



2020 ANNUNAL OUTREACH AUCTION

2020 GUIDANCE DOCUMENT

HOW TO:

- **SIGN INTO AUCTRIA / REGISTER**
- **BID**
- **PAY BY CREDIT CARD, CHECK OR CASH**
- **MERCHANDISE DISTRIBUTION**

ONLINE AUCTION 2020 REGISTRATION / LOG IN



- Even if you registered in prior years, and your account information was downloaded previously from last year's auction, **you still need to register** when you log into Auctria. Some print screens are included to help you through the process.
- If you're not yet in the Auctria system, you need to register
 - Go to Website: charityauction.bid/uuoutreachauction2020
 - Click "Register" in Header of website home page and follow instructions
- System will ask you to create a password. Please **remember your password**, you will need this to bid.
- Although we prefer credit card payment, you do not need to enter a credit card when you register; you can skip and enter your credit card at check out. However, entering the credit card number now will make your payment process easier.

ONLINE AUCTION 2020 HOW TO REGISTER



Home Donate! Catalog Donors Contact Us **Online Registration** Sign In

UU Outreach Auction of Bergen County 2020

Helping our friends in need in Bergen County. Since 2000, we have raised over \$600,000 with 100% of the proceeds going to our selected local charities. This year the selected charities are:

- Bergen Volunteer Medical initiative (BVMI)
- Center for Hope and Safety
- Community Meals, Inc.
- Family Promise
- YCS Holly Childcare and Development Center

Unitarian Universalists of Bergen County

Opening Bids

44 DAYS	4 HOURS	55 MINUTES	57 SECONDS
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ONLINE AUCTION 2020

FILL OUT THE REGISTRATION



2020 ANNUAL OUTREACH AUCTION

[Home](#) [Donate!](#) [Catalog](#) [Donors](#) [Contact Us](#) [Online Registration](#) [Sign In](#)

[Contact details](#) » [Account](#) » [Register card](#) » [Review registration](#)

Fill in the form to register.

Provide your contact details

First name

Last name *

Email *

Phone

Address 1

Address 2

City

State

Zip Code

[Continue to Account](#)

ONLINE AUCTION 2020 CREATE YOUR PASSWORD



2020 ANNUAL OUTREACH AUCTION

Home Donate! Catalog Donors Contact Us Online Registration Sign In

Contact details » Account » Register card » Review registration

Fill in the form to register.

You can create an account with a password to be able to sign in again.
Or you can [skip this step](#).

You are creating an account as **jdking336@mac.com**

Password *

Confirm Password

[< Back to Contact details](#) [Skip this step](#) [Continue to Register card](#)

Contact Us:
Email: uuoutreachauction@gmail.com

Connect With Us:

ONLINE AUCTION 2020 HOW DO I BID?



2020 ANNUAL OUTREACH AUCTION

You will not be able to place a bid until the auction starts on **December 5th at 7:00 PM**. There are several ways to bid: The Auction Website is a mobile friendly website that allows you to place bids from your desktop/laptop computers, as well as your mobile device.

[ON YOUR COMPUTER GO TO:](#)

charityauction.bid/uuoutreachauction2020

Find the Item you want by clicking on: CATALOG

Click on “BID NOW!” and enter your bid.

OR INSTALL THE MOBILE APP ON YOUR PHONE

ANDROID: The Auctria mobile bidding app is available on the Google Play Store, or use this link:

<https://play.google.com/store/apps/details?id=com.auctria.bidder>

iOS: Download Auctria Mobile Bidding App from App Store, or use this link :

<https://itunes.apple.com/us/app/auctria-mobile-bidding/id1388761108>.

