## **Bulk Enter Silent Auction Winners**

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Note: The following feature is recommended for paper bidding only.

## Bulk Enter Winning Bidders

Follow the steps for each silent item you will be bulk entering the winning bidder.

- 1. From the Items Container within the Dashboard, click the More button ("...").
- 2. Click Manage Items.
- 3. Select Bulk Actions dropdown.
- 4. Choose Bulk Enter Item Bids

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1	₩	RAFFLE DRAWING	Raffle	\$5	Hidden Open		Open	Live	~
3		Tervis Mug	Instant	\$30	Close Generate Item Sheets		Open	Live	~
98	MCCRMRX ASCIMICXS	McCormick & Schmic Dining	:k's Silent	\$75	Generate Item Certificate Add Category	10	Open	Live	~
99	MCCRMICK *SCOMEXS	McCormick & Schmid	:k's Silent	\$75	Remove Category Add Surcharge	10	Open	Live	~
O Chat		Week Stay in Michigo	an Silent	\$2,000	Bulk Enter Item Bids	60	Open	Live	~

- 5. Enter either the First or Last name of the winning bidder or bidder number.
- 6. Enter the winning bid amount.
- 7. Select Submit.

## Bulk Enter Item Bids

## FOR SILENT ITEMS ONLY

Use this tool to enter bids quickly for multiple items. No notifications will be sent to people entered. Remember to close the auction once all bids are finalized.

ITEM	CURRENT	NAME OR BID#		BID AMOUNT
#100 Blackhawks Tickets Silent ITEM HISTORY	\$50	Enter first or last name	or Enter bid #	\$ Submit
#101 Date Night in Chicago Silent ► ITEM HISTORY	\$600	Enter first or last name	or Enter bid #	\$ Submit

Note: Only available for Silent Items. No texts will be sent to the entered winning bidder.

Tip: Close the auction once all bids are finalized.

Visit Item Sheetsand scroll down to Bid Sheet Layout Options.