



## JOINING THE PROGRAM

### ***How do I watch the program virtually?***

All you need is a device that will connect to the internet or has a data plan, such as a laptop, desktop computer, cell phone, or tablet.

Open up the internet browser on your device and go to <http://www.hillcrestkc.org/gala>. Then, click the large **green button** that says, "Watch the Virtual Gala."

If you have any questions you can email us at [pearlena@hillcrestkc.org](mailto:pearlena@hillcrestkc.org).

### ***How do I display the program on my television screen?***

There are a variety of ways to cast from a smaller device to a Smart TV. Instructions vary based on the types of devices you have, but YouTube has some helpful instructions:

- Cast from your phone to Smart TV: [https://youtu.be/3SeHA\\_uLF6M](https://youtu.be/3SeHA_uLF6M)
- Cast from a PC computer to Smart TV: <https://youtu.be/mDumMS-VY5k>
- Cast from a Mac computer to Smart TV: <https://youtu.be/CS8anGn4GEQ>

Be sure to test out casting your device to your TV ahead of time so that you don't miss a thing during the program!

### ***How do I share my photos during the event?***

When posting your photo to social media, just use the tag #hillcrestpassthetorch and we'll share your photo during the program! Please be sure to mark your post as "public."

## PARTICIPATING IN THE ONLINE AUCTION

### ***How do I register to bid in the online auction?***

Joining in on the bidding is easy! Just follow these following steps:

**Step 1:** Go to <https://bit.ly/2Fvlana>. Click "Register" in the menu at the top. Fill out the registration form, including a password and click, "Create CAS Account."

**Step 2:** Once you've created your account, you'll need to add a credit card so you can bid on all of the amazing auction packages we have! To the left of the menu, click "Add a Payment Method to Bid," then on the next page click the blue button that says, "Add Credit Card." Enter your credit card information and click, "Authorized."

**Please Note: You won't be able to place any bids or  
donate until there is a credit card on file!**

#### **How do I view the different auction packages?**

Auction items are listed on the homepage of the auction site, <https://bit.ly/2Fvlana>. If you are on another page, you can always return to the package listings by clicking "Items" on the menu.

**Tip: Looking for a specific item? Just search for the item  
in the search bar or select a category from the dropdown menu.**

#### **I've found a package I want to bid on! How do I place my bid?**

Once you have the package pulled up, click on "Place Bid." The system will automatically make your bid following the set bid increment for the item (which you can find in each item next to the "Starting Bid"). Once you have placed your bid, the item will show up in your "Watch List" and your cart. If someone else outbids you, you'll be notified by your preferred method and it will be taken out of your cart.

#### **When and how will I hear if I've won a package?**

You will receive an email after the virtual gala if you have won a package.

#### **How will I receive my item if I win?**

Items that cannot be mailed will be available for pick-up or delivery. Delivery/pick-ups can be scheduled by contacting Pearlena Campbell at [pearlena@hillcrestkc.org](mailto:pearlena@hillcrestkc.org) or by calling (816) 600-2681.

*Have a question that wasn't answered here? E-mail [pearlena@hillcrestkc.org](mailto:pearlena@hillcrestkc.org).*

