Auction Navigation (Givi-Based)

This article shows you what a Qgiv auction looks like for attendees. It will take you through the steps for browsing, bidding, and paying for items in the Givi app.

Please note: Once you've registered for an auction, you can use either a web browser or the app to participate, and you can switch between the two using the same login information.

Contents:

Navigating the App and Browsing Items

Once you've registered and created your account, you can enter the auction in Givi by installing the Givi app on your mobile device.

From the Givi home screen, tap **Log In** to log in to your account and enter the auction.

If you still need to register, tap **Find Event**, and then use the search to locate the event you'd like to register for.

If you have a ticket for the auction but haven't set up a Givi account and password yet, tap **Join Event** from the initial home screen and then enter your email address to find your ticket.
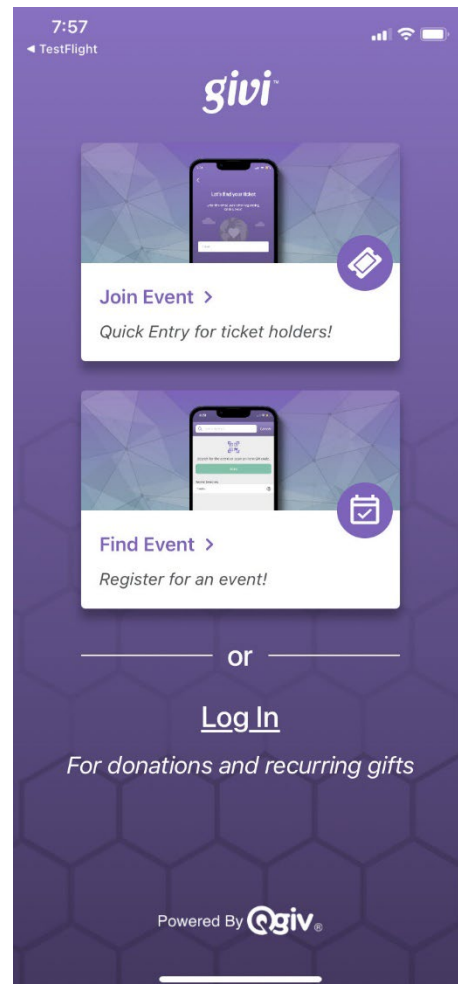
Please note: You can also preview auction items before you register by tapping **Find My Event**, locating your event, and then tapping **Preview Auction**.
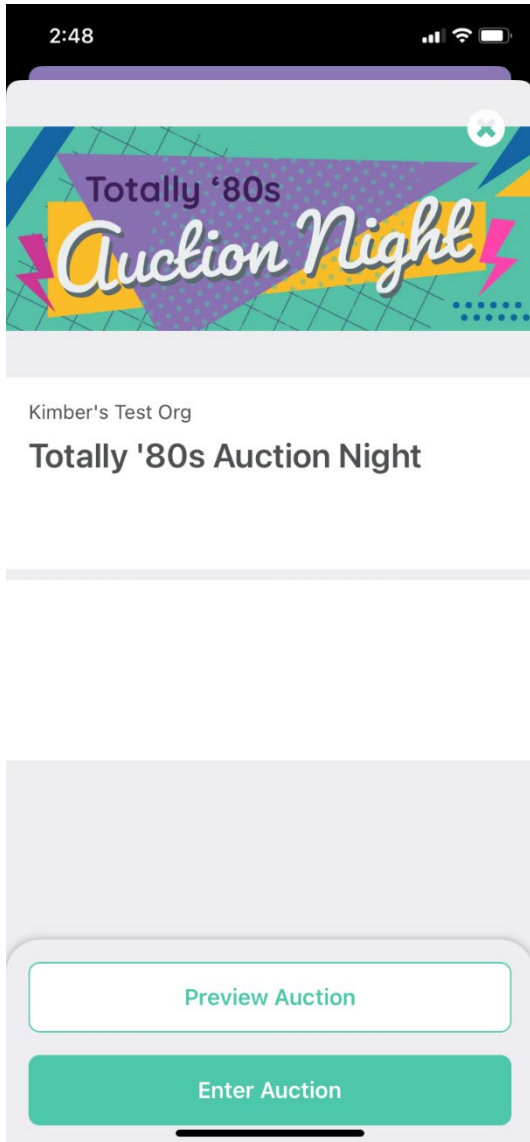
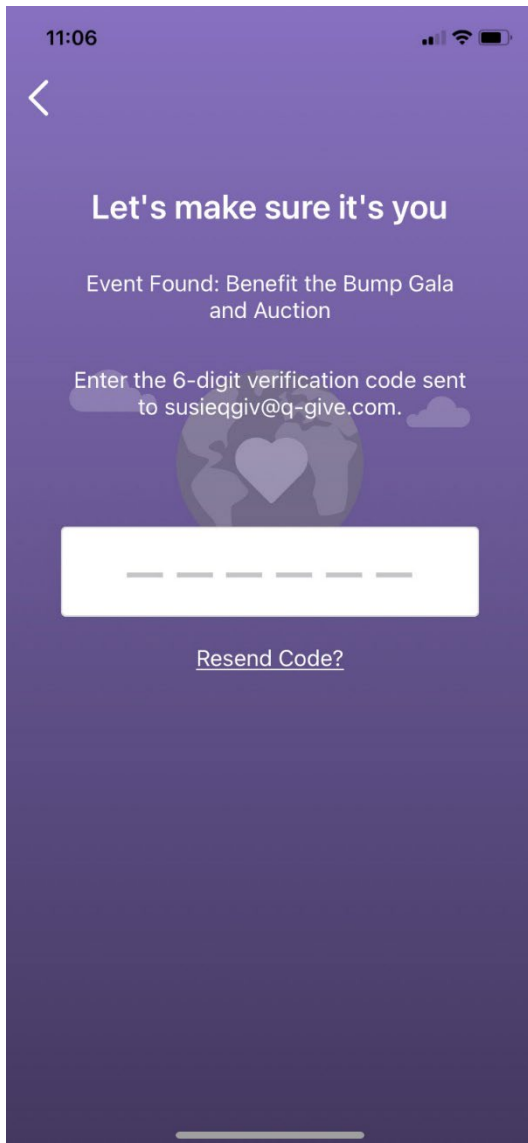On the login screen, enter the email address and password you used when creating your account.
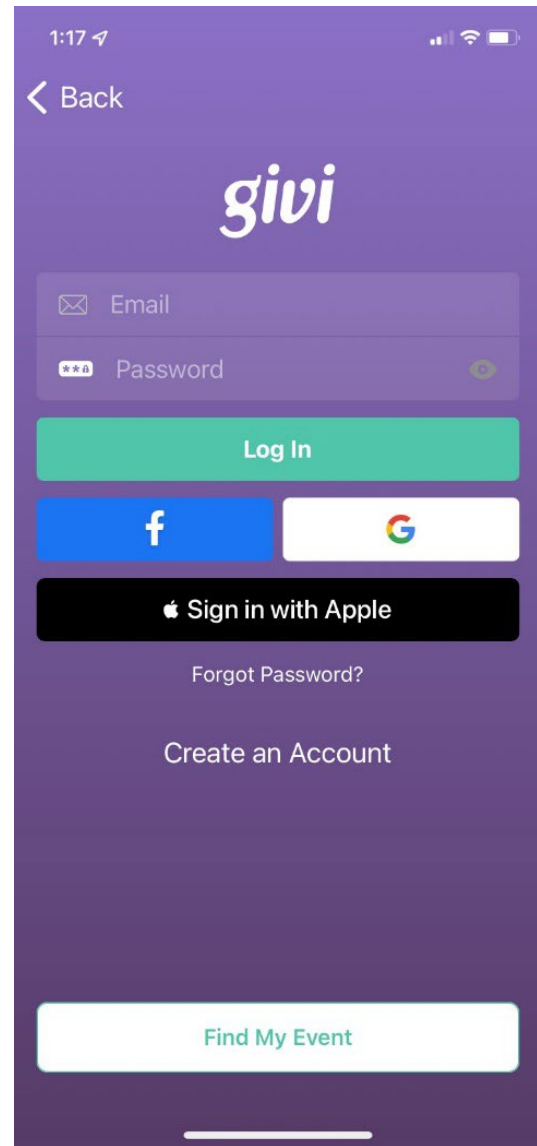
You can also log in using Google, Facebook, or Apple credentials, but only if you used one of those methods for your initial account setup. If you used an email address to set up your account, you'll need to use that method for all future logins.

