

# Auction Training 2022

How to Participate

# Background

The BRUU Auction is one of the most important community events of the year! It

- Builds fellowship through dozens of social events that knit us together as a community
- Harnesses the immense creativity of BRUUers who share their gifts and talents
- Generates a significant proportion of BRUU's income, helping to finance our programs and good work in the broader community
   Thanks for participating!

# Training Objective

 Objective is to provide all info needed to participate in the 2022
 BRUU Auction

# Outline

- Overview of Auction
- Live Auction Logistics. Key link for (optional) zoom:
  - <u>https://tinyurl.com/bruu-zoom-auction</u>
- Silent Auction Logistics how to use Auctria. Key link:
  - BRUU Annual Auction 2022
     (auctria.com)
- Auction Help Resources

# Overview of Auction

### • Three tracks

- Live auction on Dec 3: bidders will participate at BRUU or on-line via zoom. Two sessions of about 20 items each.
- Silent auction "red" items, closing Dec
   *3 between the first and second live sessions*. Bidding conducted on-line via
   Auctria for about 40 items that can be
   picked up and taken home that night.
- 3. Silent auction "blue" items, closing Dec
  10. Bidding conducted on-line via
  Auctria. This track will have the most
  items (about 90).

# Overview of Auction

- All three tracks will use Auctria (same system as 2021 auction) for creating the auction catalog, recordkeeping, and billing, but
  - 1. For live auction, bidders will not use Auctria to enter bids. We'll use our old system of auctioneers and bid recorders keeping track of bids, with subsequent (behind the scenes) entry into Auctria
  - For silent auctions (red and blue)
     bidders will use Auctria to enter
     bids, just like last year.

# Overview of Auction

- Prepare for the auction by
  - Register in Auctria and note whether you're attending the live auction in-person or via zoom at BRUU Annual Auction 2022 (auctria.com)
  - 2. If you're attending the live auction at BRUU, download Auctria on your smartphone so you can bid on the "red" silent auction items. (Instructions later)

# Live Auction Logistics

- *Bidders can participate at BRUU or via zoom*. At BRUU we'll have auctioneers, food and drink, and displays of selected silent auction items.
- We'll have 2 auctioneers plus a zoom spotter working together to make sure in-person bidders and zoom (remote) bidders have fair opportunity to get their bids recognized.
- All participants will be issued a bidder number.
- Just like in pre-covid days, the auctioneers will introduce each item, call out the bidding level, and recognize bidders. A bid recorder will enter the bidder numbers on a tracking sheet which will be shown on the front screen and on zoom.

# Live Auction at BRUU

- Bidders: raise your bidder number when you want to make a bid. If the item is being offered for more than 1 slot, hold up the number of fingers you're bidding for.
- The auctioneer will recognize your bid and a bid recorder will keep track of the bids.
- As with attending Sunday worship services, participants at BRUU must be vaccinated.



Trish (bidder 221) signifying that she wants 2 slots!

## Live Auction via Zoom

- We'll have a dedicated zoom line
   [same as Sunday service link]:
   <u>https://tinyurl.com/bruu-zoom-auction</u>
   Meeting ID: 848 786 6672 -- Password: 018345
- Please print out your bidder number, which will be emailed to you (you can also find this in your Auctria registration).

## Live Auction via Zoom

🗖 Zoom Meetii

To help catch the attention of the auctioneer, use the "Raise Hand" feature in zoom. You'll find this feature by clicking on "Reactions" and then clicking on "Raise Hand". This puts you at the front of the gallery of faces and names in zoom. Show your bidder number card and the number of slots you're bidding on. Once the auctioneer recognizes your bid, please lower your band!



# Silent Auction Logistics

• All bidding will be done in Auctria, which can be accessed through your web browser or, once installed on your smartphone, through the Auctria app. *If you're attending the live auction at* BRUU, we strongly recommend installing Auctria on your smartphone to enable you to bid on the "red" silent auction items (i.e., the ones that close between the 1<sup>st</sup> and 2<sup>nd</sup> live auction sessions). If you have technical problems, we'll have several bid recorders on hand to register your "red" silent auction bids.

# Silent Auction Logistics

- · How to set up Auctria as a smartphone app
- · How to bid, including
  - Manual bidding
  - $\circ$  Quick Bid Mode
  - How to bid on items with multiple slots vs single slots; how to Update/Replace bids
  - "Buy It Now" button
- · Warning: email bombardment
- Auctria Check-out Process
- · Auction Help











Use your email as listed in the BRUU directory to sign in. You may be prompted to create a password.



