


ITEMS Menu – Select ADD an ITEM

1. On the Main menu, select menu option **Items**

2. On the **Items** menu, select menu option **Add an Item***

(*NOTE: If this is the first item to be added, the screen may default to **Manage Categories**. Auction categories must be created before you start adding your first auction items. Select **New Category**  **New Category** and enter the Category Name and Sort Order the category will appear on the mobile bidding device)

3. On the **Item Update** screen, enter you item's information

a. Key in the **Item Name**

b. Key in the Item's **Catalog Number**

c. Select the Item's **Status**

Active – Item will be available for bids

Preview – Item will be displayed but not available for bids

Cancelled – Item was entered into IBid but not to be used for this auction

Closed – Item has sold and/or the auction is over. The item is visible on mobile bidding devices

Archive – Item has sold and/or the auction is over. The item is NOT visible on mobile bidding devices

d. Key in the **Donor(s) Name**. Enter the name as it will be displayed on the item

e. Select the **Category** the item has been assigned

f. Select the item's **Type**

Auction - Item to be bid on the mobile bidding devices

Sales – Item to be sold through the mobile bidding device or entered in manually

Donation – Monetary **Donation** through the mobile bidding device or entered manually

Live Auction – **Live Auction** Item bids to be entered manually

Raffle – **Raffle** tickets to be purchased via the mobile bidding device or entered manually

g. Key in the **Fair Market or estimated value** (Whole Numbers)

h. Select the **Value Display** – **Show**, **Hide**, or display **PRICELESS**

i. Key in the **Opening Bid** (Whole Numbers - Greater than Zero)

j. Key in the **Minimum Raise** (Whole Numbers – Greater than Zero)

k. **(OPTIONAL)** Key in the **Own Now Price** (Whole Numbers- Greater than Zero)

l. **(OPTIONAL)** Key in the **Reserve Price** (Whole Numbers – Greater than Zero)

m. Key in the complete Item **Description** (with any restrictions)

n. **(OPTIONAL)** Key in the Item's **Solicitor Name** (used for internal use only)

o. Select **Browse** to **Upload Item Image** (Image should be kept under **80kb** and under **300px by 300px**)

p. Check the box if this item **Has a Gift Certificate** and enter the **Expiration Date**

q. **(OPTIONAL)** Key in any **Notes** about this item (used for internal use only)

4. Select **Save**  (You are now ready to add your next item)

IBID Item Update

ONLINE HELP

Item Name

Captain Morgan Basket

Catalog Number

S101

Status

Active

Donor Name

Pirate Ship Liquors

Category

Spirits

Type

Auction Sales Donation Live Auction Raffle

Fair market or estimated value

\$ 100

Value Display

Show

Opening Bid

\$ 60

Minimum Raise

\$ 10

Own Now Price

\$ 300

Reserve Price

\$ 75

Description

Heading 3

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Variety is the spice of life. So we've spiced up life quite a bit. We've developed a collection of rum, each *Captain Morgan* drink with its own distinctive flavor and personality, that is suited for the mate with an adventurous spirit. Whichever one you choose, legendary times are never far away.

Solicitor Name

Has Gift Certificate?

Expiration Date



Upload Item Image

C:\Users\Mark\Documents Browse...

Notes

It's very soicy and fun!