If you can't remember your account password, just tap **Forgot Password?** and then enter your email address. A one-time passcode will be emailed to you.

Please note: You can resend the passcode if you don't receive it. You may also need to check your email's spam folder.

Enter the code on the next screen.

You'll then be prompted to create a new password to log in.
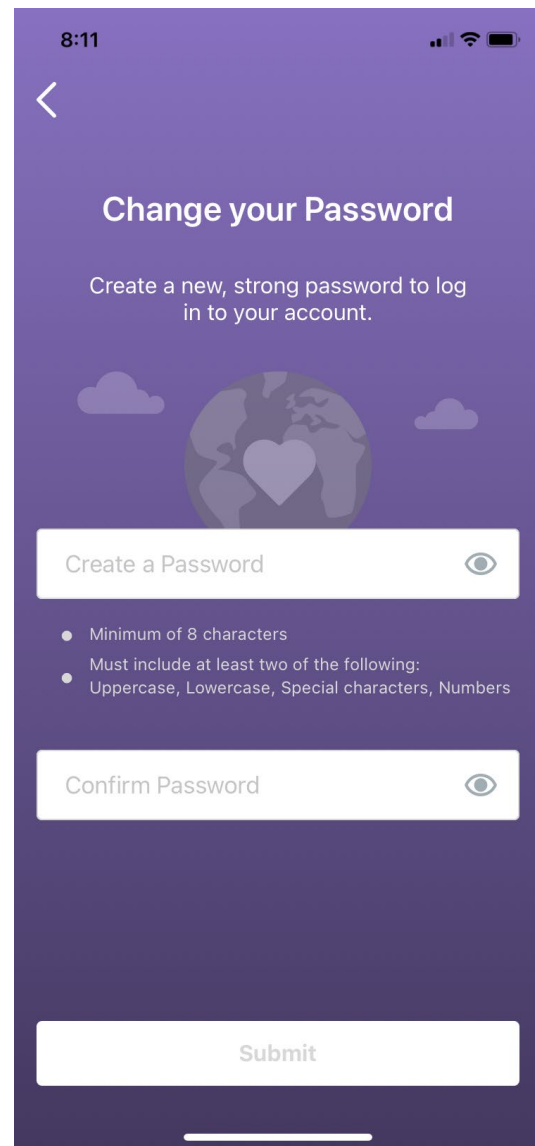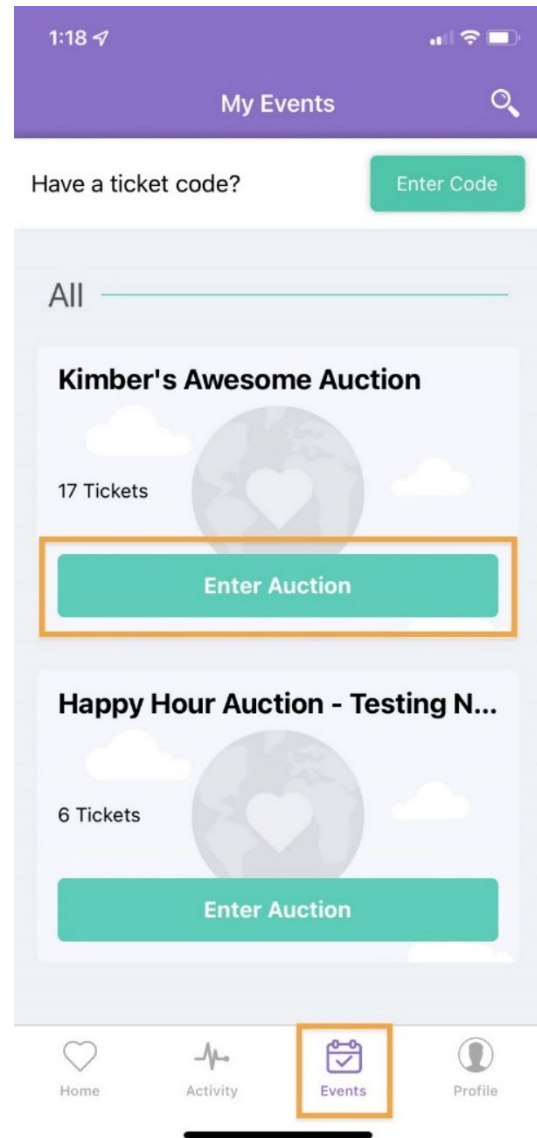
Once you've logged in, you'll be on the Givi home screen.

