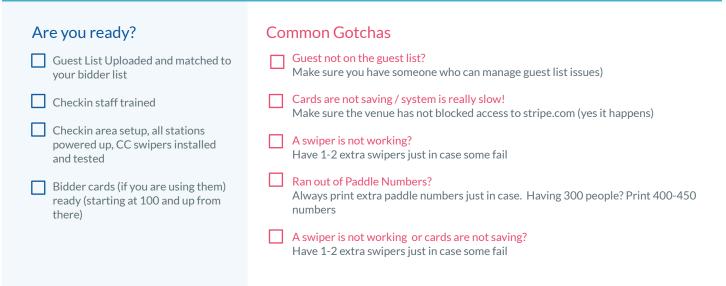
B Manager Cheat Sheet

Check in/Registration



Auction Bidding

Are you ready?

You have iPads charged and out in the bidding area on tables or in the hands of bid helpers

Your bid helpers are trained on iPads as well as how to help people get setup on their phones

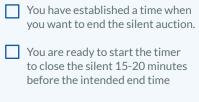
Sent a "Welcome" message instructing people about the auction near end of registration

Common Gotchas

- iPad Helpers not proactively helping? Encourage your bid helpers to proactively ask bidders if they need help and solicit bids
- Item not open for bidding? Make sure all items you want to be open are not in a "pending" status
- iPad is dead or not connected to Internet? Make sure all iPads are charged and connected to a WIFI network
- You don't feel people are bidding "enough"? Is your line at the bar too long? People have priorities. Give them an opportunity to bid!

Closing your Auction/Checkout

Are you ready?



Your team is trained on the checkout process and your checkout area is ready

Common Gotchas

- You forget to start the timer? You can close the auction manually, but we always recommend just setting a 5 min timer instead.
- You started the timer and now want to stop it? That is a bad idea....Make sure you DO NOT start the timer until you are ready for your auction to end!
- Things are missing from receipts? Generating receipts can take a bit, but if it is taking too long, go to the Auction Settings / FINANCIAL tab and click on "Regenerate Receipts" just to make sure

Read Manager Cheat Sheet

Entering Live Items

Are you ready?

item type

them to OPEN

Live items are entered into Handbid and marked as "Live Auction" as the

All items are in an "open" status. You can open them manually or bulk edit

Any items that may be duplicated

copied & hidden in manager

(sold more than 1x) have been

How to enter the winning bid

Remember, we are just entering WINNING bids, not all bids

- Go into the manager and go to Items / Live auction to see the list of live auction items
- 2. Select the item up for bid and open up the item edit modal (pop up window)
- Click on the "Bid" icon in the tool bar and wait for the winning bid to be announced
- Select the winning bidder and enter in the winning price (you can type in the amount)
- 5. Click "Bid" to place the bid and wait for the alert to pop up indicating the winning bid
- 6. The modal will close and the item will be marked as SOLD

Entering in a Paddle Raise

Are you ready?

Assuming you are doing an in-room paddle raise with a live auctioneer

- Appeal items are entered into Handbid and put into a category
- All items are in an "open" status. You can open them manually or bulk edit them to OPEN
- All appeal items MATCH the levels that the auctioneer intends to call out from stage

How to enter in appeals

- 1. Have 2-3 bid spotters write down the donations called out by the auctioneer, sorted by level
- 2. On the paper, write down the paddle number called out as the auctioneer calls them
- Compare the entries recorded by all bid spotters to confirm the correct list for each level
- 4. Open the Handbid auction manager and click on the \$ icon in the tool bar

- 5. The Appeals entry tool will open. Click on a donation level to start.
- 6. For each donation level, enter in the list of paddle numbers and confirm. Then click Enter
- 7. Once all donations have processed, go to the next level in the tool until all levels are entered.

Still have Questions?

Call the support hotline below during your event

720.749.9402