Assigning Bidder Numbers

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Assigning Bidder Numbers

This article details how to manually assign or auto-assign bidder numbers to registered users.

General Considerations:

- We recommend using numbers between 100-999.
- GiveSmart does not supply physical paddles or bidder numbers.
- Multiple guests can share the same bidder number (e.g. families, spouses, partners)
- Prior to the event, use the merge duplicates tool to clean up any duplicate profiles.

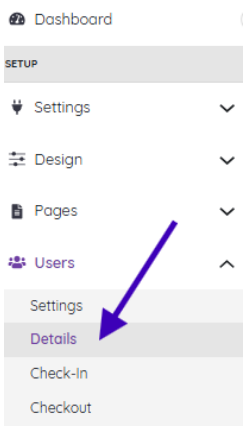
Auto-Assign Bidder Numbers

Considerations:

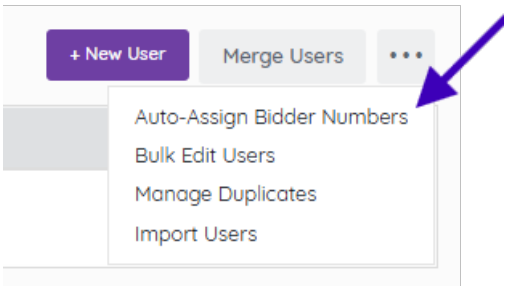
- Each user is assigned a bidder number which will begin at 100, and increase by one.
- Do not use this feature if there are users who will need to share the same bidder number.
- Do not use this feature until all users are listed as Registered Users.
- Companies, who are created as item donors, will not be assigned a bidder number.

> **IMPORTANT:** Do not auto-assign bidder numbers until all users are listed as Registered Users.

Head to Users > Details from the left navigation.

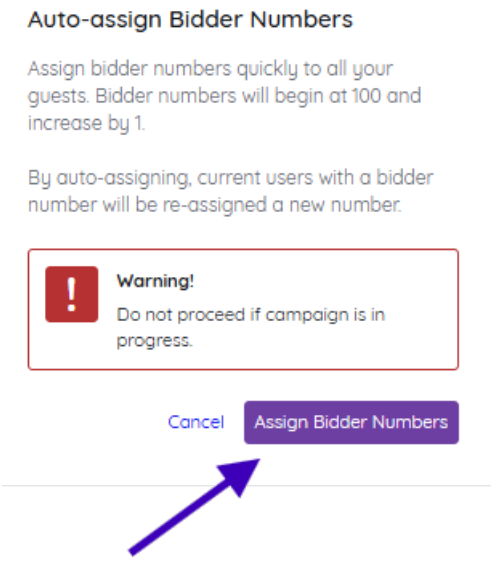


Select (. . .) on the right-hand side > **Auto-Assign Bidder Numbers**



WARNING: By auto-assigning, current users with a bidder number will be re-assigned a new number.

Select **Assign Bidder Numbers** to proceed.



What about for new users?

Please proceed with caution when using the Auto-Assign Bidder Numbers action again after new users are added. **This will cause all bidder numbers to be reassigned to all users.**

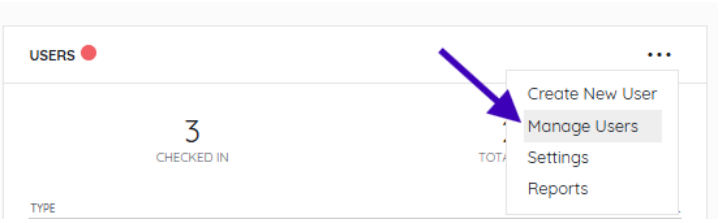
Instead, manually add a bidder number to the new user(s).

IMPORTANT: If new users are added after auto-assigning bidder numbers, and bidder numbers are auto-assigned again, users to be re-assigned a new number.

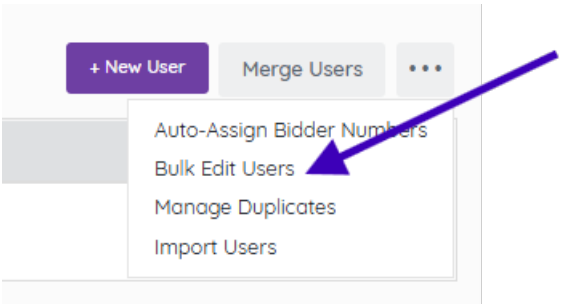
Manually Assign Bidder Numbers

From the Users Container within the Dashboard, click the More button ("···").

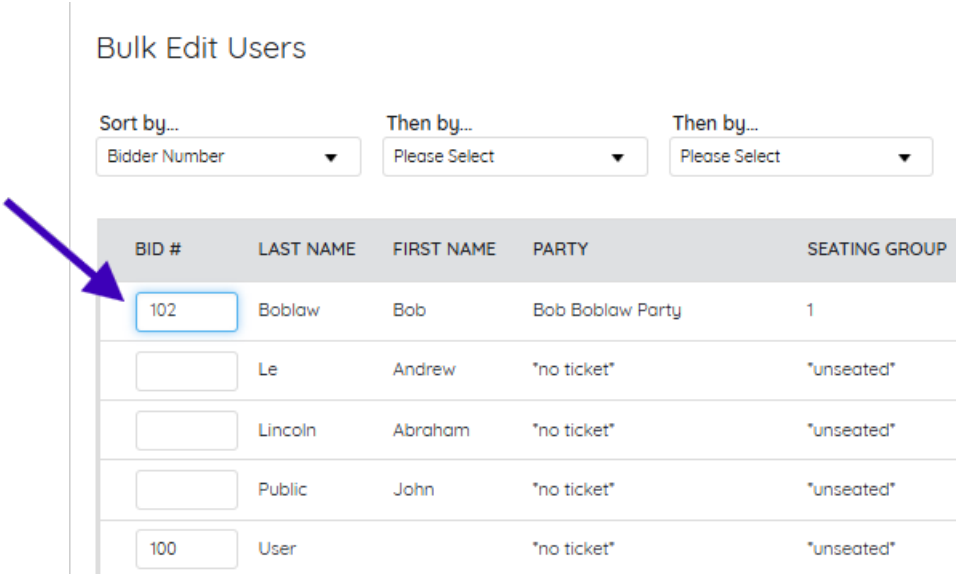
Select **Manage Users**



Click the More button ("···") > **Bulk Edit Users**



- Use the three fields at the top of the page to sort users as needed.
- Locate the user(s) to update, then select the field under the "BID #" column.
- Enter or edit the bidder number in this field.
- Click the cursor outside of the box, to automatically save.



TIP: If duplicate accounts are present, simply use the merge duplicates tool prior to the event day.