



POINT of SALE GUIDE



OVERVIEW

A Point of Sale item, commonly referred to as POS, is an item sold by and visible to your volunteer team only.

Examples of POS items include raffle tickets, carnival games and drink tokens.

Our platform will allow you to easily manage and sell these items through a custom link on your volunteer device.

This link will also provide a host of attendee management options as well.

Please view features of the Point of Sale Kiosk to the right.

Donate Items Tab

Easily enter donor information, item specifics and upload photos to add items to your auction.

Items Tab

View all of your POS items on one screen and/or easily perform a search by name, catalogue number or category.

Pay Tab

Winning bidders or POS purchasers can easily access and pay their invoices from the Pay tab. Search by username, email, bidder number or guest name to retrieve all invoices for payment.

Quick Register

Easily register attendees from your volunteer device by clicking the "Quick Register" button. Your guest can enter his/her details and pre-register a credit card for an expedited check out process.

Attendee Tab

An at a glance view of your guest list. Search, check guests in, swiftly edit guest data or add attendees and assign bidder numbers instantly.

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MANAGEMENT*

1 ADDING ITEMS

STEP 1

If on a desk or laptop, please log into your auction and visit your Auction Dashboard. Then navigate to **Items > Add Items**.

STEP 2

Begin adding your item and select your listing type as **'Point of Sale.'** Then, continue to enter your item details including selecting the appropriate time block, price and quantity.

Ensure you have a time block that will accommodate the length of time you would like your POS items to be visible and sold by your volunteer team.

Please note, a default image will appear if no image is uploaded by the auction administrator.

The screenshot shows the 'Add Item' form in the CharityAuctionsToday system. The left sidebar contains the following menu items: Auction Dashboard, Set Payment Options, Items (selected), All Items, Add Items, Custom Categories, Invoices, Auction Options, Invite & Promote, Reports, and Live Event Options. The main form area is titled 'Auction Items > Add Item' and contains the following fields:

- Listing type:** A dropdown menu with options 'Online/Mobile Auction View Only' and 'Point Of Sale' (selected, indicated by a red arrow). Below the dropdown is the text 'Tell our system how to list this item'.
- Pre-bidding:** Radio buttons for 'Yes' and 'No/Decide later' (selected). Below is the text 'Activate pre-bidding on this item. Bid history will be added to a bid sheet.'
- Add category:** A dropdown menu with 'Select Category' and a 'Remove' button. Below is the text 'Add more'.
- Item title*:** A text input field. Below is the text 'Make a compelling title so bidders click to view more'.
- Description:** Radio buttons for 'Yes' (selected) and 'No'. Below is the text 'The more detailed a description, the more bids you'll receive'.

At the bottom of the form is a rich text editor with various formatting options like Source, Bold, Italic, Underline, Strikethrough, and more.

2 FINDING YOUR POS LINK

In order to view your POS items, you will need to access your Point of Sale Admin link. Only the auction admin and volunteer team will be able to view items entered under this link, they will not be visible to the general public.

STEP 1

To find this link, please log into the admin area of your auction. Then, from your Auction Dashboard, please follow the below path:

Invite & Promote > Links & Widgets > Point of Sale - Admin

STEP 2

Copy and paste your link into any web enabled tablet or laptop. Your volunteer team will now have access to the features within the POS management suite.

Point Of Sale - Admin

Long URL

<https://m.charityauctionstoday.com/m/adminkiosk/auctions/charity-auctions>

Short URL

<https://goo.gl/UvXYej>

Point of Sale Kiosk, Copy this web address and paste it onto a laptop or tablet. It will be used at a live event by your volunteers and managers. They can track sales with just the buyers email, name or bidder number without being logged into your admin area. This is only to be used at a live event and by your management team.

3 DONATED ITEMS

Easily upload donated items to your auction through your Point of Sale link.

Here, your volunteer can enter the donor's information, the item specifics and upload photos.

