

2021 UUCP VIRTUAL AUCTION INSTRUCTIONS

HOW TO:

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

We STRONGLY encourage you to read through ALL of the instructions before logging into Auctria, registering and bidding on the catalog. We are providing print screens showing registration process.

ONLINE AUCTION 2021 REGISTRATION / LOG IN AND VIEWING THE CATALOG



- Even if you registered in prior years, and your account information was downloaded previously from last year's auction, **you may 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 registered for this year:
 - Go to Website: charityauction.bid/uucp2021
 - Click "Register" in Header of website home page and follow instructions. If the word "Register" does not appear, you are logged in and don't need to do anything further as far as registration goes.
- 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.
- Registration is not necessary to view the catalog. See the next page, a red arrow points at where to click to view the catalog

ONLINE AUCTION 2021

HOW TO SEE THE CATALOG AND REGISTER



A screenshot of a website's header and main content area. The header is a dark grey bar with white text for navigation: "Home", "Tickets", "Catalog", "Donors", "Contact Us", "Register", and "Sign In". Below the header, the main content area has a white background. At the top center, the text "2021 UUCP Virtual Service Auction" is displayed. To the left, a quote reads: "Come join us for our Virtual Service Auction from Saturday, October 9 at 7:00 PM to Saturday, October 16 at 7:00 PM." Below the quote, the text "A PERSON" is visible. On the right side of the main content area, there is a 3D illustration of a wooden gavel resting on a wooden block. The word "AUCTION" is written in large, bold, white letters with a red outline across the gavel. Two large red arrows point upwards from the gavel towards the "Catalog" and "Register" links in the header.

ONLINE AUCTION 2021

FILL OUT THE REGISTRATION



[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 2021 CREATE YOUR PASSWORD



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**

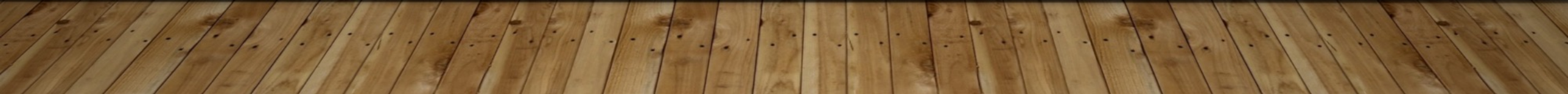
Password *

Confirm Password

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

Contact Us:
Email: uuoutreachauction@gmail.com

Connect With Us:




ONLINE AUCTION 2021 HOW DO I BID?



You will not be able to place a bid until the auction starts on October 9th 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/uucp2021

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> from your Android phone.

iOS: Download “Auctria Mobile Bidding” App from App Store, or use this link on your iPhone :

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



ONLINE AUCTION 2021

PROXY BIDDING

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 2021

SPECIAL NOTE:



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.



ONLINE AUCTION 2021

HOW TO: PAY & COLLECT MERCHANDISE

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

If merchandise is not picked up or paid in full within 14 days of the auction closeout, (October 30th at 7 PM), then merchandise will be offered to 2nd highest bidder or made available to other bidders.

- 1.** Pickup will be at the home of Sydelle Postman on Sunday, October 24th between 12:00 pm and 3:00 pm. If that time does not work for you, please contact Sydelle, at 917-922-9534, to arrange an alternate pickup.
- 2.** **We strongly recommend checking out on-line when you receive the notification of your winnings, and pay with a credit card.**
- 3.** **When picking up, don’t forget your statement and be prepared to pay any balance due with a check!**



OUTREACH ONLINE AUCTION 2021

HOW TO: PAY & COLLECT MERCHANDISE

There are **three** option 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 **UUCP with Outreach Auction in the memo section** and mailed to; **Donna Buono, 162 Cambridge Ave, Englewood, NJ 07631, or bring it to the pickup. Payments must be received before you can pick up your winnings**
- ✓ Donor Drop Off of Merchandise is at Sydelle Postman's on Tuesday October 5th, from 1:00 pm to 6:00 pm. Or by separate arrangements with Sydelle 917-922-9534,.
- ✓ Pick up of Merchandise is at Sydelle Postman's on Tuesday October 24th, from 1:00 pm to 6:00- pm. Or by separate arrangements with Sydelle 917-922-9534,.
- ✓ IF you need support or have questions, we urge you to reach out to auction Committee at auction@uucpalisades.org