

Logging In, Navigating, and Donating

Email auction@c3huu.org at any time with any questions.

How Do I start?

[Here's the link to the Login Screen](#). Login to the system using your phone number in this format (xxx) xxx-xxxx. **Omit the area code if it is a 919 number**. The default PIN is the last 4 digits of your phone number. If you've changed it and you can't remember what it is email auction@c3huu.org and ask. If you receive a message that your number is not found but you're pretty sure you've logged in before, try another family phone number like your landline number or your mobile number or your partner's number or maybe your work number.

If nothing works, select **I'm new – Add me**. This will display a new screen where you may enter your name, phone number, PIN, email and address. It's important to select **Continue** to save the information that you have entered. If you don't enter a PIN, the system defaults to using the last four digits of your phone number.

Next – Verify your information is correct.

Please take a minute to verify that your information is correct if you are logging into an existing account, especially your email address. The email will be used to send messages about items you donate and bid on, including notices if you have been overbid on an item.

Click on **My Statement** at the top of the screen to check your information. Select **Edit Profile**, next to your name and address to view your current information. This displays a new screen with your address, phone number and email address. If you make any changes, click the **Continue** button at the bottom to save changes. This is also where you can change your **PIN** if desired.

How Do I Donate?

Click on Donate in the middle of the screen at the top after you log in. It's to the left of My Statement. **Note this tab only works after the auction has been opened. The 2023 auction will not open until Noon on Wednesday July 19th**. Prior to that you can only browse the catalogue from previous years to get ideas.

If you are re-offering an item that you donated in a previous year, click in the **Other Years** box and select the prior auction year in which the item (usually an event) was donated. Click **Offer Again** for the item you are donating. This will bring you to the donation page with the data fields completed. You can update the various fields, name, picture, minimum Bid, Est Value, Qty as desired. Click **Save** when you're done. Here is a link to a generic video about re-donating an item

<https://www.youtube.com/watch?v=BO4A6eGx-vs>

If you are offering a new item, click **Donate a new item** from the Donate page. The data fields will be empty, and you will need to complete them. Feel free to email the auction if you have any questions. Someone will review your donation in any case and may make suggestions if we feel we can be helpful. Only one picture can be uploaded to the auction catalogue, but you can send additional pictures to us at auction@c3huu.org and we will upload them to a separate Auction Resources page on the Church website. Additional pictures are particularly useful for arts and crafts. Do not check the

box to the right of Tangible for any item. Click **Save** when you're done. Here is a link to a generic video about donating an item <https://www.youtube.com/watch?v=CGRq2ofJz-U&t=16s>

Donation Tips: We strongly recommend that events be offered with a date and the date should be after the auction close, Oct 19th. Many people hesitate to bid on an item without a date and many donors find it onerous to coordinate setting the date later to accommodate a disparate group of winners. **IMPORTANT: Please check the Calendar to make sure that you are not scheduling against another donated item or Church event.** Check the calendar **before** you complete the donation screen so that you don't lose your work. If you want to host an event at the church, please coordinate first with Rachel Rose at communications@c3huu.org

The **Minimum Bid** should be below the price you want the item to sell at. Lower minimum bids encourage multiple bidders, more excitement and competition and higher final winning bids.

What should I donate?

Anything with a minimum bid of \$5 or more. Social events such as a dinner, game night or musical entertainment at your home are very popular and build community as well as raising money for the church. Other ideas include: tickets to a sporting event or entertainment, a home-taught class in your favorite craft, handmade treasures, homemade food, vacation destinations, books, garden items, professional services, home maintenance help, yard work, art, artifacts, antiques and furniture.

How do I view the fabulous auction items

There are two selections, **Catalog Grid** and **Catalog List** in the top menu after you log in. Each has a search box feature in the upper right of the screen to find a specific item by name, number, description, etc.

The advantages of **Catalog Grid** are:

- An option in the item listing to **Add Favorite**. Selecting this will create a list of items that you may access quickly from another section at the upper left of the screen.
- A selection for **My Bids** to view the items that you currently have bids on. It does **Not** show items that you have purchased (Fixed Price items) or items for which you no longer have a winning bid. Note: if you bid on a Fixed Price item it will show up as a purchased item under **My Statement**.

The advantages of **Catalog List**:

- Displays auction items in list format that may be printed.
- Allows sorting of the list by selecting column headings. You may easily see all items from a certain donor or list the events by date. Items with dates can also be viewed by selecting Calendar at the top of the screen.

Bidding

We will provide more information before the bidding opens on Friday, September 27th at Noon. The auction will close to bidding on Saturday, October 19th at Noon.