STEP 1

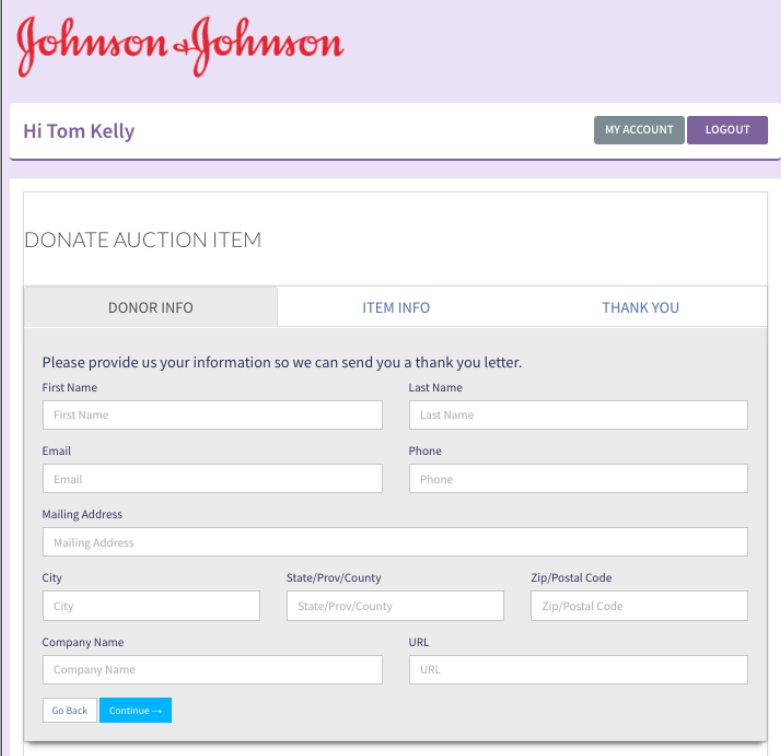
From your Point of Sale Admin link, click on the **Donate Items** tab and enter the donor's contact details and company name.

STEP 2

Input the item data and upload up to five images per item.

STEP 3

The item will be marked with an "N" tag in your **All Items** area of your Auction Dashboard where it can be reviewed and approved by the auction admin. Please see the following page to preview these notifications.



The screenshot shows the 'DONATE AUCTION ITEM' form for Johnson & Johnson. The header includes the Johnson & Johnson logo and a user greeting 'Hi Tom Kelly' with 'MY ACCOUNT' and 'LOGOUT' links. The form is titled 'DONATE AUCTION ITEM' and has three tabs: 'DONOR INFO' (selected), 'ITEM INFO', and 'THANK YOU'. A message states: 'Please provide us your information so we can send you a thank you letter.' The form fields are organized as follows:

- First Name** and **Last Name** (text input fields)
- Email** and **Phone** (text input fields)
- Mailing Address** (text input field)
- City**, **State/Prov/County**, and **Zip/Postal Code** (text input fields)
- Company Name** and **URL** (text input fields)

At the bottom, there are 'Go Back' and 'Continue' buttons.

4 DONATED ITEMS – AUCTION NOTIFICATIONS

<input type="checkbox"/>	...	Test item for donation	1	0	Pre-Bid	Donated	N
<input type="checkbox"/>	...	Test donation	1	0	Pre-Bid	Donated	N
<input type="checkbox"/>	...	Chicago Blackhawks Tickets - YOU Pick the Game	1	0	Pre-Bid	Donated	N

[Auction Items](#) > [Edit Item](#)

Listing type	<div>View Only</div> <small>Tell our system how to list this item</small>	Save and exit	Approve Item
Pre-bidding	<div><input checked="" type="radio"/> Yes <input type="radio"/> No/Decide later</div> <small>Activate pre-bidding on this item. Bid history will be added to a bid sheet.</small> <div>Enter information about event.</div>	Cancel	
Add category	<div>Select Category</div> Remove Add more		

5 DONATED ITEMS – EMAIL NOTIFICATIONS

ADMIN

When an auction item is donated, the auction admin will also receive an email notification.