The opening screen will ask you to choose an event. If the "BRUU Annual Auction 2022" is listed, choose that. If not, click on last year's link ("BRUU Annual Auction 2021"), and then you'll see an orange box at the top saying "There is a newer event available: **BRUU** Annual Auction 2022"; touch that box, and you'll go to the 2022 auction.



Eureka!!! You're all set!



Scroll down, and then click on "View Auction Catalog" Bidding on Silent Auction Items  Regardless of whether you're on computer or Auctria app, you start on a page that lists the auction catalog. •For the "red" items – i.e., those that close on Dec 3 – click on "Only **show Red**" to show only those items. Then click on the items you want to bid on (one at a time).



Bidding on Silent Auction Items • For the "blue" auction items – i.e., those that close on Dec 10 click on "Only " show Blue" to show those iter Then click on th items you want to bid on (one at a time).

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Home	Admission Tickets (RSVP)	uction Catalog	Donors Contact Us	My Account	Donate Items	SignUp to Help	Ê
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Try You	ır Hand at a Potter's Wheel		Survival Sewing Ski	lls	Fast	Way to Fitness	
Here is you with clay or provide all and walk yo the clay and will be able	r chance to try your hands at playi an electric potter's wheel. Rita wi that you need and will demonstrat bu through the process of centerin d making a cylinder. Hopefully you to make the beginnings of a spoo	ng Wish y I on, her e know t g gender includi n materia	ou could sew basic stuff, sew mming, fixing a split? Everyon hese basics! All ages (9 and u 's are invited to a one-hour s ng practice. I will bring need al for practice, etc. Your place	ing buttons ne should up) and ession, des, threads, e, or mine, or	In our 20s, we wan we want to stay fu increase balance, In the privacy of n	nted to look good. In inctional. Strong mus confidence, and activi ny home gym	our 60s, cles ty level.

Sold out!

Sold

## How to Bid

- Once you've clicked on an item, you'll see a screen like ٠ this.
- In this example, there are 4 slots • (i.e., 4 beer mugs) up for bid.
- In general, use "Quick bid mode."
- We have ٠ established minimum bids and bid increments for each item. When you click on the blue bar, Auctria will raise your bid to the next winning bid level.



#1: BRUU Brew Beer Mugs

Currently sold 2 of 4

#### **Bidding History**

Time	Bidder	Amount	Quantity	
9 days ago (30 Oct 03:06pm)	Catherine Ring	\$10.00	1	
9 days ago (30 Oct 03:01pm)	Charles Grymes	\$50.00	1	
9 days ago (30 Oct 01:46pm)	Terrie McClure	\$5.00	1	
9 days ago (30 Oct 12:11pm)	Terrie McClure	\$50.00	1	
9 days ago (30 Oct 12:11pm)	Terrie McClure	\$5.00	1	
10 days ago (30 Oct 12:17am)	Terrie McClure	\$5.00	1	







Donated by Blair McAvoy

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#### #1: BRUU Brew Beer Mugs

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 If you'd rather raise your bid beyond the minimum increment (e.g., if the minimum increment is \$5, but you want to go up by \$10), use Bid Custom Amount (rather than Quick bid mode) – enter the level you want to bid and click the blue bid button.

How

to Bid

 You can toggle back and forth between "Quick bid mode" and "Bid Custom Amount" by clicking here.

Current Active Winning Bids (2 available)          \$10.00       Catherine Ring         \$5.00       Terrie McClure         This item supports 4 winners.         The next bid must be at least \$7.00         How much do you want to bid?         \$       Amount         .C         Bid         Quick bid mode         Ouaanyy for buy-it-now:				
\$10.00 Catherine Ring \$5.00 Terrie McClure This item supports 4 winners. The next bid must be at least \$7.00 How much do you want to bid? \$ Amount Bid Quick bid mode Ouanayy for buy-it-now: - 1	Current Act	tive Winning Bi	ds (2 available)	
\$5.00 Terrie McClure This item supports 4 winners. The next bid must be at least \$7.00 How much do you want to bid? \$ Amount Generative Statement of the second se	\$10.00	Catherine	e Ring	
This item supports 4 winners. The next bid must be at least \$7.00 How much do you want to bid? \$ Amount .C Bid Quick bid mode Ouagany for buy-it-now:	\$5.00	Terrie Mo	Clure	
The next bid must be at least \$7.00 How much do you want to bid?  S Amount Bid Quick bid mode Ouaanyy for buy-it-now:	This item support	s 4 winners.		
How much do you want to bid?  S Amount .C  Bid  Quick bid mode  Ouaanyy for buy-it-now: - 1	The next bid n	nust be at least <b>\$7.</b> 0	0	
How much do you want to bid?  S Amount .C  Bid  Quick bid mode  Ouagany for buy-it-now: - 1				
S Amount .C Bid Quick bid mode				
Bid Quick bid mode	How much do	you want to bid?		
Bid Quick bid mode	How much do	you want to bid?	Amount	.(
Quick bid mode	How much do	you want to bid?	Amount	.0
Quantity for buy-it-now:	How much do	you want to bid? Bid	Amount	.0
	How much do	you want to bid? Bid Quick bid m	Amount	.0
	How much do	you want to bid? Bid Quick bid m puy-it-now:	Amount ode	.0

