

10 Essential Steps for Mobile Bidding Success

When your event is right around the corner you're often pulled in a million different directions. However hectic things are, make sure you follow these 10 essential steps to ensure the event runs smoothly.

Know your BiddingForGood Mobile URL:

1. Sign in to your Auction Manager account
2. Click on "Events"
3. Click on "Mobile Bidding"

Step 1: Pre-register/sell tickets to your event to prevent long check-in lines:

Go to <https://www.biddingforgood.com/YourAuctionAlias>
(replace the end of this link with your auction alias) and click "Register".

Step 2: Share the mobile bidding site with everyone attending the event:

The mobile URL will be bforg.com/YourAuctionAlias
(replace the end of this link with your auction alias, found above)

Step 3: Download, and add your auction alias to the mobile bidding cheat sheet to print for guests.
(bforg.com/cheatsheet)

Step 4: Make sure your volunteers understand how the mobile bidding site works:

Training manual: bforg.com/howmobileworks
Training video: bforg.com/mobilevideo

Step 5: While signed into Auction Manager, ensure all items available for mobile bidding are set to 'Online and Mobile' in the 'What kind of bidding would you like for this item?' field under the 'Items' Tab and 'Published Items' section.

Step 6: Make sure your auction open and close dates are correct, double check time zone!

Step 7: Organize your items by lot number in the room to make check-out easier.

Step 8: Prep your MC; be sure to announce *the auction is closing* with 30 minutes left, 15 minutes left, and 5 minutes left.

Step 9: Before printing the winning bidder report, make sure all items have closed (allow time for bid extension).

Step 10: Have a back-up plan for connectivity. Extending the auction a few hours or into the next day are both good options.