ONLINE AUCTION 2020 PROXY BIDDING



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A PROXY BID is the highest amount that you are willing to pay for an item. This bid will not be visible to other bidders. With proxy bidding, if you are the highest bidder at the auction's close you become the winner. As the winner, with proxy bidding, you will only pay the lowest possible winning bid which may not actually be the maximum amount you bid for the item. **You cannot lower a proxy bid once it has been placed!**

YOU WILL BE NOTIFIED BY EMAIL:

- During Auction
 - When you are the high bidder
 - When you have been outbid
 - When your Proxy bid has been outbid
- After Auction closes
 - When you are the winning bidder
 - You will receive a Statement including payment instructions

ONLINE AUCTION 2020

SPECIAL NOTE:



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Please Note:

- ✓ If there is bidding activity on an item with less than 1 minute to go in the auction, bidding may be extended in five-minute increments past the end time. Monitor your bids at the end of the auction so that you will know if you have been outbid.
- ✓ We strongly recommend you pay using your credit card. There will be approximately a 3% fee added to your statement to cover the fee cost of using a credit card. We also realize some people don't use Credit Cards so we are accepting checks through the mail.
- ✓ There are more instructions regarding paying outstanding balances and merchandise pick up and Delivery on the next few slides.
- ✓ We strongly encourage you to read through this entire Powerpoint of instructions before logging into Auctria, registering and bidding on the catalog. We are providing print screens showing registration process.

ONLINE AUCTION 2020

HOW TO: PAY & COLLECT MERCHANDISE



All Bidders must be “Paid in Full” before receiving any merchandise.

If merchandise is not picked up or arranged to be delivered or paid in full within 14 days of the auction closeout, (December 26th 7 PM), then merchandise will be offered to 2nd highest bidder or made available to other bidders.

- ✓ There are **three** different methods to collect merchandise, see below;
- 1. If merchandise is a gift card or certificate it can be mailed to your home address; please make sure “**Realm**”, if from CUC or UUCP has updated information on your current mailing address. If you are not a CUC, or UUCP member and are not in Realm please make sure you add your mailing address when you register.
- 2. Or you can make arrangement for a delivery; Contact: Outreach Auction Committee via email at uuoutreachauction@gmail.com to arrange delivery of your **PAID** in full merchandise.
- 3. Or you can pick up your merchandise at CUC on **Sunday December 19th** between **hours 1 PM to 5 PM. Don’t forget your statement and be prepared to pay any balance due!**

OUTREACH ONLINE AUCTION 2020

HOW TO: PAY & COLLECT MERCHANDISE



2020 ANNUAL OUTREACH AUCTION

There are **three** options to pay, **Credit Card, Check or Cash**. We accept the following **Credit Cards: VISA, MASTERCARD, DISCOVER**

- ✓ Bidders can pay their balance online using credit card, (recommended method) or bidder can pay by check made out to **CUC with Outreach Auction in the memo section** and mailed to; **Lynda Fritsch 270 Cupsaw Dr Ringwood, NJ 07456** or bidder can pay Cash and can be given to Spring Fling committee personnel at time of pick up or delivery. The committee member will then send check/cash in to be processed accordingly.
- ✓ If paying by Check/Cash and you're picking up @ CUC, please have your statement (which was emailed to you) and a check made out to **CUC**, We will stamp or write "**PAID**" on your statement and you can claim your merchandise.
- ✓ If paying by Check/Cash and your merchandise is being delivered, **please have your statement** (that was emailed to you) that shows you "**Paid in Full.**" Make checks payable to **CUC**, and write "Outreach Auction" in the memo area,
- ✓ Donor Drop Off of Merchandise will be one day after the auction has closed, **Sunday, December 13th, 2 PM– 5 PM**.
Questions? Contact _____ at _____ or UU Outreach Auction Committee at **uuoutreachauction@gmail.com**
- ✓ Pick up of Merchandise will be one week from the close of the auction, **Saturday, December 19th 1 PM– 5 PM @ CUC Assembly room**.
- ✓ IF you need support or have questions we urge you to reach out to the Spring Fling Committee at **uuoutreachauction@gmail.com**