

## BiddingForGood Checklist – Mobile

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Doing Mobile Bidding at your event? Use this checklist to make sure you are on track!

Required task.

### Before You Begin

If you haven't done so already, **please tell us if you're planning to add mobile bidding to your event.**

Email [support@biddingforgood.com](mailto:support@biddingforgood.com) or call 1-866-621-0394 to let us know your plans. This way, we can make sure that in-room mobile bidding is a good fit for your event, that we have adequate staff on-call in Client Services to provide support during the hours of your event, and that you have the guidance and materials you need to plan and run a successful fundraiser. If you do not inform us of your plans, we may not be able to guarantee support during your event.

### Getting Ready

#### Assemble Your Team

- Read our [Tip Sheet for Suggested Volunteer Roles](#) and learn [Where to Find Volunteers](#) or even [Put Out an Ad for an Intern](#)
- Give them access to the Auction Manager – [How to Invite Team Members](#)

#### Set Your Goal

- For auctions, we recommend that your Auction Catalog be 2x your goal, so if you want to raise \$25k, your auction catalog should be \$50k. Enter your goal under Event > Fundraising Goal.

#### Get Great Items

- Check out our tip sheets: [Top 5 Auction Items Checklist](#) and [How to Get Great Items](#). Also see our articles [Let's Talk About Items](#) and [How to Get, Price, and Sell Items](#).

#### Plan your Promotion

- Email is great - but consider other methods too - check out our [Tips on Effective Email Promotion](#) as well as [Promotion Beyond Emails](#)
- Do you want your auction opted in to the BiddingforGood Bidder Community? [Learn how!](#)
  - If your auction is opted in, you may have out of town bidders who win items and will need them shipped. Learn more about [how to add shipping](#) and review our [Fulfillment Tip Sheet](#) for our recommendations on item pick up, shipping items, and more.

### Nail Down Your Live Event Components

- Raffle, Paddle Raise/Fund a Need, Wine Pull, other games – learn how to enter those in-the-moment-sales using our [Quick Sale feature](#) and preview [How to Enter Quick Sales](#).
- Bidder Numbers – learn how bidder numbers work in BiddingForGood with our [Tip Sheet: Using Bidder Numbers](#).
- Fund A Need/Paddle Raise segment – Enable the [Donate Cash feature](#) to allow your guests to quickly and easily make cash donations on their mobile devices (or on laptops) during your event.
- Leaderboard – learn how to project your auction items, cash donations, and amount raised, all in real time, with our [Leaderboard feature](#)

## Setting Up

Review our [Mobile Playbook](#) to help you prepare for mobile bidding at your event

- [Set the right dates](#)** under Event > Online Bidding Dates and under Event > Live Event Dates (SUGGESTED DUE DATE: Two months before the event)
  - Successful online auctions typically run 7-10 days. We recommend you open the auction bidding prior to your event day to build interest and start raising money ahead of time!
  - Online Bidding should be set to end when you plan to close the silent auction during your event.
  - You can include more information about your event, in addition to the date and time, under Event > Live Event Dates.
- [Create and Activate your Homepage](#)** for the auction website (SUGGESTED DUE DATE: 4-6 weeks before event)
- [Enter Your Items](#)** (SUGGESTED DUE DATE: Add as you get them, with all entered 1-2 weeks before the online open date)
  - Importing Items - Follow our guidelines on how to prepare the file for import. [Importing Guidelines](#)
  - You can also build your [live event only items](#) ahead of time. They can be previewed throughout the online auction, but you can eventually award them to the winning bidders after your event.
- [Select a Payment Processor](#)** so that you can charge credit cards (SUGGESTED DUE DATE: One month before the event)

Learn how to use the [Promotion Tab](#) to upload contacts, create, and send emails.

## Preparing for your Live Event

Review our [Mobile Playbook](#) to help you prepare for mobile bidding at your event

- [Download and print the Mobile Item Sheets](#)**, found under Event > Live Event > Print Materials. (SUGGESTED DUE DATE: Week of the event)

Print copies the Mobile Bidding cheat sheets to give out to your bidders: [Template – Mobile Bidding Instructions](#)

  - Be sure to include your mobile URL in the allotted space!

Did you sell tickets online? Print the Ticket Report under the Reports tab for a full list of who bought tickets.

  - You can process those ticket orders ahead of time. [How to confirm and process ticket orders.](#)

Using Bidder Numbers? – Print copies of the Registered Users report under the Reports tab to verify that you have their name and credit card information ready for use during the event. You can also give the guest the Bidder Number listed for them.

Using Quick Sale for other sales? – Print the [Quick Sale Template](#) to use to record the sales during the event.
- [Train your volunteers](#)** – have them watch our [Mobile Training Video](#) or read our [Mobile Training pdf](#)

## During the Online Auction (Leading Up to the Event)

[Answer Bidder Questions](#) – they will come through the Ask a Question About this Item link on every item page - make sure the questions are sent to the right person.

[Retract Bids](#) – bidders may reach out to ask for a bid retraction. If they do, you can submit a retraction with your permission to Client Services.

Continue to promote the auction to your guests!

- Remind them that they'll be able to bid and donate from their mobile devices during the event.
- Encourage them to register before they come to the event to save time at check in!

## During the Event

Use your printed [Quick Sale templates](#) to record sales of raffle tickets, wine pull, and other games

- Check Out and Reporting** (B4G recommends you give yourself an hour between the online auction closing and check out in order to have enough time to print reports and get organized for check out)
  - To see a list of the items and their winners download the Winning Bidder Report (Go to Reports > Winning Bidder Reports). This report will be available to download within 10-15 minutes after the online bidding ends.
  - To print receipts for Guests go under Close Out > Manage Bidders > Bidder Receipts.

## Closing Out after the Event

Review the full [Close Out Steps – Online & Mobile](#)

Confirm Cash Donations under Close Out > Cash Donations

Collect the Quick Sale sheets and enter them under [Close Out > Quick Sales](#)

- Once everything is entered and your items are awarded, you can process the credit cards for the bidders' final charges under Close Out > Process Payments.**