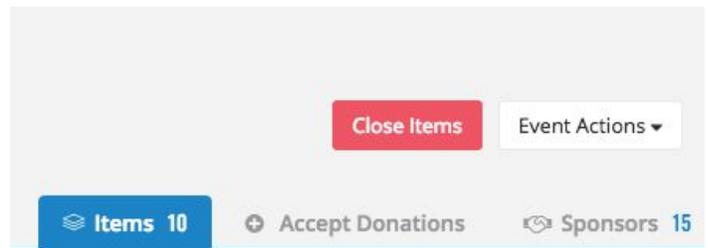


Printable Checkout Instructions:

There should be one main person in charge of check out. That person will click the button to end the auction. You should have laptops logged into manager.bidr.co (Chrome Browser preferred) and at least one other volunteer at the checkout table and a few volunteers with smart phones or tablets (test all devices ahead of time) walking around the room helping attendees (best practice is to have guests pay through *their* phones). This will cut down significantly on checkout lines.

Try to keep the auction open as long as possible. Silent auctions used to end early because bidders had to physically be at the table to bid. With Bidr guests can continue bidding on the silent auction during dinner and even after the live auction.

When you're ready to end the auction, the person in charge should click the red "Close Items" button on the top right of your screen in the Bidr Manager. This will close the event. All items: silent, live, raffle, and fixed items will all be closed. Guests can still text 'donate' to their Bidr text stream to make a donation. (see below to re-open certain items).



When you click "Close Items" a warning will pop up.

End Event ×

Are you sure you are ready to close your event?

What's Next

- All Items meeting reserve will be closed
- USERS WILL NO LONGER BE ABLE TO JOIN THE EVENT OR PLACE BIDS.

Notify Winners?

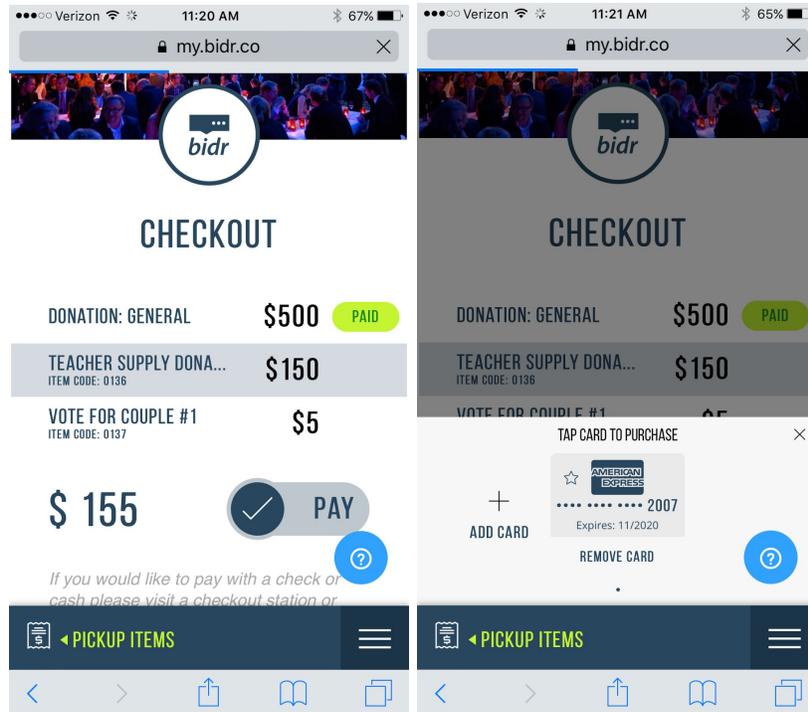
Send Payment Link

*Items not meeting reserve will remain open to take manual bids later

[Never Mind](#) [I'm Sure](#)

Confirm that you want to close the items and enter your password.

Winners will be texted a winning notification and a payment link. When they open the link they will click and swipe to pay their cart, they can choose a card to pay with or add a new one. There is also a message telling guests that they can pay with cash or check by visiting the checkout station.



