

# Bulk Enter Silent Auction Winners

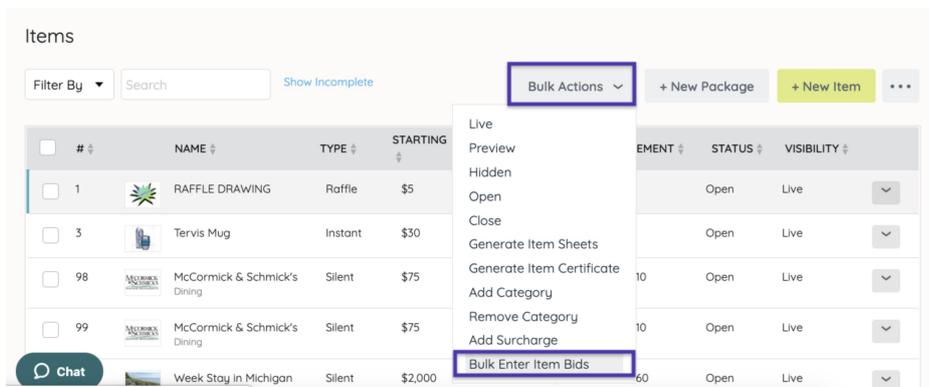
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**Note:** The following feature is recommended for paper bidding only.

## 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



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	\$50	Enter first or last name or Enter bid #	\$
▶ ITEM HISTORY			Submit
#101 Date Night in Chicago Silent	\$600	Enter first or last name or Enter bid #	\$
▶ ITEM HISTORY			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 Sheets](#) and scroll down to Bid Sheet Layout Options.

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