

# 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.

## Contents:

- Navigating the Auction Site and Browsing Items..... 2
- Bidding on Items..... 5
- Checking Out..... 7

## 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
<input type="checkbox"/> 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.

**Quincy, your ticket is here!**

 **Totally '80s Auction Night**  
Hosted by: Kimber's Test Org

---

Please take some time to edit this information before the event.

 (7 Guest Tickets) 28 Missing Details.

[Set Up Bidding](#)

[Manage Tickets \(8\)](#)

Save time by showing these at check in!

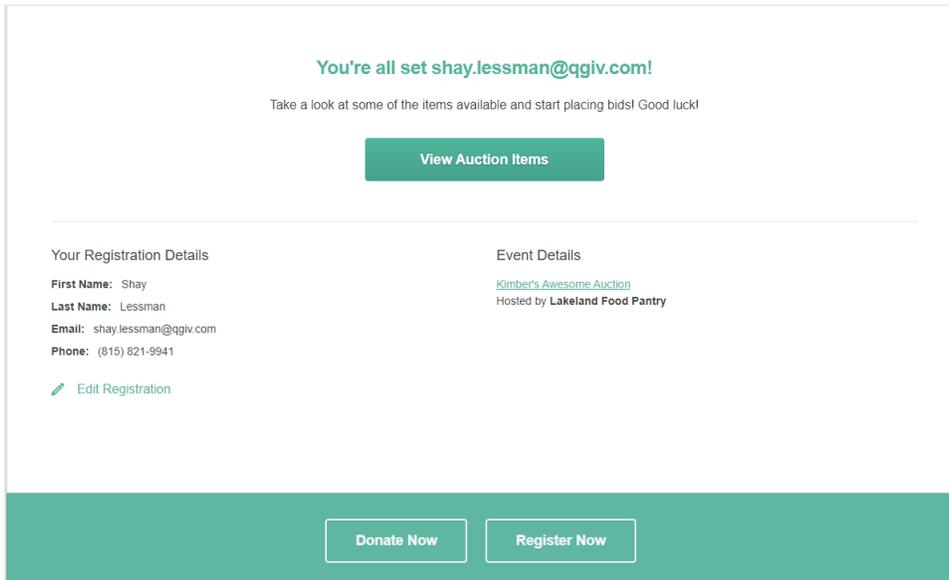


[QR Code](#)



[Paper Ticket](#)

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.



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.



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
- Log out of your auction account

The dashboard shows the user's profile with a blue circle containing the number #11 and the name John Smith with a total balance of \$360. The 'My Activity' section includes a summary table and a table of items bid on.

Total			Current Payment Method	
Winning	Balance	Billed	Visa	Visa ending in ****1111
\$0	\$275	\$360		Exp: 02/25
<a href="#">Pay Balance</a>		<a href="#">View Receipts</a>		
<a href="#">Change</a>				

Item	Ends In	Highest Bid	Status	
#1 SNOO Smart Bassinet	2h 35m 24s	\$1,200	Not Winning	<a href="#">Place Bid</a>
#2 Sour Gummies	2h 35m 24s	\$60	Not Winning	<a href="#">Place Bid</a>
#3 Mockingbird Stroller	2h 35m 24s	\$300	Not Winning	<a href="#">Place Bid</a>
#9 Wine and Cheese Basket	Ended	\$60	Won	
#202 Luxury Cruise	Ended	\$250	Won	
#203 Gift Card	Ended	\$20	Won	

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

The sidebar contains filter options for Auction Items, Store Items, and Fund-a-Need Items, along with tags like Experiences, Gift Cards, and Technology, and a Bids filter for No Bids.

**Auction Items**

Filter [Reset](#)

Search by name or tag

Sort By

Item Name, A to Z

Categories

- Auction Items 8
- Store Items 3
- Fund-a-Need Items 4

Tags

- Experiences 4
- Gift Cards 1
- Technology 2

Bids

- No Bids 7

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.

The item detail page shows a cooking class with a professional chef. It includes a 'Place Bid' button, starting bid of \$30, buy now price of \$90, and a valued at price of \$80. The bidding ends in 101 days 5 hours 50 minutes 28 seconds.

#6

Items • Auction Items

**Cooking Class with Professional Chef**

Experiences

Starting Bid: **\$30** Buy Now: **\$90**

Valued At: **\$80**

Bidding Increment: \$10.00

Bidding ends in 101 days 5 hours 50 minutes 28 seconds

Learn the art of cooking with a professional chef. Good for one cooking class, date and times will be sent to the individual that wins.