Please see an example of the message below:

Dear John Smith,

You've received a new item donated through your auction page.

Donor Name: Jane Smith

Item Name: 10 Day Adventure Vacation

Item Auction: Charity Auctions Today

Category: Adventure

Approve this item from your Auction Dashboard to make it available for bidding.

*Thank you,
CharityAuctionsToday Team*

DONOR

Once the auction item has been approved by the auction admin, the donor will receive an email notification.

Please see an example of the message below:

Dear Jane Smith,

The auction admin has approved your donated item.

Item Name: 10 Day Adventure Vacation

Item Auction: Charity Auctions Today

Category: Adventure

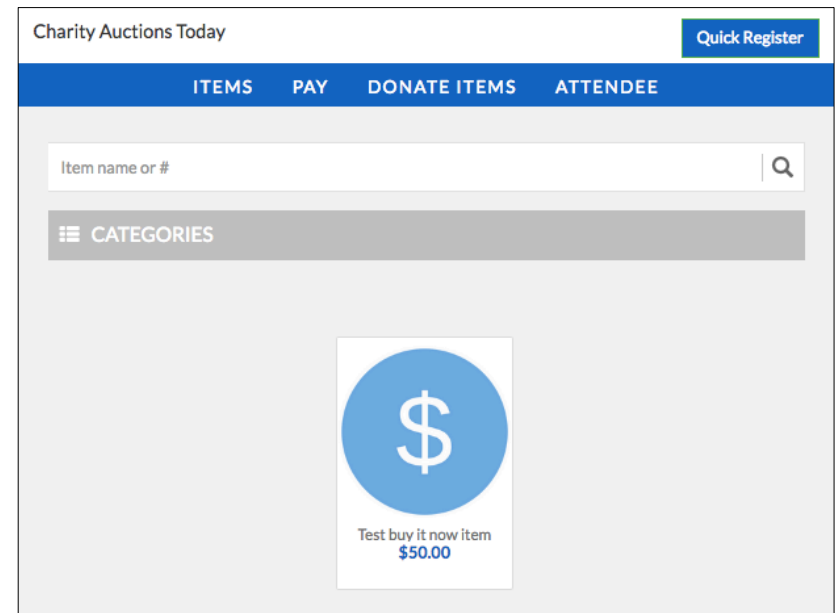
*Thank you,
CharityAuctionsToday Team*

6 *SELL ITEMS AT A LIVE EVENT*

To sell items, please click on the 'Items' tab.

All POS items will appear below. If you have assigned categories or catalogue numbers to your POS items, you can easily navigate by entering this information in the search field or by clicking on the category menu.

Once you find the item your guest would like to purchase, please click on the item to complete the purchase. More detailed instructions are on the following page.



SELL ITEMS AT A LIVE EVENT

Now that you have selected your item, please follow the below steps to complete the transaction.

STEP 1

Enter the quantity your guest would like to purchase and then enter either their username, email or bidder number. You can also search for the guest by name to begin the sale.

STEP 2

Enter the payment method by selecting the one of the options from the drop down menu and clicking 'Buy Now.' This will complete the transaction.

The four payment options are as follows:

Add to Final Invoice – will add the charge to the final guest invoice

Pay Now – will allow the guest to pay immediately with credit card

Paid with Check – the guest submitted a check payment

Paid with Cash – the guest submitted a cash payment

The screenshot shows the 'Charity Auctions Today' website interface. At the top, there's a navigation bar with 'ITEMS', 'PAY', 'DONATE ITEMS', and 'ATTENDEE'. A 'Quick Register' button is in the top right. The main content area features a large blue circle with a white dollar sign. Below it, the item is identified as 'Drink Ticket' with a 'Highest Bid: NA'. It shows '0 bids', a 'Start Time: 01-14-2016', and 'Time Left: Ends In 39 Days, 19:05:05'. To the right, the 'Buy Now' section is active, showing a purchase price of '\$5.00' and 'Available quantities: 100'. A 'Qty:' input field is set to '1'. There are radio buttons for 'Username', 'Email', and 'Bidder Number', and a 'Search By Name' option. A search input field contains the placeholder text 'Username, email, bidder number or bidder first name'. Below this is a 'Select Payment Method' dropdown menu. A prominent blue 'Buy Now' button is at the bottom of this section. At the very bottom, there's a 'Bid History' link with a plus icon.