You are bidding as Randy Freed (jrandallfreed@gmail.com

Value: \$20.00

Enjoy your beer with this custom BRUU brew mug!

\*\*\*Red item - Bidding closes Today @ 4:30 PM\*\*\*

Everyone

#### **Bidding History**

Time	💠 Bidder	Amount	Quantity
9 days ago (30 Oct 03:06pm)	Catherine Ring	\$10.00	1
9 days ago (30 Oct 03:01pm)	Charles Grymes	\$50.00	1
9 days ago (30 Oct 01:46pm)	Terrie McClure	\$5.00	1
9 days ago (30 Oct 12:11pm)	Terrie McClure	\$50.00	1
9 days ago (30 Oct 12:11pm)	Terrie McClure	\$5.00	1
10 (20 0-+ 12-17)	Tamia Machina	f 5 00	-







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How to Bid for Multiple Slots

- Many items

   (especially
   dinners and fun
   activities) offer
   multiple slots.
- If you want more than 1 slot, you need to enter a separate bid for each slot. [This was a source of some confusion last year, so please note!]



#### Bidding History









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← PREVIOUS ITEM / NEXT ITEM →

#### #1: BRUU Brew Beer Mugs

# How to Bid for Multiple Slots

 In this example, initially there were 4 slots available; 2 have already been bought by "buy-it-now", so 2 slots are still up for bid.

- Current high bids are \$10 from Cathy and \$5 from Terrie.
- Randy wants to buy 2 mugs, so he's about to use "Quick bid mode" to click on "Bid \$7.00".



#1: BRUU Brew Beer Mugs

#### Buy-It-Now for \$50.00

You are bidding as Randy Freed (jrandallfreed@gmail.com)

```
Value: $20.00
```

Enjoy your beer with this custom BRUU brew mug!

\*\*\*Red item - Bidding closes Today @ 4:30 PM\*\*\*

Everyone

#### Bidding History

Time	# Bidder	Amount	\$ Quantity	
9 days ago (30 Oct 03:06pm)	Catherine Ring	\$10.00	1	
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10 days ago (30 Oct 12:17am)	Terrie McClure	\$5.00	1	







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#1: BRUU Brew Beer Mugs

How to Bid for Multiple Slots

- Randy's screen now shows he's in winning position for 1 of the 2 remaining slots.
- But he wants 2, so he clicks on "Update existing bid", then selects "Place a new bid"
- Then he clicks "Bid custom amount" because \$9 (the quick bid amount) wouldn't be enough to beat Cathy's bid), and he bids \$11.

Current Active V	Winning Bids (2	available
\$10.00 \$7.00	Catherine Ring Your bid! ners.	
The next bid must b	e at least <b>\$9.00</b>	
Update existing bid?	Please select	÷
	Bid \$9.00	







How to Bid for Multiple Slots

- Now Randy still has 1 winning bid and Cathy has 1 winning bid.
- To have the top 2 bids, he again clicks on "Update existing bid", selects "Place a new bid", and clicks on "Bid \$12".
- After that, he's got the top 2 bids.

#### ← GO BACK #1: BRUU Brew Beer Mugs



 Current Active Winning Bids (2 available)

 \$11.00
 Your bid!

 \$10.00
 Catherine Ring

This item supports 4 winners.

The next bid must be at least **\$12.00** 

Update existing bid?	Please select	\$
	Bid \$12.00	
	Did	



← go back #1: BRUU Brew Beer Mugs





← PREVIOUS ITEM / NEXT ITEM -

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How to Bid for Multiple Slots

- Summary: keep your eyes on the "Current Active Winning Bids" box to see where you stand.
- To get multiple bids, use "Place a new bid" so that you outbid others rather than outbidding yourself.

