

Setup (Add) a New IBID Event

1. On the Main menu, select menu option **Manage Event**
2. On the **Manage Event** menu, select option **My Events**
3. On the **My Events** screen, select **Add New Event** [Add New Event](#)

- Event Name**
- a. Key in Title of the New Event
- b. Select if this event will be open to the **Public** **Is Public Event?**

- Status**
- c. The event will default to **Status: ACTIVE**

- Event Date**
- d. Enter the Event's **Start Date and Time**

- Event End Date (multi day events)**
- e. Enter the Event's Scheduled **End Date and Time***

(*NOTE: Date and Time is informational only. Administrator will start and end bidding manually)

- f. Enter **Event Location and City**
- g. Enter Event's **Contact Name, Email Address, and Phone Number**
- h. Select the mobile bidding devices **Background Color, Category (Header) Color, and Category Font Color**

- Background Color**
- Category Color**
- Font Color**

- i. Enter the Event Description in the text box. The Event Description will be displayed at the top of the mobile bidding device

Event Description

Paragraph

- j. Enter the **Invite Message** that new bidders receive

Invite Message

Format

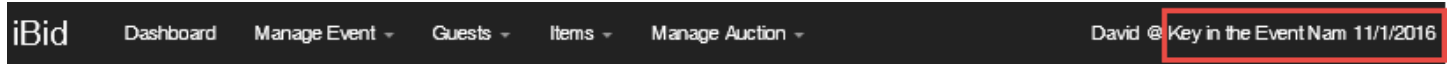
- k. Enter the **Receipt Message** that will be printed on winning bidders' receipts

Receipt Message

Format

- l. Towards the bottom of the page select **Save Event Information** [Save Event Information](#)

- 4. Once you select Save Event Information the screen will change to **iBid Event Dashboard**
 - a. You are now in your new event '**Key in the Event Name**' scheduled start date 11/1/2016
 - b. Under Event Information you will see your new **Event ID: JAKE8DF**
 - c. You can select **Preview** how the mobile bidding screen will appear
- 5. Now you can start adding **Guests** and Auction **Items** via the menu at the top of the page



iBid Event Dashboard - Key in the Event Name on 11/1/2016

Event Information

Event ID:	JAKE8DFI Preview
Event Status:	Active
Number of Guests:	0
Number of Items:	0
Items FMV:	\$0

Bidding Information

Total Bids:	0
Total Items with Bids:	0
Total Bidders:	0
Current Bids:	\$0
Current Max Bids:	\$0

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Revenue

Silent Auction:	\$0
Sales:	\$0

events™ ALL ITEMS MY ITEMS MORE ▾

Enter Event's Description. Will be displayed on mobile bidding devices

SPIRITS (top)

S101

Captain Morgan Basket

STARTS AT: \$60