Pickup Message

This message is sent to auction item winners when items close

Please visit the checkout station to pick up your items or email Nancy at info@ourcharity.com

Include Organizer Contact Info

Send Now

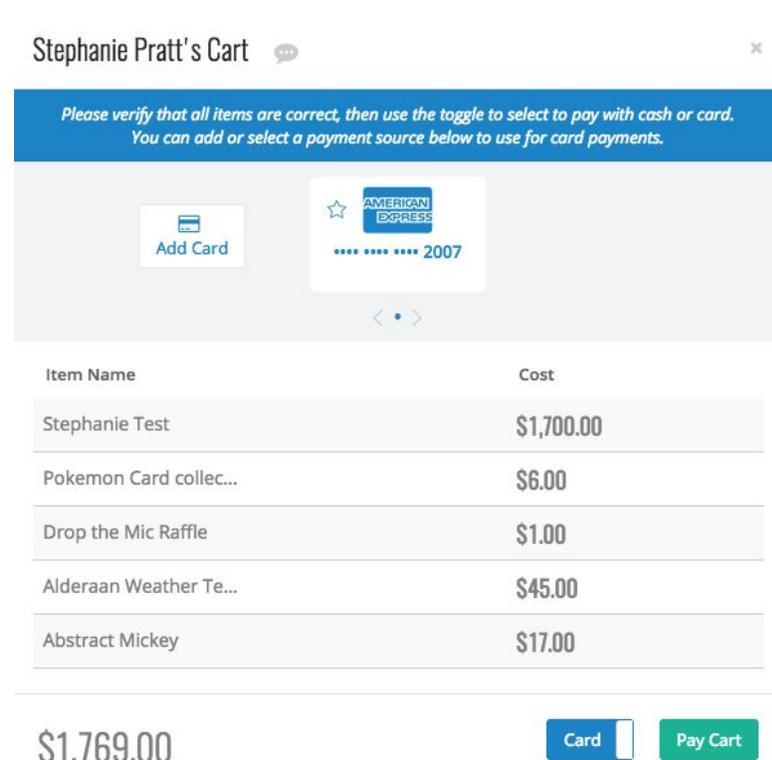
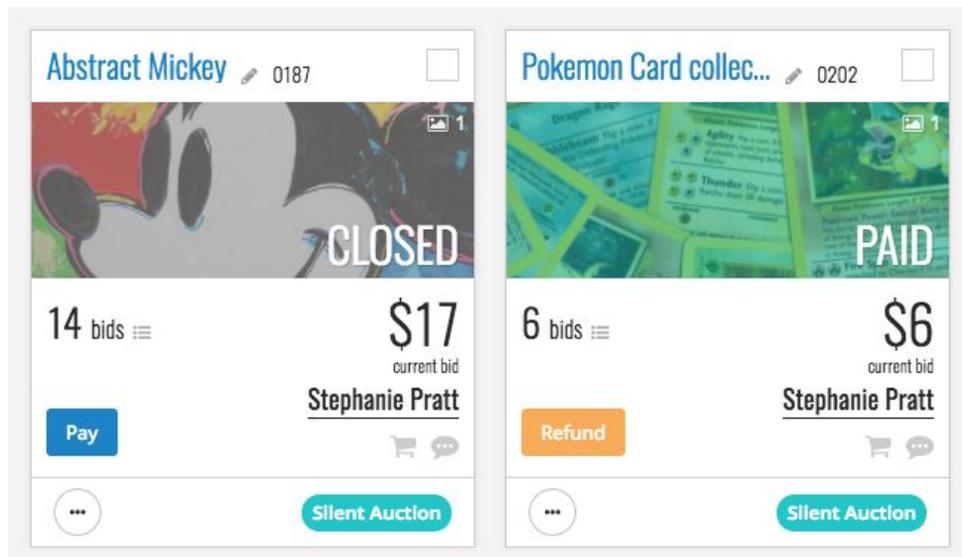
If you would like to send out your pick up message click the "Event Settings" Tab and scroll down to "Pick Up Message" and click send. Make sure guests who are not at the event have contact information.

