

Item Sheets

Last Modified on 04/27/2022 12:27 pm EDT

Share item details for users who are physically browsing items. Customize and generate item sheets or bid sheets once item details are complete.

Watch a Video

Item Sheets

1. From the Items Container within the Dashboard, click the More button ("...").
2. Select Manage Items.
3. Click the More button ("...").
4. Choose Item Sheets.

The screenshot shows the 'Items' management interface. At the top, there is a 'Filter By' dropdown, a search bar, and a 'Show Incomplete' link. To the right are buttons for 'Bulk Actions', '+ New Package', '+ New Item', and a three-dot menu. Below this is a table of items with columns: #, NAME, TYPE, STARTING, CURRENT, FMV, INCREMENT, STATUS, and a dropdown menu. The dropdown menu is open, showing options: 'Manage Images', 'Item Sheets' (highlighted with a purple box), 'Import Items', and 'Download Item Details'. The table contains the following items:

#	NAME	TYPE	STARTING	CURRENT	FMV	INCREMENT	STATUS	Dropdown
	Week in Vermont Travel	Silent	\$0	No Bids	\$1,000	\$1	Open	
1	RAFFLE DRAWING	Raffle	\$5	-	-	-	Open	Live
3	Tervis Mug	Instant	\$30	-	\$40	-	Open	Live
99	McCormick & Schmick's Dining	Silent	\$75	\$75	\$400	\$10	Open	Live
100	Week Stay in Michigan Travel	Silent	\$2,000	No Bids	\$3,000	\$60	Open	Live

Display Sheets

1. Select the Type Display Sheets.
2. Customize the Layout fields.
3. Click Print to generate a PDF file of all Item Sheets.
4. The PDF file generates, and available to download.
5. Once downloaded open and print.

Dashboard

SETUP

- Settings
- Design
- Pages
- Users
- WAYS TO FUNDRAISE
- Donation
- Auction
- Items for Purchase
- Tickets
- P2P (Champions)

Help

Dashboard

Hope for a Cure
9/10/2021 6:00 pm

\$46,125.30
TOTAL REVENUE

Live Activity

SITE		USERS		ITEMS																																	
Website URL	Gala2021.givesmart.com	17	159	63	21																																
SMS	text Gala2021 to 76278	CHECKED IN	TOTAL USERS	TOTAL ITEMS	ITEMS - NO ACTIVITY																																
Site Status	Live	<table border="1"> <thead> <tr> <th>TYPE</th> <th>CHECKED IN</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr><td>Campaign Assistant</td><td>0</td><td>1</td></tr> <tr><td>Campaign Admin</td><td>0</td><td>4</td></tr> <tr><td>GiveSmart</td><td>0</td><td>45</td></tr> <tr><td>Volunteer</td><td>0</td><td>1</td></tr> <tr><td>Donor</td><td>17</td><td>108</td></tr> </tbody> </table>		TYPE	CHECKED IN	TOTAL	Campaign Assistant	0	1	Campaign Admin	0	4	GiveSmart	0	45	Volunteer	0	1	Donor	17	108	<table border="1"> <thead> <tr> <th>TYPE</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr><td>Auction Items</td><td>34</td></tr> <tr><td>Instant Items</td><td>11</td></tr> <tr><td>Live Items</td><td>4</td></tr> <tr><td>Donation Items</td><td>7</td></tr> <tr><td>Vote Items</td><td>5</td></tr> <tr><td>Raffle Tickets</td><td>2</td></tr> </tbody> </table>		TYPE	TOTAL	Auction Items	34	Instant Items	11	Live Items	4	Donation Items	7	Vote Items	5	Raffle Tickets	2
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the full name of the event.

- **Main image**
- **Item Name and Number:** Weight and color are modified together, not independently.
- **Description:** Item Sheets accommodate a total of 15 lines of copy with standard formatting. Font size and color are modified together, not independently. We recommend no more than 900 characters when using item sheets. Preview Item Sheet before printing if custom formatting is used.
- **Starting bid**
- **Increment**
- **Instructions on how to register for mobile bidding**
- **Main Item Image**
- **Donated By:** If not visible, edit the number of characters in the description.
- **Categories**
- **Buy Now Price**
- **Fair Market Value**

Bid Sheet Layout

Available in 8.5x11 Portrait.

- **Custom Header:** (optional) Image must be 1350(w) pixels by 150(h) pixels. The default header pulls the Main Color background, text from the Design Center > Style and Color, and the full name of the event.
- **Main image**
- **Item Name and Number**
- **Starting bid**
- **Increment**
- **Description**

Note: Visit [Bulk Enter your Silent Auction Winners](#) to learn about entering winners from bid sheets.