## 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 will bid for you if you are outbid, up to the amount you specify.

#2 Sour Gummies - Highest Bid: \$100

− 130 +

Recommended bids

\$120 \$130 \$140

Max Bid \$130

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.

#2 Sour Gummies - Highest Bid: \$100

− 110 +

Buy Now: \$600

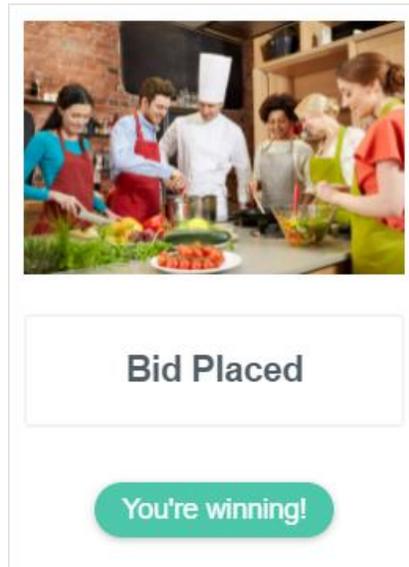
Recommended bids

\$120 \$130 \$140

Bid \$110

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**.

*Fund-a-Need*

**Contribute \$60**

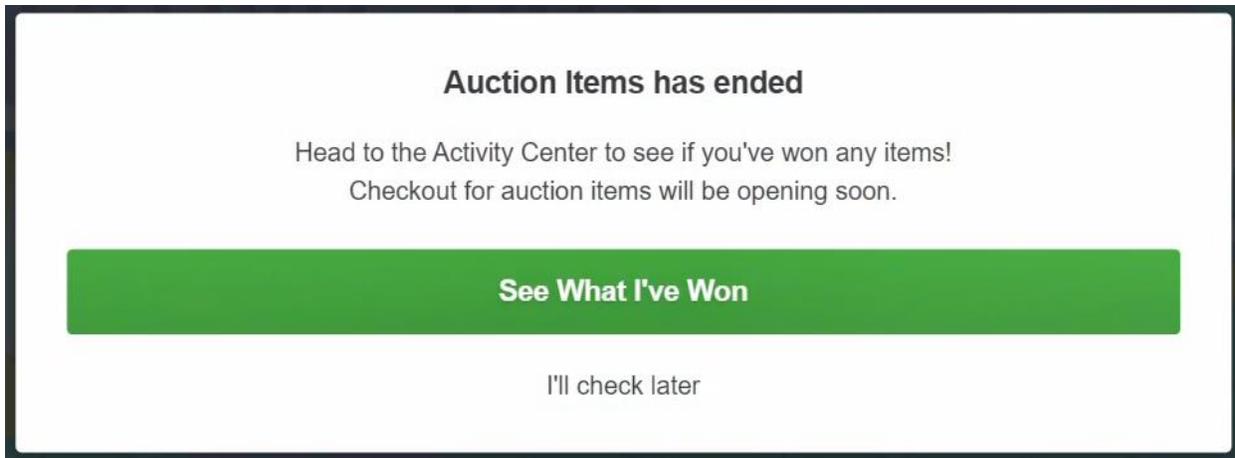
*Store*

**Buy \$10**

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.

### My Activity

Total		
Winning	Balance	Billed
\$90	\$275	\$360
<a href="#">Pay Balance</a>	<a href="#">View Receipts</a>	

#### Current Payment Method

 Visa ending in \*\*\*\*1111  
Exp: 02/25

[Change](#)

[Items I've Bid On](#) [Purchased Items](#)

Item	Ends in	Highest Bid	Status
<a href="#">#1 SNOO Smart Bassinet</a>	Ended	\$1,200	Lost
<a href="#">#2 Sour Gummies</a>	Ended	\$90	Won
<a href="#">#3 Mockingbird Stroller</a>	Ended	\$300	Lost
<a href="#">#9 Wine and Cheese Basket</a>	Ended	\$60	Won
<a href="#">#202 Luxury Cruise</a>	Ended	\$250	Won
<a href="#">#203 Gift Card</a>	Ended	\$20	Won

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.

Total		
Winning	Balance	Billed
\$90	\$275	\$360
<a href="#">Pay Balance</a>	<a href="#">View Receipts</a>	

Current Payment Method	
	Visa ending in ****1111
	Exp: 02/25
<a href="#">Change</a>	

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

Happy Bidding!