Using BiddingForGood Bidder Numbers at Your Auction Event

This article discusses how to use the BiddingForGood Bidder Numbers to manage your guests so that you can easily close out your auction.

CREATING BIDDER NUMBERS

In order to assign items and sales to guests at your event, the guests must be in your Auction Manager platform as bidders. Bidders are added to your auction platform in two ways – they add themselves as Online Bidders or you add them as Offline Bidders. Both are available in your platform to assign items and sales to. The system assigns bidder numbers to each bidder added (Online or Offline) starting at 101 and goes up from there.

Online Bidders

Did you sell tickets online or have an online auction via BiddingForGood? All who purchase tickets or bid online have created bidder accounts and are added as a bidder in your auction platform. They also get added if they go to your auction site and click on the “Register to Bid” link at the top of the page and complete registration. You can see them under Close Out > Event Bidders > Manage Bidders. You can also see them under Reports > Registered Users.

➢ AUCTION EXPERT TIP – Save Time! To save you and your guests’ time at check in - ask them to pre-register for the auction (if they have not already via tickets or online bidding). For example, send an email saying “Save time and skip the line at check in! Register for the event now at www.biddingforgood.com/organization and click on Register to Bid!” This way they are typing in their full contact and credit card information themselves (so you don’t have to bug them for it).

Offline Bidders

Whether you need to add in all of your bidders (if you did not sell tickets online or did not have an online auction) or you have some guests who forgot to register online, you can add them manually under Close Out > Event Bidders > Manage Bidders > Offline Bidders during Check In at your event.

The only required fields are Bidder Number, First Name and Last Name. However, adding additional information like email and phone number can be helpful if you need to follow up with them. Also, later when you are awarding items to them, you can turn on a confirmation email that is sent for each of their item purchases. Add Credit Card information if you are going to process the charges through the platform.

You do not have to enter all the information at once. If you want to add the bidders ahead of the event you can – just enter their Bidder Number, name, and any other information you have. Then when they check in you only need to add their credit card information.
Or, if you have a full list of your guests already you can import them under Close Out > Event Bidders > Import Bidders. THIS WILL NOT CREATE A BIDDER ACCOUNT FOR THEM FOR ONLINE BIDDING.

Offline Bidders and Online Bidders can be seen under Close Out > Event Bidders > Manage Bidders.

You can export a list of ALL of your bidders under Close Out > Event Bidders > Export Bidders.

- **AUCTION EXPERT TIP – Check-In Process Best Practice:** The best Check-In process is to have the bidder numbers pre-printed with extra numbers for unknown walk-ins. For example, you already have bidders 101-245 ready in the platform and you know that there may be 50 more people coming, so you will want to have 246 – 295 already printed and ready to be given out when you add them manually. We recommend TWO tables – At the first table you will check people in normally using your Export Bidders report, simply looking up their name and handing them their number (or you can add this information to their program ahead of time). If someone needs a number, then you direct them to a 2nd table with laptops, where you will add them under Close Out > Event Bidders > Manage Bidders > Add Offline Bidders. They will be assigned number 246, which you will already have printed and ready to hand to them. The next person you add will be assigned 247 and so on.

**CLOSING OUT**

- **AUCTION EXPERT TIP – Getting Ready:** For an overview of the close out process with video demonstrations, see How to Close Out – Silent and Live Auction Event. You can turn on the Winning Bidder Email (under Close Out) so that when an item is awarded to a bidder (and that bidder had an email entered for them) they receive a Purchase Confirmation for each item they got.

After the silent or live auction closes – you need to award (assign) the items to the winning bidders in order to create a list of winners. **Here are the steps for awarding the items.**

Once you are done awarding the items generate the Awarded Items report (under the Reports tab) to see a list of items and their winners sorted by bidder last name. This is a great report for the check-out table.

When you are ready to charge the credit cards (if you are processing through the BiddingForGood platform) you will go under Close Out > Process Payments and click Process All at the top or next to each total purchase.

**MORE TIPS!**

- We do NOT recommend editing the Bidder Numbers, it can only be done one at a time and in our experience with clients, is a very time consuming task. Just go with the ones in the system!
- The “Couple Factor” – Each person at your event doesn’t need a different bidder number, so don’t worry if there are 300 guests coming to your event and only 175 bidders in the platform. Couples almost always SHARE a Bidder Number. Also, no 2 bidders can have the same Bidder Number even if they are a couple. If a spouse/partner decides they want their own, different bidder number then you can add them manually.
- Make sure you have laptops with internet access to add bidders and award items! The platform is online based only.
Having a raffle, wine pull or paddle-raise? – Check out the many uses of the **Quick Sale feature** and [how to enter Quick Sales](#) into the platform.

Need to print receipts? Once any Quick Sales are added and the items are awarded, you can generate receipts for your bidders anytime under Close Out > Event Bidders > Bidder Receipts. (The purchases do NOT have to be processed for the receipts to generate).