Delete a Bid or Auto Bid

Last Modified on 06/14/2022 2:42 pm EDT

Org, campaign, and volunteer admins can delete bids, auto-bids, or purchases from an item's history and a user's cart.

Delete a bid

Delete a silent item bid from the item's history.

Tip: Deleted bids are seen in the Bid History report.

- 1. Go to View Site.
- 2. Click Items Page.
- 3. Locate and select the item.
- 4. Select Item History.
- 5. Locate the bidder.
- 6. Select Delete.
- 7. Confirm.
- 8. Users with a valid phone number, receive a text the bid is deleted.

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	301			E			
<				Generate Ar			
	and a second sec			5x7		1	
	Disney World			Item	Certificate		
	\$400 current bid	C) Item	History 🚽	CLICK HERE How Bid	Iding Works	
	Name First Last	•	122	Toby Cole	\$300	Delete	
	Mobile (area code first) 2223334444		0	John Denver	\$350	Delete	
	Add user without phone		0	Joe Montana	\$400	Delete	
	Email			08-24-20171:53 PM		-	
	Bidder num				Select	t the bid to d	lelete
	Place Bid Auto Bid						
	Like what you see?						
	Bid the minimum amount (\$450) or higher!						
Ø Help	450 Bid						

Once a leading bid on a Silent Item is deleted, Admin have the option to message both the leading bidder, letting them know their bid has been deleted, and the next highest bidder, letting them know they now have the leading bid. Review message content here.

It never hurts to do	uble check
Are you sure you want to	delete this bid?
Send cancellation mo user of the bid you are re	essage to the emoving.
Send cancellation mouser who will now be win	essage to the ning the item.
No, Canc	cel Yes, Delete

Delete an auto-bid

Delete the next bid along with all future bids up to the set amount for a user with an auto-bid. Bidders can place a new auto-bid or single bid.

- 1. Locate and select the item.
- 2. Select Item History.
- 3. Locate bidder's last bid.
- 4. Select Delete.
- 5. Confirm.
- 6. Bidder receives a canceled bid text.

<	106 Week Escape to Ski Tahoe \$950 current bid 3 Bids	This Experienc Regency Lake cards that can snowboarding from within ti service It does The majestic t choices, whet of sunshine a amounts in Nc scenic vistas o hour from the	te Includes: 3-night stay in a st Tahoe Resort, Spa and Casim be used towards the purchars at select Lake Tahoe Ski reso et & Cortiguous U.S to Reno, ont get any better than Lake 1 beauty of Lake Tahoe combine her it's skiling, dining, or night wer, and the region has some orth America. The surrounding of panoramic mountian and lai Reno-Tahoe International Ain	tandard guest room i , Incline Village S250 erd lift tickets for si rts Round-trip coach .NV Winspire bookin Tahoe. ed with a mind-bogg ife. Lake Tahoe boas of the highest annu- si resorts, all offeri ke views, are located port.	at the Hyatt in Hyatt gift ining or class airdrafe for 2 g & concierge ling array of is over 300 days a Isnowfall ng unparalleled less than an	>
	Name First Last Mobile (area code first) 2223334646		C G (
	Add user without phone Email		Duplicate	Item		
	Email		Generate Basic I	Item Sheet		
	Bidder num		Generate Advance	d Item Sheet		
	nnn		5x7 Item S	iheet		
	Place Bid Auto Bid	4	Item Certif	ficate		
	Like what you see?	This	is the auto bid that y	ou want to de	lete	
		C Item H	listory	Ho	w Bidding Works	
	BRO	► 0	John Doe 05-15-2018 12:10 PM - auto bid	\$850	Delete	
	Auto Bid: none FMV: \$3,000	▶ 0	Jane Doe	\$900	Delete	
	🔆 Watch This Item		05-15-2018 12:10 PM			
	0 Watchers	▶ 0	John Doe 05-15-2018 12:10 PM - auto bid	\$950	Delete Auto bids will	display "auto bid" in this section