Auction Navigation (Web-Based)

This article shows you what a Qgiv auction looks like for attendees. It will take you through the steps for browsing, bidding, and paying for items on the web.

Please note: Once you've registered for an auction, you can use either a web browser or the app to participate, and you can switch between the two using the same login information.

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Navigating the Auction Site and Browsing Items

Once you've registered, you'll see a button to **Start Bidding Now** on the confirmation page to set up your auction account and bid on items.

You're registered Quincy Givens!
Your confirmation for Kimber's Awesome Auction has been sent to qgivens1@mailinator.com.
Transaction ID: #478598 Order Total: \$350.00
Show Receipt Summary
Manage Your Tickets
Ready to bid?
Get started below or check your email for a link to come back later!
Start Bidding Now

You'll also receive an email of your auction ticket and a link to enter the auction. Look for an email with a subject line that includes, "Your [name of the auction] Ticket."

From	Subject	Received
Lakeland Food Pantry	Your Kimber's Awesome Auction Ticket: Table Sponsorship	just now

The body of the email will also include a **Set Up Bidding** link.





Clicking the **Set Up Bidding** link in the email or on the registration confirmation page will take you to a page where you can edit your registration details.

Take a look at some of the items available and start placing bids! Good luck!			
View Auction Items			
Your Registration Details	Event Details		
First Name: Shay	Kimber's Awesome Auction		
Last Name: Lessman	Hosted by Lakeland Food Pantry		
Email: shay.lessman@qgiv.com			
Phone: (815) 821-9941			
Edit Registration			

You can edit your registration details if you want or click **View Auction Items** to bid on items via the web.

From the Auction Home page, you can usually find the Items page using navigation links at the top of the screen. However, the host organization can customize navigation, so your auction might look a little different.

					Log In or Register	
	\longrightarrow	Items	Donate	Register	Sponsors	
			XTX			•••
		T	otally '80s			•••
7				00.		

The other major area you'll want to familiarize yourself with is the **My Activity** page. You can access this page by clicking your name in the upper right corner of the screen after you log in.

From this page, you can:

- View your bidding and purchase activity
- Pay your balance
- Add or change your payment method
- Review your Ticket Details
- Update your notification preferences
- Log out of your auction account



The **My Activity** screen displays all of your auction activity. You can also change your payment method and pay your balance from this screen.

<i>#</i> 11	My Activity				
#11		Total		Current Payment Method	ł
Jaka Carith	Winning \$0	Balance \$275	Billed \$360	Visa ending in **** Exp: 02/25	*1111
Total: \$360	Pay Balance	View Receipts		Change	
/ Activity	Items I've Bid On Purchase	d Items			
	ltem	Ends in	Highest	Rid Status	
ket Details	Item	Ends in	Highest	Bid Status	Place Bid
ket Details 9 Out	Item #1 SNOO Smart Bassinet #2 Sour Gummies	Ends in 2h 35m 24s 2h 35m 24s	Highest \$1,200 \$60	Bid Status Not Winning Not Winning	Place Bid Place Bid
ket Details I Out	Item #1 SNOO Smart Bassinet #2 Sour Gummies #3 Mockingbird Stroller	Ends in 2h 35m 24s 2h 35m 24s 2h 35m 24s	Highest \$1,200 \$60 \$300	Bid Status Not Winning Not Winning Not Winning	Place Bid Place Bid Place Bid
ket Details 1 Out	Item #1 SNOO Smart Bassinet #2 Sour Gummies #3 Mockingbird Stroller #9 Wine and Cheese Basket	Ends in 2h 35m 24s 2h 35m 24s 2h 35m 24s 2h 35m 24s Ended	Highest 51,200 560 5300 560	Bid Status Not Winning Not Winning Not Winning Won	Place Bid Place Bid Place Bid
ket Details 9 Out	Item #1 SNOO Smart Bassinet #2 Sour Gummies #3 Mockingbird Stroller #9 Wine and Cheese Baske #202 Luxury Cruise	Ends in 2h 35m 24s 2h 35m 24s 2h 35m 24s 2h 35m 24s Ended Ended	Highest 51,200 560 5300 560 5250	Bid Status Not Winning Not Winning Not Winning Won Won	Place Bid Place Bid Place Bid

On the **Ticket Details** page, you can update your personal information, add a phone number if you didn't add one during registration, and set your Notification Preferences to receive auction notifications via email and/or text message.

	My Ticket					
18	Company Name					
	First Name		Last Name			
Susie Qgiv	Susie		Qgiv			
Total: \$910	Email Address					
My Activity				•		
Ticket Details	Mobile Phone Number					
Log Out	By providing your phone number, you agree to receive text messages w	/ith h	elpful info on how to bid! Message and data rates may apply.			
	Notification Preferences					
	🗆 Email 🖂 🔅 Text 💬					
	Receive automatic notifications regarding outbids/checkout at the email and phone number provided.					
	Save Information					

Auction Items	
Filter	Reset
Search by name or tag	
Sort By	
Item Name, A to Z	
Categories	
 Auction Items 	8
○ Store Items	3
O Fund-a-Need Items	4
Tags	
⊖ Experiences	4
O Gift Cards	1
○ Technology	2
Bids	
O No Bids	7

When you're ready to browse items, return to the Auction Items page.

If the host organization has turned on the search and filter features, you can search for specific items, change the sorting order for items, and filter by category, tags, and items with no bids.

Click on a specific item to view the item detail page.



Items - Auction Items **Dinner for 4 at Nineteen61** *Tags: food Donated by: Chef Marcos* Highest Bid: **\$100**

Bidding Increment: \$10 Ends in: 22h 41m 36s

#10

Enjoy a fantastic dinner at this local hot spot!



Bidding on Items

From an auction item's detail page, you can bid on the item by clicking **Bid**. Depending on the auction's settings, you may see a few different options for bidding.

If the auction has Max Bids enabled, you can set the maximum amount you're willing to pay for the item. The app to bid for you if you are outbid, up to the amount you specify.



If the auction has Traditional Bids enabled, set the amount you want to bid, and the system will immediately set your bid to that amount. If you are outbid, you'll need to enter a new amount to keep bidding on the item.



If the hosting organization has set a **Buy Now** price for the item, you'll see that amount in the bidding modal. To buy the item outright, simply set your bid to the Buy Now price.



After you place a bid, the item page will update to reflect your bidding status.



The process is similar for contributing to fund-a-need items and for buying store items.

For fund-a-need items, the Place Bid link will be replaced with a link to **Contribute**, and for store items, the link will be labeled **Purchase**.



Also, for store items, you'll have the option to select the quantity of the item you want to purchase.



Checking Out

When an auction category ends, a popup will appear, telling you the category has ended. The popup includes a link to the **My Activity** page so you can see what've you've won.



Click **See What I've Won** to return to the My Activity page, where you can review your purchases and change or add your payment method before checking out.





Click Pay Balance to check out.

Please note: You can pay your balance for store and fund-a-need items at any time during the event, but you won't be able to pay for auction items until the hosting organization has opened checkout.

If an auction item category has ended, but you don't see the cost of your won items reflected in your payment balance, it probably means the host has not opened checkout yet. You'll need to check back after checkout opens to complete your payment.

Once you've submitted a payment, you'll see a link to **View Receipts**. Your receipts will also be emailed to the email address associated with your auction account.



Remember that you can switch between the web and Givi at any time using the same login credentials.

Happy Bidding!

