

Package 2 or More Auction Items

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Create packages with two or more individually created silent or live items to decrease the overall number of items, create attractive and unique experiences, and create perceived higher value.

Watch a video

Create a package

Select two or more created silent or live items to create a package.

Note: Silent or live items with no bids existing can be packaged.

1. From the Items Container within the Dashboard, click the More button ("...").
2. Select Manage Items.
3. Select two or more items.
4. Click the +New Package button.
5. Complete the Package Details.
 - The child item descriptions automatically pull into the package details.
 - Donors' names automatically pull into the Display on Item package details.
 - The sum of selected child items values for FMV, starting Bid, and Bid Increment appear below the field. Use the sum values or set a new.
 - Select images from the included child items or add new ones.
6. Select Save.

The screenshot displays the GiveSmart dashboard for a campaign titled "Gala2021.givesmart.com". The dashboard is organized into several sections:

- Setup:** Includes Settings, Design, Pages, and Users.
- Ways to Fundraise:** Includes Donation, Auction, Items for Purchase, Tickets, and P2P (Champions).
- Execute & Wrap Up:** A section at the bottom of the sidebar.
- Dashboard Metrics:** A grid of six cards showing key performance indicators: SITE, USERS, ITEMS, TICKETS, PAYMENTS, and REVENUE. Each card has a red dot and a menu icon (three dots).
- Site Details:** A card showing the Website URL (Gala2021.givesmart.com), SMS (text Gala2021 to 76278), Site Status (Live), and Site ID (52827).
- Live Activity:** A yellow button in the top right corner.
- Header:** "GiveSmart by Community Brands East Coast" and "VIEW CAMPAIGN SITE" button.
- Footer:** "Waiting for e.givesmart.com"

Add additional items to a created package

1. Locate and click on the Package to open the Item Details.
2. Add or Remove Items from the Item Detail.
3. Click on the Add Existing Item.
4. Search by Item Number or Name.
5. Update the Package Details to reflect the added Item.
6. Select Save.

Remove an item from a package

1. Locate and click on the Package to open the Item Details.
2. Add or Remove Items from the Item Detail.
3. Click Remove to the right of the Item.
4. Confirm and click Yes to remove the item.

Note: Removed items return to their former state and remain hidden until updated. Adjust or repackage the individual Item.

Edit or delete a package

Packages appear in the All Items view in numeric order. Created packages can't be duplicated.

Edit a package

1. Locate and click on the Package to open the Item Details.
2. Edit either by:
 - Clicking in the field within the Item Details. Click out to save.
 - From the Actions dropdown, select Edit.
 - The Item Form opens.
 - Make changes.
 - Click Save.

Delete a package

1. Locate and click on the Package to open the Item Details.
2. Add or Remove Items from the Item Detail.
3. Scroll to the bottom of the Item Form
4. Click Delete Package.

Add a donor to a packaged item

1. Locate the child Item.
2. Add the donor.
3. Update the package display on the Item field.

Tip: Do not add the donor to the package itself. It will reflect the donor as donating the entire package.

