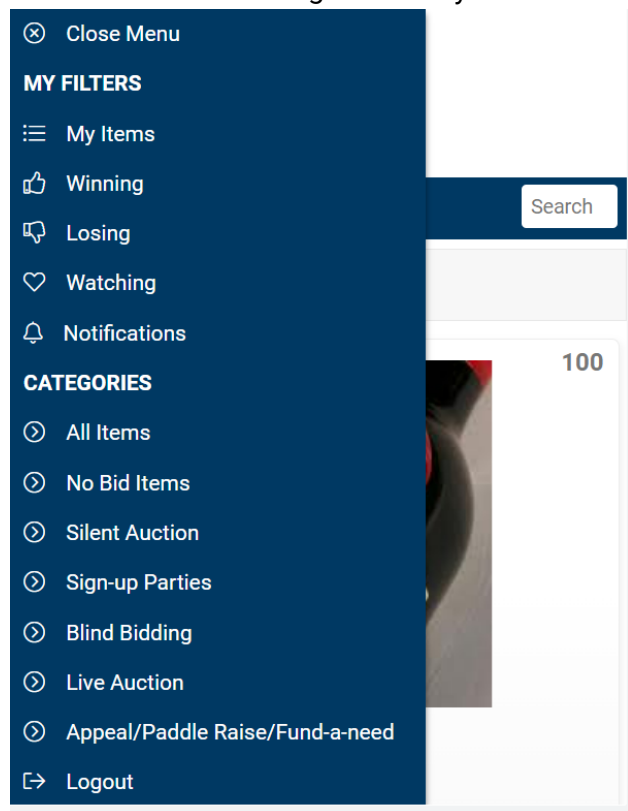**NOTE:** This screenshot is from a mobile device.

Step 5: Menu

By tapping on the MENU button on the top left of the screen, you will view different filters and categories. You can view different filters including your winning items or losing items. You can also view different categories that you can search by.

⊗ Close Menu

MY FILTERS

☰ My Items

👍 Winning

👎 Losing

♡ Watching

🔔 Notifications

CATEGORIES

⊙ All Items

⊙ No Bid Items

⊙ Silent Auction

⊙ Sign-up Parties

⊙ Blind Bidding

⊙ Live Auction

⊙ Appeal/Paddle Raise/Fund-a-need

⊢→ Logout

Search

100

Step 6: Item Bid/Info

When you click on Bid/Info for an item, you can look at the item details, view the bidding history, view the starting or current bid, and place a bid. To place a bid, you can select Fast Bid where the next available bid is placed for you. You can also select Bid/Set Max and choose the amount you would like to bid or set a max bid for.

100 - Sample Silent Auction Item

Donated By: ABC Company

Value: $300

🕐 Dec 31 12:00am

CLOSE ⊗

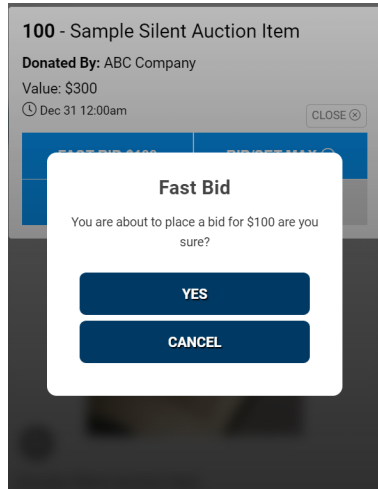| FAST BID $100	BID/SET MAX ⊙
DETAILS ⊙	HISTORY ⊙