If you've entered the auction previously, this screen will display your active auction ticket, which you can tap to enter the auction.
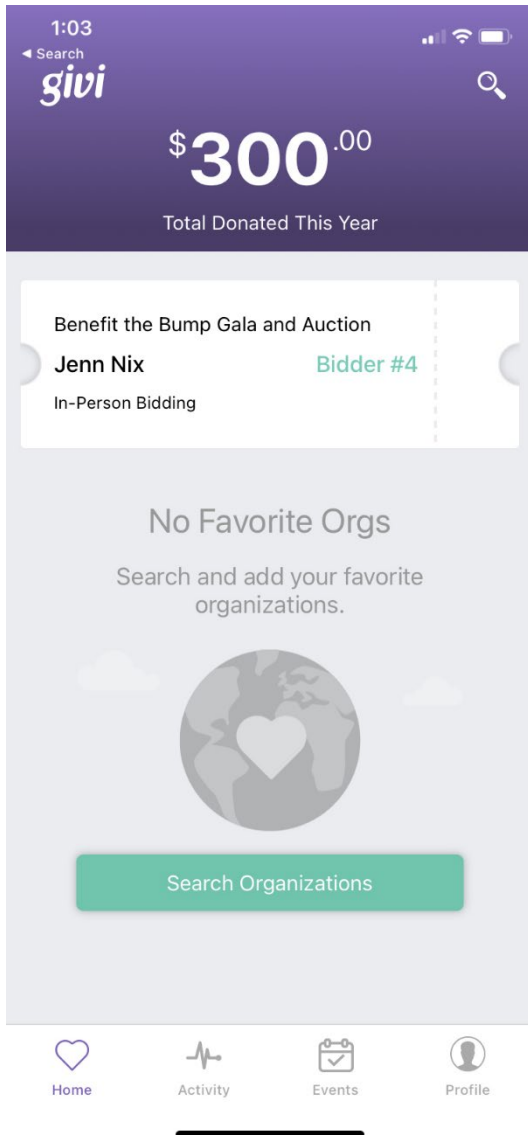
If you have not yet selected a ticket to enter the auction, you can tap **Events** at the bottom of the screen.


Any events you've registered for will be displayed on this screen. Tap **Enter Auction** to view items and start bidding.

If you didn't save a payment method during registration, you'll be prompted to add a **Payment Method** and then to allow Notifications.

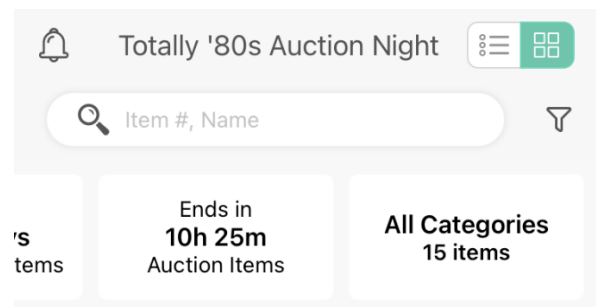We recommend you do both now for a smooth bidding and checkout process.

