



## *Online Silent Auction Instructions*

1. Visit: <https://charityauction.bid/united2020>
2. When visiting the site for the first time click **“Register”** on the top toolbar
  - a. Walk through the steps and fill out your personal information to create your account.
    - i. Once you have registered you will be able to use your email address and password to sign in an out as much as you would like until the auction closes on May 3 at 11:00am.  
\*You can view the items without registering but you will not be able to purchase/bid until you register
3. Click **“View Items”** on the top toolbar to browse **Raffle Tickets, Auction Items, and Fund-a-Need opportunities** all in one easy location
  - a. You can click on any item to view more information, additional pictures, and value
  - b. For **Raffle tickets** and **Fund-a-Need** opportunities please select the quantity and it will add it to your **“Cart”** for easy check out.
4. Once you are ready to finalize your purchase of **Raffle Tickets** and **Fund-a-Need** opportunities click **“the shopping Cart icon”** on the top toolbar.
  - a. Review the items in your cart
  - b. Click continue to account
  - c. Click continue to payment
  - d. Either select “registered credit card” or enter a different credit card
  - e. Click continue to review
  - f. Check “I agree to the standard terms of use”
  - g. Click complete checkout
5. For **Auction Items** click on the individual item you would like to bid on
  - a. If you are the first bidder, it will give you the minimum amount to enter and then click “bid”
  - b. Once an item has been bid on it will say “the next bid must be at least \$xx”
    - i. You will receive periodic emails and text message updates if you have been outbid
  - c. Don’t want to get in a bidding war? Click **“Buy-it-now”** to secure your item!

### *Additional Notes*

- You will receive periodic emails and text messages about your items. Please be sure to check your spam mailbox.
- **Raffle Ticket** sales end May 3 at 10:30am, you must be logged on to the United virtual event to win.

### *Auction closes May 3 at 11:00am.*

If you have won an item, you will receive a text message and/or email prompting you to click pay.

Questions? Contact [georgette@jewishnevada.org](mailto:georgette@jewishnevada.org) or [megan@jewishnevada.org](mailto:megan@jewishnevada.org)