

Assign a Winner to a Live Item

Last Modified on 06/14/2022 2:37 pm EDT

Org and Campaign Admins can assign a user as a Live Item winner, close, and reconcile the item to convert to purchases in the user accounts and ready for checkout.

Tip: If you're running a Virtual Event, donors will not be able to place bids through their phones on items assigned as a Live Item. Find out how to use 'Live' items during your Virtual Event by visiting [Run an Online/Virtual Fundraiser](#).

Watch a Video

Assign a Winner

1. Go to View Site > Items.
2. From the Categories dropdown, select Live Auction.
3. Click on the Live item.
4. Type the first 3 letters of the user's name.
 - Registered user name or assigned bid numbers filter below.
5. Select the user to populate the details.
 - If they do not appear in the dropdown, type in the user's information.
6. Enter the winning Bid Amount.
7. Click on Place Bid.
 - The winner receives a text letting them know they are the lead bidder.
8. Live Item modal will appear.
 -

A winner has been assigned!

Congrats, Chris Rock! A winning bid of \$5003 has been assigned to Week Stay in Michigan, item 100.

Close and reconcile this item now

Wait to close and reconcile

+ Add or Swipe a Credit Card (optional)

[Skip for Now](#)

- Choose to close & reconcile the item now to apply payment
- Wait to close and reconcile
- Additionally you can choose to add or swipe a credit card to the winner's account, which can be charged once the item is closed and reconciled.

Note: On campaigns where a credit card is required for bidding, the admin will be prompted to add one on the winner's account if one is not added at the time assigning.

< VIEW LIST



303

Miami Trip Live Item

Name

Mobile (area code first)

Add user without phone

Email

Bidder num

Spend 4 days in Miami Condo near the beach.
3 Bedrooms, 3 Baths, Sleeps 10

DISCLAIMER: This property does not allow local residents, groups under 18 years of age, events, parties, photoshoots or gatherings of any kind. Interested in another property? Book direct and save on any of our 50+ Miami listings. Sextant Stays is the exclusive operator of this property.

With sweeping Miami city views and a short 10-minute drive to South Beach, Sextant's Conrad Hilton Brickell Penthouse is the place for you! Enjoy 2600 SF of delectable space that is your home away from home. Book Now!

LOCATION: The property is just a 10-minute drive from South Beach, 15 minutes from MIA (40 minutes from FLL Airport), and has several bars and restaurants at your doorstep.

BEDROOMS: This home sleeps 10 guests in 4 beds and 1 air mattress. TVs are located in each bedroom. See bed count below.

- Bedroom 1: 1 King (Sleeps 2)
- Bedroom 2: 1 Queen (Sleeps 2); 1 Queen (Sleeps 2)
- Bedroom 3: 1 Full (Sleeps 2)
- Common Area: 1 Queen Air Mattress (Sleeps 2)* Additional beds cannot be provided.

BATHROOMS: 3 full bathrooms are stocked with toiletries (shampoo, conditioner, and body wash), plush towels and washcloths, and a hairdryer.

KITCHEN & DINING: The kitchen is fully stocked (200-piece culinary set)

[Resources](#)

Close and Reconcile a Live Item

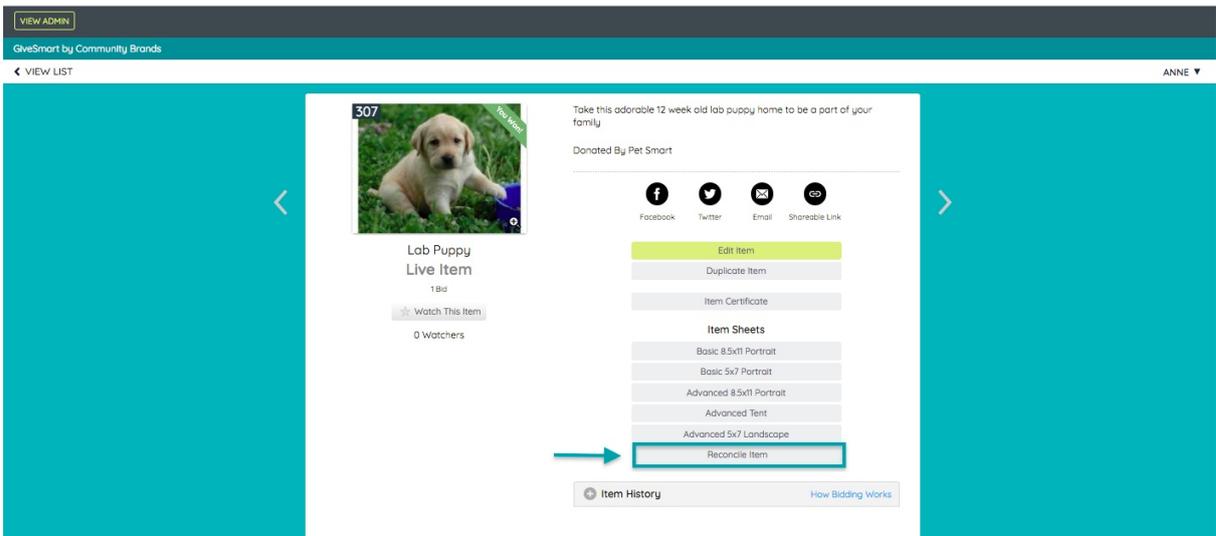
Tip: If the Live Auction takes place after the silent items are closed, the auction must be re-reconciled to convert the Live Items to purchases.

Close a Live Item

1. Go to View Site > Items.
2. From the Categories dropdown select Live Auction.
3. Click the Live Item.
4. Select Edit Item.
5. Adjust Status from Open to Closed.
6. Select Save.

Reconcile a Live Item

1. Once the Live Item is closed, go to the Item view.
2. Select Reconcile Item above Item History.



3. Item is converted to purchases in the user accounts and ready for checkout.