

Please select the **Contact Us** at the top of the Auction screen any time that you have questions or need assistance. This will send an email to a member of the auction team who will get back to you within a day.

You may peruse the catalog for the Auction without signing in, but it is more fun and productive to select **Favorites** and place bids for those items that you must win. The Auction system will save your information for your next visit both in **Favorites** and under Bids for the bids you have placed.

### **How do I start?**

The **Login** button is in the upper right of the Auction screen. Login to the system using your **phone number** in this format (xxx) xxx-xxxx. **Area code is not needed if it is 919.** The default **PIN** is the last 4 digits of your phone number. Select the **Login** button (below where you entered your PIN) after you have entered your phone and PIN. Formatting is very important so don't forget the parentheses and space for a non-919 area code and the hyphen in both types of numbers.

If you receive a message that your number is not found, select the **I'm new – Add me.** This will display a new screen where you may enter your name, phone number, PIN, email, and address. It is important to select **Continue** to save the information that you entered. If you don't enter a PIN, the system defaults to using the last four digits of your phone number.

### **How do I verify that my information is correct in the system if I already have an account?**

Please take a minute to verify that your information is correct, especially your email. This email will be used to send messages about the items that you bid on including letting you know if you have been outbid or if you have won 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, and email. 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 view the fabulous auction items?

This is a good time to view the catalog and the many excellent items that have been donated by our generous congregation. As a special note, the description for some items includes a highlighted link, **here**. Click on this to go to an external site with more photos and information about the item. Select the **Back Arrow**, usually located at the upper left of your screen to return to the Auction site.

At the top of the screen are two selections, **Catalog Grid** and **Catalog List**. 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 now show items that you have purchased 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**.
- A selection of a single category, e.g. **Food** or **Zoom Events**.

The advantages of **Catalog List**:

- Displays auction items in list format that may be printed. This provides formatting with page breaks for more readable print. (This feature is more useful for bidding at in-person auctions rather than online ones.)
- 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.