DURING THE EVENT

Charity Auctions Today

STEP 1

In order to view and sell your POS items, you will need to access your Point of Sale link. To find this link, please log into the admin area of your auction. Then, from your Auction Dashboard, please follow the below path:
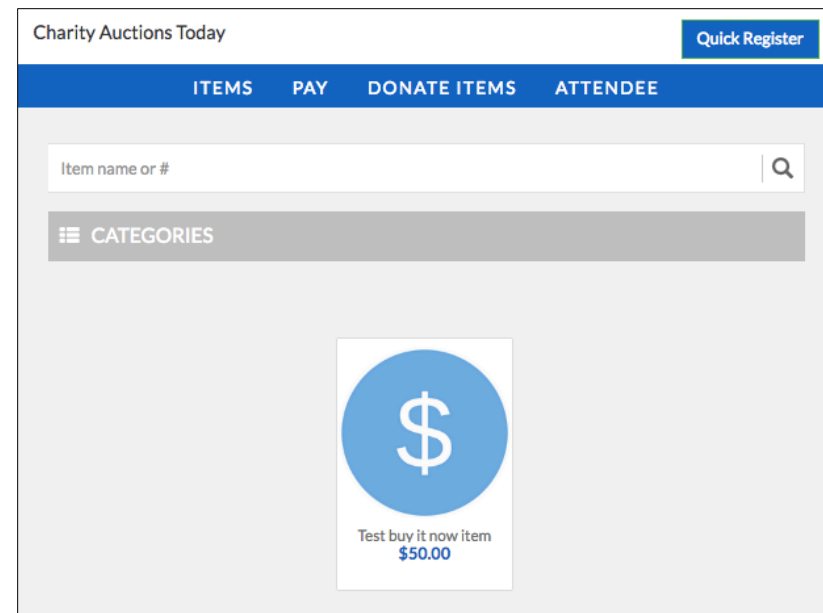
Invite & Promote > **Links & Widgets** > **Point of Sale**

STEP 2

Copy and paste your link into any web enabled tablet or laptop. 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.

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Quick Register

ITEMS   PAY   DONATE ITEMS   ATTENDEE

Item name or #

≡ CATEGORIES

$

Test buy it now item
$50.00

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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

Note, credit card swipers are only compatible with laptops with a USB port.

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Quick Register

ITEMS   PAY   DONATE ITEMS   ATTENDEE

Buy Now

Purchase this item right now for $5.00.

Available quantities: 100

Qty:

1

○ Username ○ Email ◉ Bidder Number
○ Search By Name

Username, email, bidder number or bidder first name

Select Payment Method

Buy Now

No Description Available

Bid History   +

Drink Ticket
Highest Bid: NA

0 bids
Start Time: 01-14-2016
Time Left: Ends In 39 Days , 19:05:05

✓ Select Payment Method
Add to Final Invoice
Pay Now
Paid with Check
Paid with Cash

Charity**Auctions**Today

Bidders without a smart phone will be able to bid through the **Public Bidding Kiosk**. The **Public Bidding Kiosk** can be placed on as many tablets or laptops as you need.

All bidders will still need to register for a bidder account and will be asked for a unique account identifier i.e. username, email or bidder number.*

STEP 1

From your Auction Dashboard, go to **Invite & Promote** > **Links & Widgets** and copy the **Public Bidding Kiosk** link. Paste this link into your tablet.

STEP 2

Bidders will search the **Public Bidding Kiosk** for items they want to bid on. Once they find an item, they will enter their unique 'bidder identifier' along with their bid.

STEP 3

The bidder can look up the item status or view and pay for invoices received at any time through the kiosk.

*To register these guests, please follow the steps in the **Check In Guide.**

Links/Widgets

Auction Link	Live Registration	**Public Bidding**	Point of Sale

Public Bidding Kiosk

Long URL

https://m.charityauctionstoday.com/m/kiosk/auctions/the-school-in-rose-valley-7138

? This link is to be used at your live event for those bidders who do not own a smartphone.

Bidders must be registered prior to using the Public Bidding Kiosk, once registered bids can be placed using their username or email address.

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Once your non-smart mobile phone user or guest without a phone is ready to bid, they will access your auction through the **Public Bidding Kiosk**.

