

Technical Tips: Is Your Auction Ready to Open?

What you need to do in the Auction Manager for your auction to begin!

Confirm the open and close dates: *Event > Auction Dates*

Bidding will turn on and off based on these dates. Remember, the times must be set in eastern time. But, you can have the time displayed in the time zone of your choice by using the Auction Time Zone pull down menu.

For example, if you're in California and want your auction to close at 8PM, you'll need to set the close time as 11PM and choose pacific time from the Auction Time Zone pull down menu.

Confirm your payment processor: *Event > Payment Processor*

We recommend that you have this selection made before your auction is scheduled to open for bidding. However, it's only absolutely necessary when you're ready to close out and award your items in the Close tab.

BiddingForGood is integrated with companies that can process credit cards automatically through Auction Manager. Those companies are: Stripe, Greater Giving, and IATs. For more information on setting up an account and pricing, please go to Event > Payment Processor.

Create and activate your homepage at least 30 days before your auction open date:

Event > Homepages

We recommend that you create and activate your homepage at least 30 days before your auction is scheduled to open for bidding. This is a great way to promote your auction to your community and create buzz! You can also use the site to solicit donations from potential donors.

To activate your page, go Event > Homepages, scroll down to the Homepages section and click on the blue "Activate" link next to the page you'd like to activate. You can choose NOW to activate the page right away or select a date and time to schedule when it will be activated.

Publish your items: *Items > Draft Items*

This doesn't happen automatically. By publishing your items, you're making them viewable on your auction site. No one will be able to bid on them until your auction is scheduled to open for bidding (which is entered under Event > Auction Dates). This is a great way to get the word out about your auction because you can have your community preview the items they'll be able to bid on soon.

We recommend you start publishing items when you activate your page. Don't worry – you can still edit published items, if necessary! To publish your items, go to Items > Draft Items. When you're viewing your Draft items, select the ones you wish to publish (or choose the option to Select All Items) and then click on the blue "Move Selected to Published" button.