#### ← GO BACK

#1: BRUU Brew Beer Mugs







Currently sold 2 of 4 Current Active Winning Bids (2 available) Your bid! \$12.00 \$11.00 Your bid! item supports 4 winners. The nex bid must be at least \$13.00 Update existing bid? Place a new bid



Bid custom amount



PREVIOUS ITEM / NEXT ITEM

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How to Bid: Buy-it-n OW

### If you want to be sure to win, click on "Buy-it-now". Beware, we set these prices high!

 In this example, 2 of the 4 slots have already been bought (for \$50, the buy it now price), so only 2 slots remain.



Enjoy your beer with this custom BRUU brew mug! \*\*\*Red item - Bidding closes Today @ 4:30 PM\*\*\*

#### **Bidding History**

Everyone

Time	Bidder	Amount	Quantity
9 days ago (30 Oct 03:06pm)	Catherine Ring	\$10.00	1
9 days ago (30 Oct 03:01pm)	Charles Grymes	\$50.00	1
9 days ago (30 Oct 01:46pm)	Terrie McClure	\$5.00	1
9 days ago (30 Oct 12:11pm)	Terrie McClure	\$50.00	1
9 days ago (30 Oct 12:11pm)	Terrie McClure	\$5.00	1
10 days ago (30 Oct 12:17am)	Terrie McClure	\$5.00	1







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How to Bid: Buy-it-n **OW** 

- Strategy hint: if you're going for 2 or more slots and you want to lock them up, click on the quantity you want and then click "Buy-it-now".
- Though you'll pay a premium, you go straight to the winner's circle with this approach, without risk of being stranded with only 1 slot.

#### ← GO BACK

#1: BRUU Brew Beer Mugs

#### Currently sold 2 of 4

Current Active Winning Bids (2 available) Your bid! \$12.00

This item supports 4 winners.

\$11.00

Value: \$20.00

The next bid must be at least \$13.00



Enjoy your beer with this custom BRUU brew mug





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#### ← PREVIOUS ITEM / NEXT ITEM → 🟫 🖬 💟

Your bid!

How to Bid • To navigate to other items, *click here* to go back to the main catalog or click here to go to the previous or next item in the catalog.



← GO BACK





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← PREVIOUS ITEM / NEXT ITEM →

# Email Blasts from Auctria

- Auctria will send an email to you each time
  - You make a bid
  - Someone bids higher than you
  - You win an item
- This can result in a huge deluge of emails, so be ready!

#### High Bid Notification



'Bull Run Unitarian Universalists' <noreply@auctria.com> To jrandallfreed@gmail.com

i) If there are problems with how this message is displayed, click here to view it in a web browser.



Dear Randy Freed

Congratulations, you currently have a winning bid for item# A-001 BRUU Brew Beer Mugs with a bid of \$11.00 in \*\*\*\* TEST \*\* BRUU Annual Auction 2022 \*\* TEST \*\* \*\*



When you win an item or make a donation a shopping cart icon will appear in the top right of the auction site.



Click on the shopping cart to view your current account balance. When you are ready to check out, press 'Continue to Payment'. You may make a payment anytime you see a balance due, or you can wait until after December 10 when the auction closes for all items.

Account Balanco	¢1/
Total	\$1.0
If you have any extra comr include please enter them	nents to below:
If you have any extra comr include please enter them	nents to below:
If you have any extra comr include please enter them Comments	nents to below:
If you have any extra comr include please enter them Comments	nents to below:

On the payment screen you can enter a credit card or choose 'Pay later' for more options (ex. check, ACH, or cash)

Contact details » Payment » Review

Select the payment method to use:



If you choose a 'Pay later' option, you will need to coordinate with our BRUU treasurer or bookkeeper. Once your payment has been received, the treasurer will manually update your Auctria account with the amount paid and send you an updated receipt.

Contact details » Payment » Review

Select the payment method to use:

Credit card Pay later

The amount owing will be added to your account

Select how you will make payment

Please select an option	\$
Please select an option	
check payable to BRUU	17
single ACH payment	
multiple ACH payments (contact bookkeeper@bruu.org)	
cash	

# Auction Help

### •Auction website:

www.charityauction.bid/bruuauction2022

- Auction zoom link (same as Sunday Service link) https://tinyurl.com/bruu-zoom-auction
- •Tech help during live auction:
  - •Send chat message via Zoom
- •Tech help or questions on silent auction: email to <u>auction@bruu.org</u>