Please see the image to the right for insight into your bidder's **Public Bidding Kiosk** experience.

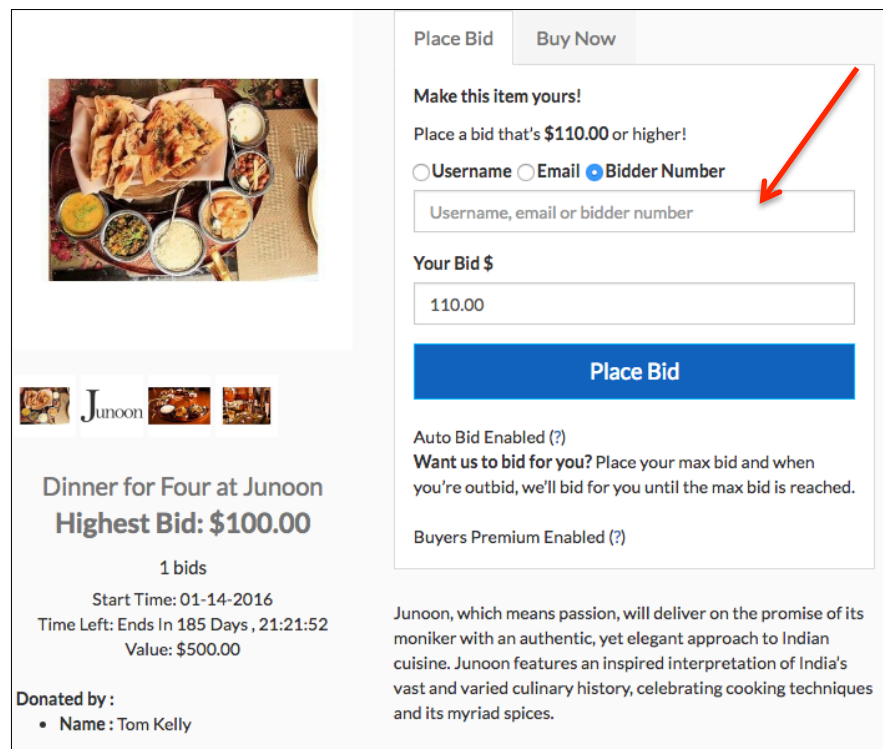Below are steps for these guests to place bids:

STEP 1
Bidders will search the **Public Bidding Kiosk** for items they want to bid on.

STEP 2
Once they find an item, they will enter their unique bidder identifier along with their bid.

STEP 3
At anytime, the bidder can look up the item status or view and pay for invoices received.

Place Bid | Buy Now

Make this item yours!

Place a bid that's **$110.00** or higher!

◯ Username ◯ Email ⦿ Bidder Number

Username, email or bidder number

Your Bid $

110.00

Place Bid

Auto Bid Enabled (?)
Want us to bid for you? Place your max bid and when you're outbid, we'll bid for you until the max bid is reached.

Buyers Premium Enabled (?)

Dinner for Four at Junoon
Highest Bid: $100.00

1 bids

Start Time: 01-14-2016
Time Left: Ends In 185 Days , 21:21:52
Value: $500.00

Donated by :
• **Name :** Tom Kelly

Junoon, which means passion, will deliver on the promise of its moniker with an authentic, yet elegant approach to Indian cuisine. Junoon features an inspired interpretation of India's vast and varied culinary history, celebrating cooking techniques and its myriad spices.

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5 ASSIGNING WINNERS to VIEW ONLY ITEMS

STEP 1

All bidders *must* already have a bidder account to assign them as a winner to a View Only item. If they do not please see your **Check in Guide**.
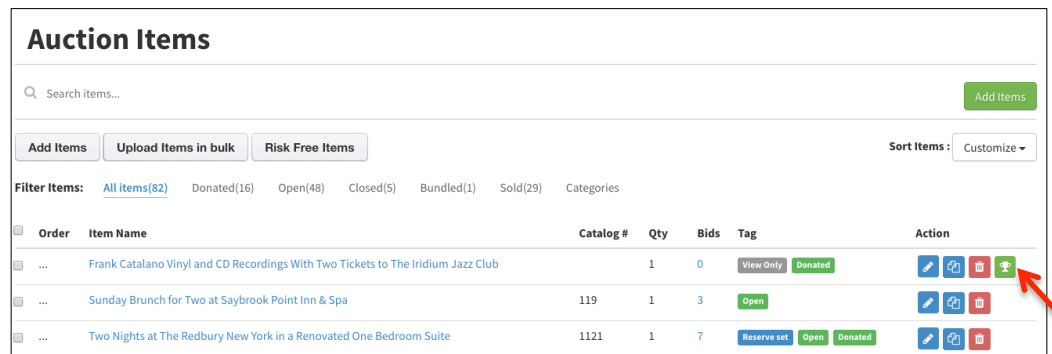
STEP 2

