

We are so excited to partner with your organization to facilitate your fundraising efforts. To make this process easy, we've created a checklist to assist you as you organize and manage your auctions. Please be sure complete the following:

PRIOR TO EACH GAME

- Copy the most recent campaign
e.g givesmart.com > ORG HUB

- Ensure the Credit Card Required option is enabled
View Admin > Settings > Global > Advanced Settings > User Information > Card on File > Yes > Save

- Ensure the Allow Self-Checkout option is enabled
View Admin > Settings > Global > Advanced Settings > Credit Card Payments > Allow Self Checkout > Yes > Save

- Upload new auction items (including item numbers, photos and descriptions)
View Admin > Items > +New Item or Import Items

DURING EACH GAME

- Announce the auction to existing users by sending a message with the Event Link. (Send to "Everyone")
View Admin > Messages > Text > +New Text > Click Template Dropdown > Select Auction Open Announcement > Preview > Send Text Message

- Assist users on-site with registration
View Admin > Users > Check-in

- Assist users on-site with adding a credit card on file.
Direct users to click the personal bidding link within the Welcome Text
> Click the My Info tab > Click Add Card On File

- Assist users needing to delete bids
View Admin > Items> Click on the Specific Item> Scroll down in Item History
> Delete Bid

- Assist users by sending long code/Canadian long code registration messages if short codes are not received
View Admin> Users > Select User > Scroll to Text Engine in User Detail
> Change to Long Codes USA or Canada > Click Actions Dropdown Arrow > Send Reg Message

- Manage incoming invalid messages throughout auction. (If a guest wishes to no longer receive messages, simply direct them to the Welcome text and reply, “STOP”)
View Admin > Messages > Text > Toggle to Sent > Click the Filter By dropdown arrow > Select Invalid

- Send the ITEMS WITH NO BIDS message approx. 45 minutes prior to auction close
View Admin > Messages > Text > +New Text > Click Dropdown arrow for Template > Select Items with no bids > Click Apply > Preview > Send Text Message

- Enable countdown timer 10-15 minutes prior to auction close
View Admin > Settings > Auction > Advanced Settings > Set End Date & Time > Set Auction Countdown to Show

- Set the Auction Close Time
View Admin > Settings > Auction > Advanced Settings (Enter exact end date and time) Set Auto-Close to Auto Close

- Create and send a message with the EXACT close time
View Admin > Messages > Text > +New Text > Click Dropdown arrow for Template > Select Auction Closing Soon > Apply > Preview > Edit the message to include the exact close time > Send Text Message