This is the sample description for the item. This is the sample description for the item. This is the sample description for the item. This is the sample description for the item.
Exceptions: List exceptions here, such as expiration dates, blackout dates, tax and gratuity not included, etc.
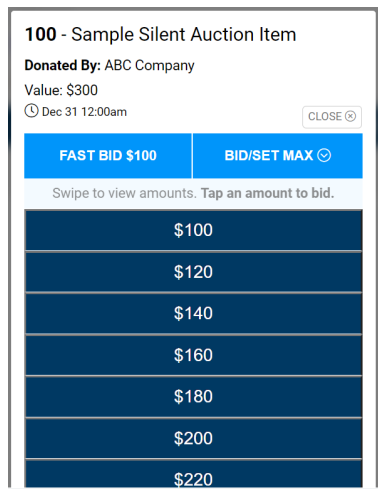**Market Value: $300**
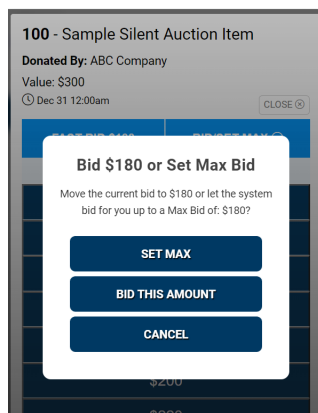
Step 7: Confirm Bid

Once you have selected Fast Bid, you will have a confirmation message popup to confirm your bid.

If you are submitting a higher bid than the current price, or setting a max bid, you will be given a list of the increments to choose from. Simply choose the amount you would like to bid.
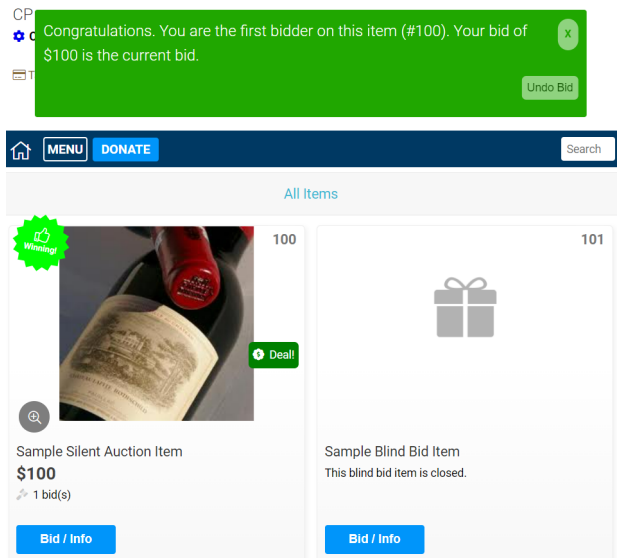

Once selecting an amount, you will be presented with the option to set a max amount, or bid this amount.

Step 8: Bid Complete

After a bid has been submitted, a confirmation banner appears at the top of your screen. A successful bid shows green and gives you information on the status of your bid. An unsuccessful bid shows red and gives you information on the details of the unsuccessful bid.
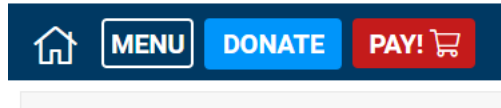

That's all there is to it.

You can continue to browse items, check your bids and even make payment once the auction is complete. Belle we have listed additional pages you can visit while using the bidding site.

Pay! Button

Once the auction is over, winning bidders will see a red PAY! Button. Pressing the button will allow you to complete the information and make a secure payment for their winning items or donations.

Secure Checkout

After clicking the Pay! Button, you can complete your payment information and make a one-time secure payment for your checkout total. This information is sent to the organization and if applicable, you are ready to pickup your items!

CP test

⚙ Caroline Price #90

▭ Tap to add your credit card.

Checkout Information

Item	Amount	Bid Type
Sample Silent Auction Item (100)	$ 100.00	Competitive Bid (Silent)

Add a Donation?

Total to checkout (includes applicable tax)
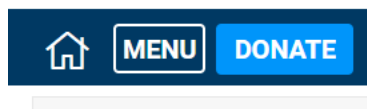
$100.00

Billing Information

For: Caroline Price

* **Mobile Phone**

Make a Donation

Give to a specific goal by choosing a predefined amount setup by the organization. You can access this feature by clicking the Donate button on the top of your homescreen. Choose an amount or write one in to place your donation. Once submitting a donation, you will be presented with the red PAY! button to checkout for your donation.

105 - Cash Donation

🕐 Dec 31 12:00am   CLOSE ⊗

Please choose an amount below.

$2,500	$2,000
$1,500	$1,000
$500	$250

$ [Other] Submit

☐ Display as anonymous.