Visit the **Items > All Items** area of your Auction Dashboard. When your item is listed as **View Only**, you will see a green icon with a trophy on the right.

STEP 3

Click on the **Green Trophy** to assign the winner. When you do so, you will see two fields appear below which will allow you to enter the bidder name and high bid amount. Ensure you select the correct bidder when assigning the winner.

STEP 4

When you click the **Assign Winner** button, it will generate an invoice or it add the item to an existing invoice for the guest.

Auction Items
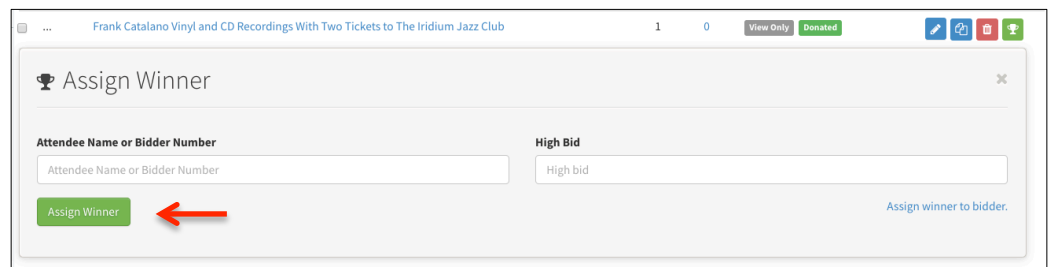
Search items...   Add Items

Add Items | Upload Items in bulk | Risk Free Items   Sort Items : Customize ▾

Filter Items: All items(82)   Donated(16)   Open(48)   Closed(5)   Bundled(1)   Sold(29)   Categories

	Order	Item Name	Catalog #	Qty	Bids	Tag	Action
☐	...	Frank Catalano Vinyl and CD Recordings With Two Tickets to The Iridium Jazz Club		1	0	View Only Donated	✏ ⧉ 🗑 🏆
☐	...	Sunday Brunch for Two at Saybrook Point Inn & Spa	119	1	3	Open	✏ ⧉ 🗑
☐	...	Two Nights at The Redbury New York in a Renovated One Bedroom Suite	1121	1	7	Reserve set Open Donated	✏ ⧉ 🗑

| ☐ | ... | Frank Catalano Vinyl and CD Recordings With Two Tickets to The Iridium Jazz Club | 1 | 0 | View Only Donated | ✏ ⧉ 🗑 🏆 |

🏆 Assign Winner   ✕

Attendee Name or Bidder Number   **High Bid**

Attendee Name or Bidder Number   High bid

Assign Winner   Assign winner to bidder.

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When manually entering paddle raise values, you will need to follow the below path from your Auction Dashboard:

