



## **Bidding Instructions**

1. Bid on your phone by visiting **one.bidpal.net/tof22** and registering. There is no app.
2. Register on any page of the auction center by clicking on the “Sign in” link in the top right corner. Registration is required in order to make a donation or place a bid.
3. Sign in with your email address, Facebook account, or Google account. After selecting the registration method, you will be prompted to enter the required information for registration.
4. Select the item you would like to place a bid on.
5. Click the “Bid” button or the “Watch” button. The “Bid” button will open the “Place Your Bid” pop-up window and allow you to place a bid on the item. The “Watch” button will allow you to bookmark the item.
6. Enter your bid and then select “Confirm Bid.”
7. In the next window, you will be able to set your Max Bid. The Max Bid represents the most you are willing to spend on the item. If you don’t want to set a Max, you can simply select “No Thanks.”
8. To browse items based on their categories in the smartphones, click on the “Browse Items” link in the nav bar and then click on the dropdown list at the top to select intended category from the list. The default option in the dropdown list is “All Items”.

## **F.A.Q.**

### **How can I check my bids or donations?**

On the auction page, click the “Your Activity” button on the menu to review the list of your bookmarked items, bids, and donations.

### **How do I know if I won an item?**

Click on the person icon in the top right corner to check the status of your bids. You can see whether you are the highest bidder, if someone outbid you, or if you won the item.

### **How do I pay for the item I won?**

In the same section mentioned above, you will be able to pay for your transactions on the receipt tab.

### **How can I get my invoice?**

Supporters will be texted a receipt when their purchase is complete. There is also an option to email yourself a receipt. WCNY will also send email receipts to guests as needed.

**Is there any bid limit on your items?**

There is no limit on how many items you can bid on or how many times you can bid.

**How can I make a donation?**

Go to the “Make a Donation” page and select your donation amount. Or enter your amount by selecting the “Other” option. Then select the donate button.

**Is there a sales tax on the auction item?**

Only certain packages are subject to sales tax. 8% Sales tax will be applied to those.