This screenshot shows a dropdown menu titled 'Select Payment Method'. The menu is open, displaying four options: 'Add to Final Invoice', 'Pay Now', 'Paid with Check', and 'Paid with Cash'. The 'Pay Now' option is highlighted with a blue background.

8 PAY INVOICES

Guests can pay their invoices from the Point of Sale Kiosk as well. In order to facilitate this, please click on the **'Pay'** tab and follow the steps below.

STEP 1

Enter the guest's username, email, bidder number or perform a search for the guest by name. Then click the **'Get Invoices'** button.

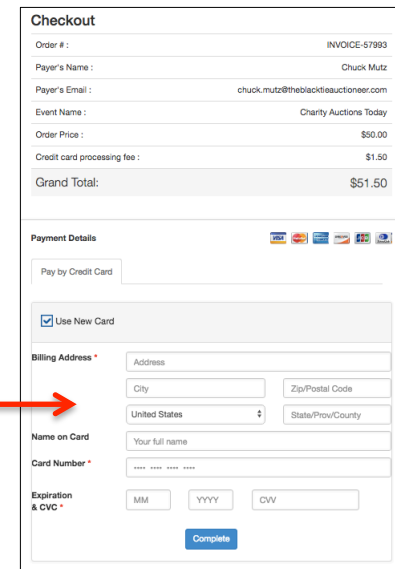
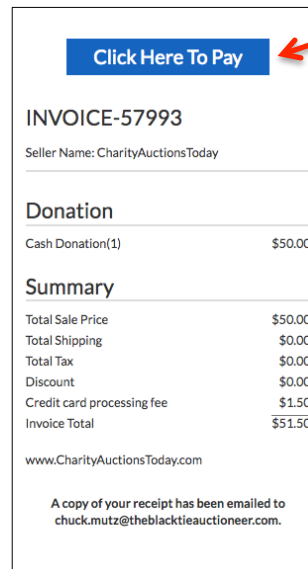
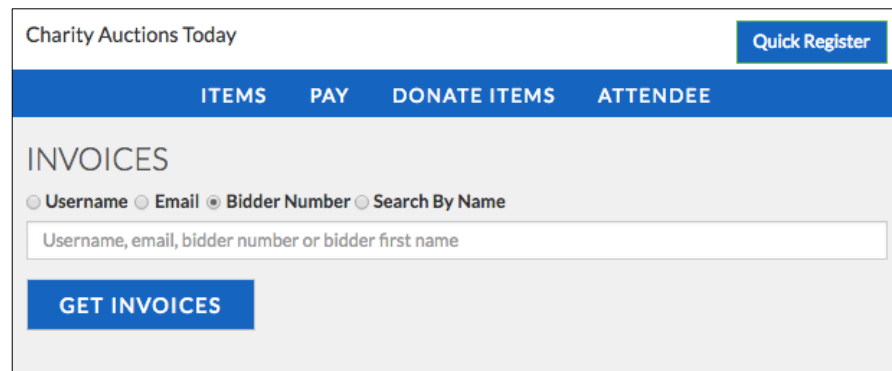
STEP 2

All unpaid and paid invoices will now appear on the screen for the guest. Please press the **'Click Here To Pay'** button to begin the payment process.

STEP 3

If a credit card has been pre-registered, the guest can choose to pay with the card on file, or he/she can enter a new credit card to submit payment. Once all details have been entered, click the **'Complete.'**

All guests will receive a paid receipt once a payment has been submitted.