Live Event Options > Paddle Raise > Traditional Paddle Raise

STEP 1
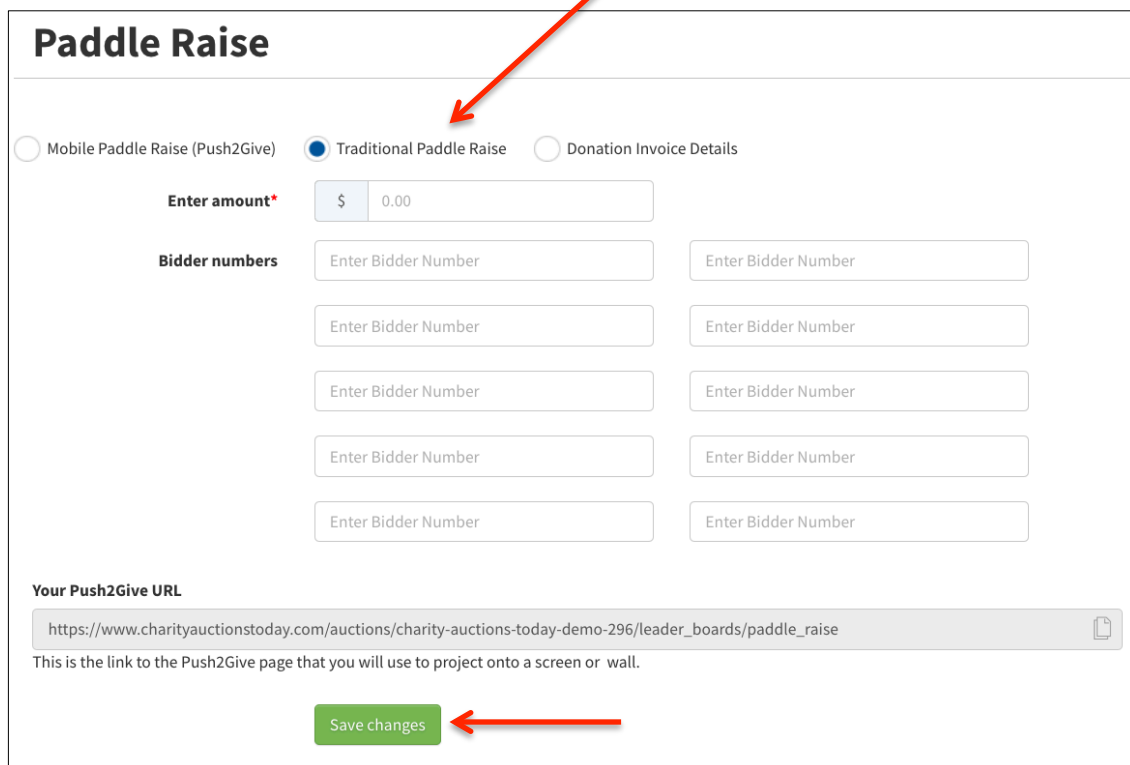Enter the donation value in the **Enter Amount** field.

STEP 2
Enter the **Paddle/Bidder Number** for the donors wishing to donate that amount.

STEP 3
Click **Save Changes** to add the value to the donor's invoice.

Note: The template has 10 bidder number fields.
If you have more than 10 donors for a specific donation amount, simply enter the amount a second (or third and so on) time and continue to add the bidder numbers for the remaining donors.

Paddle Raise

○ Mobile Paddle Raise (Push2Give)   ● Traditional Paddle Raise   ○ Donation Invoice Details

Enter amount* $ | 0.00

Bidder numbers | Enter Bidder Number | Enter Bidder Number |
Enter Bidder Number	Enter Bidder Number
Enter Bidder Number	Enter Bidder Number
Enter Bidder Number	Enter Bidder Number
Enter Bidder Number	Enter Bidder Number

Your Push2Give URL

https://www.charityauctionstoday.com/auctions/charity-auctions-today-demo-296/leader_boards/paddle_raise

This is the link to the Push2Give page that you will use to project onto a screen or wall.

Save changes

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Allow guests to enter their own paddle raise values by using our Mobile Paddle Raise feature. To access, follow the path below:

Live Event Options > Paddle Raise > Mobile Paddle Raise

STEP 1
Enter six quick donation values. If you would like to allow guests an opportunity to enter a donation of their choosing, click **Yes** for **Other donation field**.

STEP 2
Click **Show** for **Display paddle raise on mobile** when you would like your guests to participate in the paddle raise portion of your event. Guests will now click **Donate** on their mobile device and see the Paddle Raise feature.

STEP 3
Copy and paste your **Push2Give URL** into your web browser and connect your computer to a projector to display your **Paddle Raise leaderboard**. Donation totals will update in real time and thank your donors by name.

Note: To edit paddle raise donations, follow the above path and click Donation Invoice Details to view pending invoices and make adjustments. Guests can press the donation value multiple times to leave multiples of donation values.

🔒 charityauctionstoday.com

$	$
$2,500	$1,500
$	$
$1,000	$750
$	$
$500	$100

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