Once your account is set up and login is complete, you'll be automatically redirected to the **Auction Items** page.
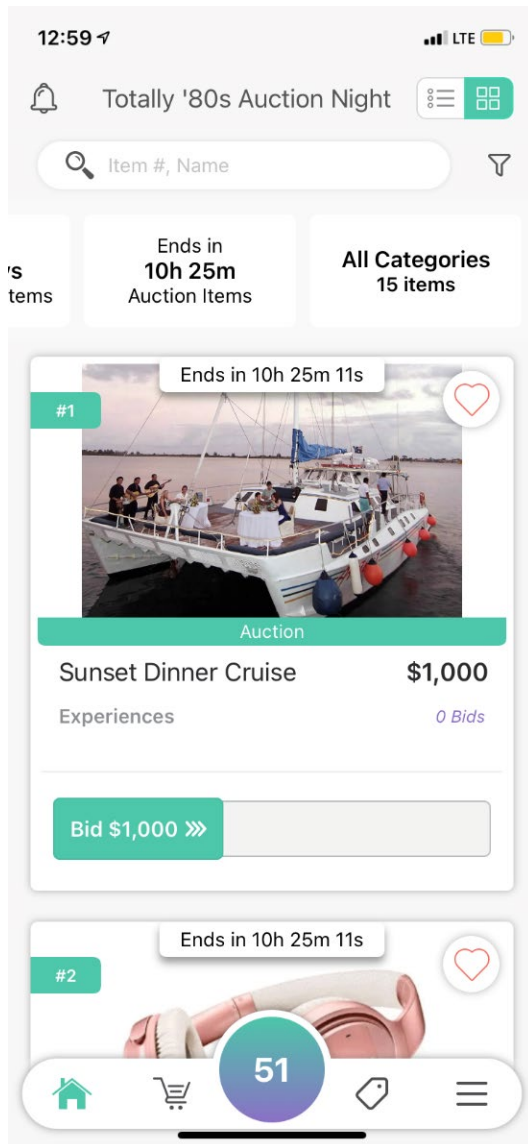
You can return to the Items page at any time by tapping the **Home** icon at the bottom of the screen.
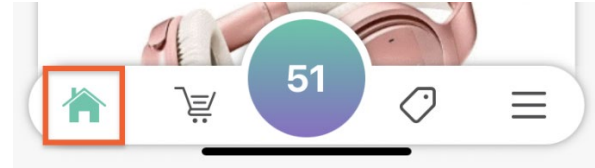
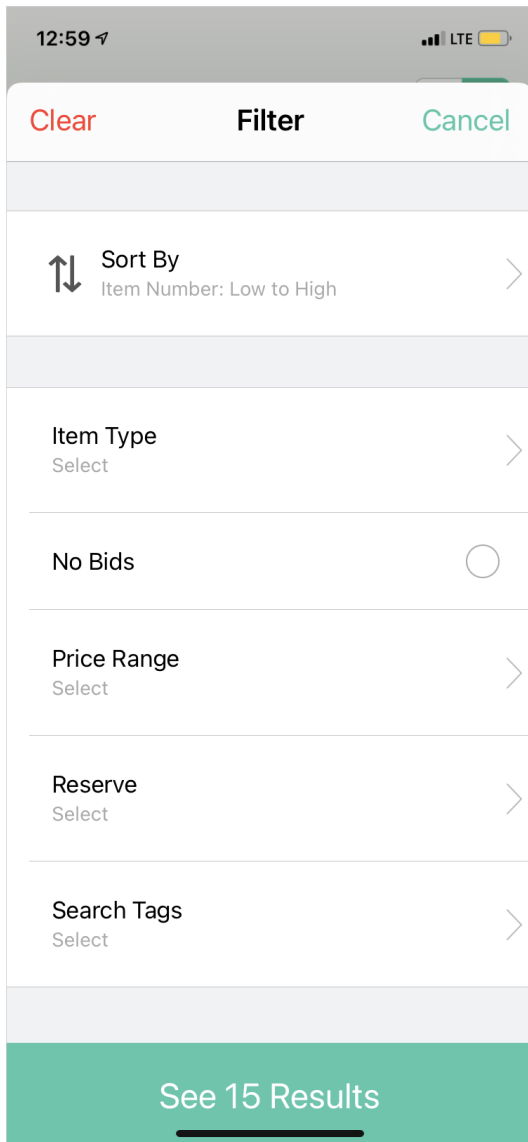At the top of the screen, you'll see a variety of filter and sorting options.

