**Dear (NAME OF EVENT) Guests,**

The excitement has reached a fever pitch and we are looking forward to seeing you at **(EVENT NAME)!** All ticket purchases and bidding will be done through your cell phone, computer or tablet

**Ticket Details:**

* Purchase your tickets here: **ENTER AUCTION LINK HERE**

You will receive a confirmation email and text message following your ticket purchase. By purchasing your tickets via the link above, this also registers you for the various fundraising elements and expedites your registration process at the event.

**Register Your Guests:**

In order for your guests to enjoy the same expedited registration process, please make sure you input an email and cellphone number for each guest. They will then receive an email and text informing them that a ticket was purchase on their behalf. From the message received, your guests will be prompted to complete a registration user profile, add a credit card for expedited checkout (optional) and confirm their ticket.

**How To Bid**

Once the auction is open for bidding, registered guests will receive a text notification. There are 4 ways to bid:

1. **By Smartphone**-Click the link in your welcome message.  It will take you to a personal bidding page.  Click on an item and place a bid, it’s that simple.
2. **By Text**-Text the item number and amount to the welcome message you receive, (i.e. 101 500), no dollar signs or decimals are needed.
3. **By Computer**-Click on an item and place a bid.
4. **By “Personal Shopper”**-Find an event staff memberat the event. They will be happy to place your bids for you.

Please don't hesitate to contact us at **(ORG Contact Name and EMAIL/PHONE)** should you have any questions between now and the event.

Thank you for supporting **(NAME OF ORGANIZATION)**!