Do not give out auction items until you have confirmed guests have paid. Guests can show you their cart on their phones. It will show the item number and name and a green paid button (see above).

You can also look at the “Items” tab on manager.bidr.co and use the search bar to filter by guest or item.

In this instance you can see the item on the left is closed, but unpaid. The item on the right is paid. It is best NOT to click the “Pay” button unless a guest has only one item. This individually charges for each item and could cause the guests credit card company to flag the charges.

To help a guest pay (or if they are paying with cash or check) click the shopping cart below their name which will open a cart:



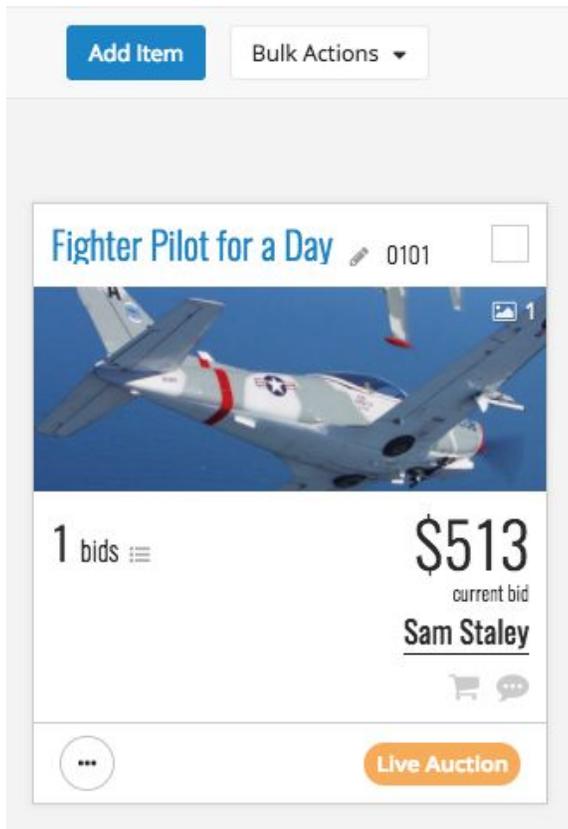
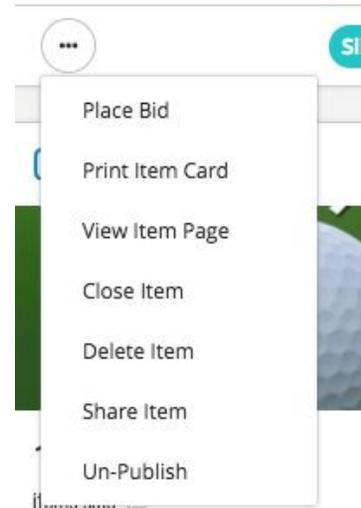
Click “Pay Cart” or toggle the blue “Card” button to “Cash” to accept cash or check payment and then click “Pay Cart.” You can also help guests add a new card.

Once you see the guest has paid, you can hand them their items and thank them for their support!

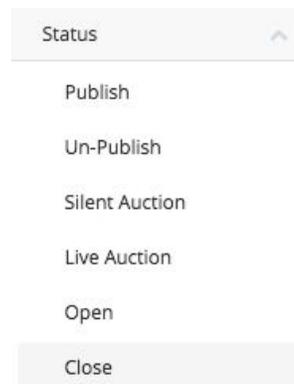
Alternative Closing Instructions:

You may plan to close certain items in groups or individually before ending the entire auction.

To close individual auction items click the circle with three dots on the bottom left of the item. This will open a menu below the circle. Click “Close Item.”



You can use the check box on the top right of the items to select several items at a time. Then click the “Bulk Actions” button, then “Status” which will open up a sub-menu. Click “Close” to close several items at once.



You may want to close most of the items and just leave a few open. In this case click “Bulk Actions,” “Select All Items,” then manually un-click the few that will remain open. Then “Bulk Actions,” “Status,” and “Close” to close the checked items.

The “Un-Publish” button can be used to hide closed items from your event site. You can also re-open any items without bids to continue trying to auction them off online for the next week or so.