9 GUEST CHECK IN AND REGISTRATION

GUEST CHECK IN

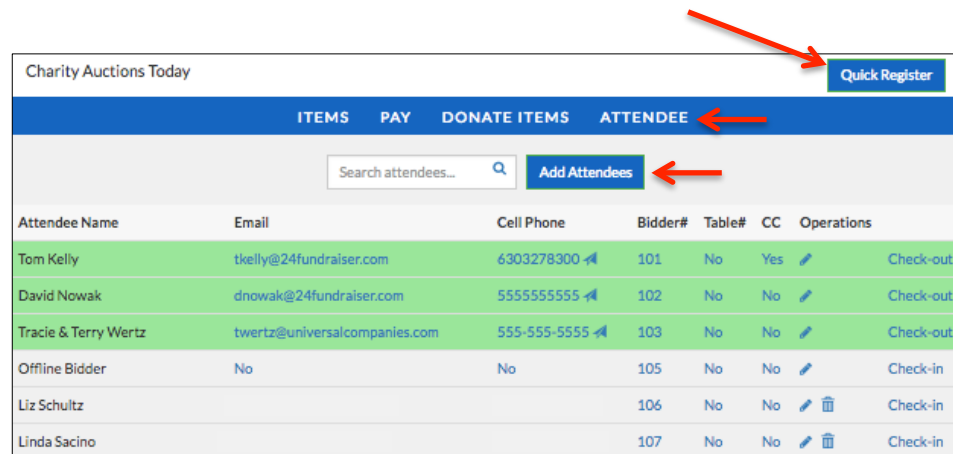
Click the '**Attendee**' tab to view your guest list. Here, you will be able to search for the attendee by name, confirm his/her data and click '**Check-in.**' If needed, you can amend the guest details by clicking the pencil icon. Once the guest details have been updated, resend the auction link via text message by clicking the paper airplane icon.

ADD ATTENDEE

Add an attendee by clicking the '**Add Attendee**' button and entering the guest's details. Once complete, you can choose to save the attendee, save and add a new attendee or save and check in the guest. Be sure to send the auction link to the newly added attendee via text message by clicking the paper airplane icon.

QUICK REGISTER

Quickly register a guest by clicking the '**Quick Register**' button. Here, the guest will enter the relevant information and click to '**Complete Registration.**' Our system will reply with a text containing a link to your auction. If you have chosen to pre-register credit cards, this information will be required upon using this registration option.



Charity Auctions Today

Quick Register

ITEMS PAY DONATE ITEMS ATTENDEE

Search attendees... Add Attendees

Attendee Name	Email	Cell Phone	Bidder#	Table#	CC	Operations
Tom Kelly	tkelly@24fundraiser.com	6303278300	101	No	Yes	Check-out
David Nowak	dnowak@24fundraiser.com	5555555555	102	No	No	Check-out
Tracie & Terry Wertz	twertz@universalcompanies.com	555-555-5555	103	No	No	Check-out
Offline Bidder	No	No	105	No	No	Check-in
Liz Schultz			106	No	No	Check-in
Linda Sacino			107	No	No	Check-in

10 SAMPLE BIDDER REGISTRATION FORMS

Charity Auctions Today [Quick Register](#)

ITEMS PAY DONATE ITEMS ATTENDEE

First name*

First name

Last name

Last name

Email address

Email address

Table number

Table number

Phone number

Phone number

Card number

.....

Expiration & CVC

MM

YYYY

CVV

Address

Address

City

State/Prov/County

Zip/Postal cc

Country

United States

Extra notes

Bidder tags


Add Tags...(ex. tag1, tag2, tag3)

Cancel

Save Attendee

Save and Add New

Save and Check In

 CharityAuctionsToday

Charity Auctions Today Registration

First Name*

First Name

Last Name*

Last Name

Email*

Email

Password*

Password

Country

United States

Zip/Postal Code*

Zip/Postal Code

Cell Phone*

+1

Cell Phone

*You'll receive auction link by text message.
Use this phone number for outbid text notifications? # Yes ☐ No

Note :- This auction is requiring a credit card on file. Your credit card will only be charged after the auction ends if you win items.

Card Number*

.....

Expiration Month

MM

Year

YYYY

CVV Code

CVV

Cancel

Complete Registration