## Auction Sign-Up and Bidding Instructions

Before you can place a bid, you first need an account.

Click Signup at the top of the page to get started or if you already purchased a gala ticket, click Log in. Enter your email address and "Click here to create or reset your password" to save time.

When creating an account, you will be asked to create an Online Bidding Name. Please note that your bidding name will be visible to other bidders, so choose something that will keep your identity secret, if you wish.

To be notified by text message when you've been outbid or have won an item, please select the option to turn on text notifications.

Is bidding not yet open? No problem! You can browse the catalog and save your favorite items by clicking the heart by the item name. Items will be saved on the My Favorites page, found in the My Bids menu option. As soon as your account is created, you will receive an email confirmation with your personalized "quick link" that use can use for site access. You can review all your bids in the My Bids menu at the top of the page. If needed, you can update your personal and payment information in your account by clicking on your name at the top of the page.

To bid on an item, simply enter the amount you wish to bid in the Max Bid field. This can be your one-time or max bid. For max bids, the system will automatically place bids on your behalf, as needed, until the item is won or your max bid is reached. If you get outbid, you will be notified and can enter a higher bid, if desired. Some auction items also feature a Buy Now option!

Your credit card information will be vaulted (saved) and only charged if you win anitem. The auction will end at 9 pm sharp on February 13th and you will be notified of any items you have won with a link to self check-out. At this time you can change the credit card you wish to pay with or the system will automatically charge the card on file if no changes are made.

Winners will be contacted with pickup location and times. Good luck to all the bidders!