



# Auction Checklist

Use this page to check off the necessary parts of completing your Handbid software setup pre and post event. During your event, the second page will confirm if you are set up for your physical or virtual event.

## Software Setup

- Free Stripe account is linked  
[Click here](#)
- Added Organization Contacts and Auction Managers  
[Click here](#)
- Create your Handbid Auction  
[Click here](#)
- How to change Auction status  
[Click here](#)
- Learn to share your URL  
[Click here](#)
- Understand the difference between Guests and Bidders  
[Click here](#)
- Ticketing and Registration overview  
[Click here](#)
- How to Send Invitations:  
[Within Handbid](#)  
[Outside of Handbid](#)
- Understand types of items  
[Donations / Appeals](#)  
[Auction Items](#)  
[For Sale Items](#)
- Know how to add or import your items  
[Click here](#)
- Understand paddle numbers  
[Click here](#)
- Review invoicing and payment process  
[Click here](#)

## Pre Event Setup

- Determine if your auction will be in-person, virtual, or hybrid
- Understand how to remove a bid or a purchase  
[Click here](#)
- Team is trained on the checkout process and this area is ready  
[Click here](#)
- Verify the event space wifi quality  
[Click here](#)
- How to ship items and add shipping charges  
[Click here](#)
- Ensure you have the Handbid Hotline accessible
- Pre recorded videos are completed
- Have a plan to CLOSE your auction  
[Click here](#)
- Purchase or rent all necessary equipment
- Understand table assignments  
[Click here](#)
- Run-of-show is detailed and completed  
[Click here](#)
- All equipment is charged
- Sending Broadcast Messages  
[Click here](#)
- Volunteers are sent How-To videos  
[Check-in and out iPad Manager](#)

## Avoiding Common Gotchas!

- Changing item types  
[Click here](#)
- I can't see my items on the website!  
[Click here](#)
- Have you completed your Auction Health Check?  
[Click here](#)

## Day of Event

All items are in an "OPEN" status for bidding and purchasing

[Click here](#)

Ensure staff can login to the Handbid Manager on:

[An iPad](#)

[A computer](#)

[Auctioneer dashboard](#)

Communicate run-of-show with all applicable parties

Auction Managers

Volunteers

Emcee / Auctioneer

A/V Team

Verify all equipment is charged and login to all applicable devices

Review broadcast messages and assign who will be sending them

[Click here](#)

If you are running a hybrid event, review both In-Person and Virtual Event sections

## In - Person Event

Guest list is uploaded

[Click here](#)

Have paddle numbers and table assignments ready

[Click here](#)

Know how to record an in-room paddle raise

[Click here](#)

Team is trained on the check-in process and your check-in area is ready

[Click here](#)

iPads, credit card swipers, and laptops are charged and brought to the venue

[Click here](#)

Team is trained on the checkout process and your checkout area is ready

[Click here](#)

## Virtual Event

Identify the parties involved with a livestream event

Choose a streaming service

Pre recorded videos are completed

Configure your videos to align with your run-of show

Know how to promote items during the livestream

Tested / rehearsed the livestream through Handbid

[Click here](#)

[Click here](#)

[Click here](#)

## Post Event Completion

Auction is Closed

[Click here](#)

How to add shipping charges

[Click here](#)

Ensure all invoices have been paid

[Click here](#)

Email Service to reconcile your Auction and receive funds

[Email Service](#)

Pull all necessary reports

[Click here](#)

Congratulations on a job well done!

Questions? Email us at [service@handbid.com](mailto:service@handbid.com) for help