handbid

Auction Checklist

Welcome to Handbid!

Auction Checklist

Software Setup

☐ Login to your Account
☐ Link Stripe Account (credit card processing)*
☐ Add Additional Auction Managers
☐ Create your Auction
☐ Customize your Theme with Digital Seen
☐ Create Tickets*
☐ How to Promote Your Event Site
    ☐ URL/Short URL and QR Code
    ☐ Customized Text 2 Give
☐ Send Invitations through Handbid Invite List *
☐ Manage Guest List
    ☐ Understand Table Assignments
☐ Change Auction Status (Open, Presale, Preview)
☐ Add Items
    Auction
    For Sale (Items with a set price)
    Appeals (Direct Donations)
☐ Determine a process for Paddle Numbers
    Auto-Assign
    Manually Assign Paddle Numbers

Pre-Event Setup

☐ Verify Venue Wifi Quality
☐ Check-In Plan
☐ Check-Out Plan
☐ Determine what devices to use
☐ Equipment is charged and power is accessible
☐ Event videos/presentations are prepared
☐ Handbid TV slides selected and ready to go
☐ Run of Show is detailed and completed
☐ Volunteer Training
    Check-In
    For Sale with an Ipad
    Check-Out
    How to Pay Invoices

☐ Handbid Hotline Accessible

During the Event

☐ Help Bidders Place Bids
    Desktop
    iPad
    Mobile Device
☐ Remove a Bid or Purchase
☐ Send Broadcast Messages
☐ Enter Paddle Raise Donatios
    Desktop
    iPad
☐ Enter a Live Auction Winner
☐ Set a Timer to Close the Auction

Post-Event

☐ Ensure all Invoices Have Been Paid
☐ Email Service to Reconcile Your Auction
☐ Pull all Necessary Reports
☐ Congratulations on a Job Well Done!

*If applicable