Using the search bar, you can search for an item's name or number, if you know it.
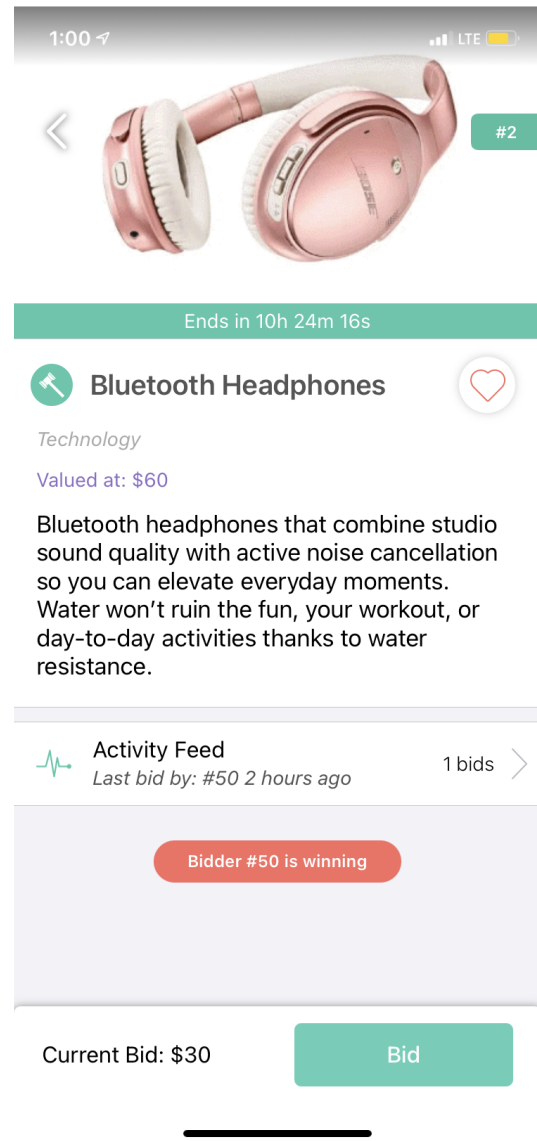
Tap the filter icon to the right of the search bar to access a variety of filtering options.
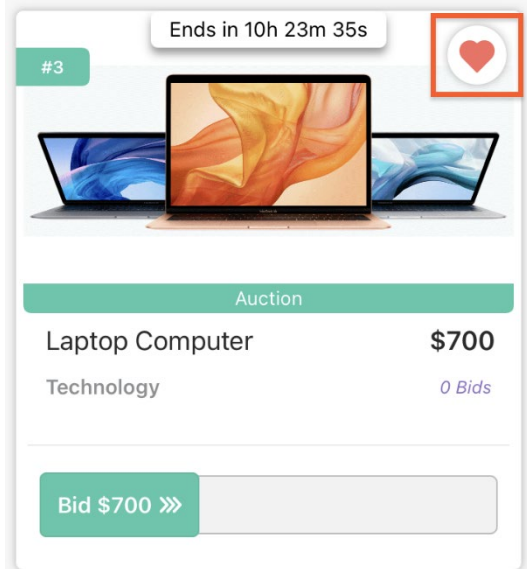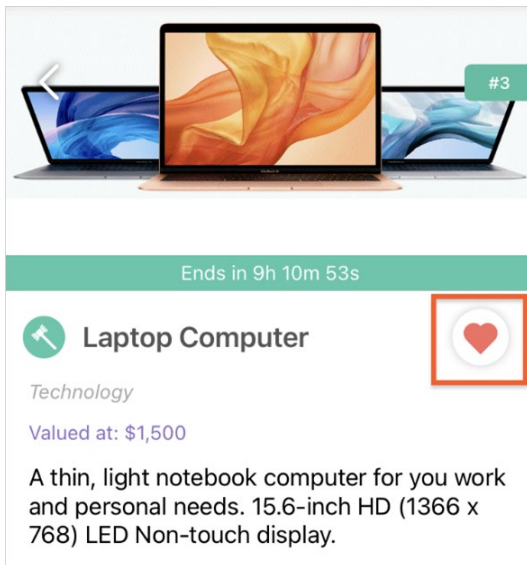
You can change how the items are sorted and filter by item type, items with no bids, price range, reserve cost, and search tags.

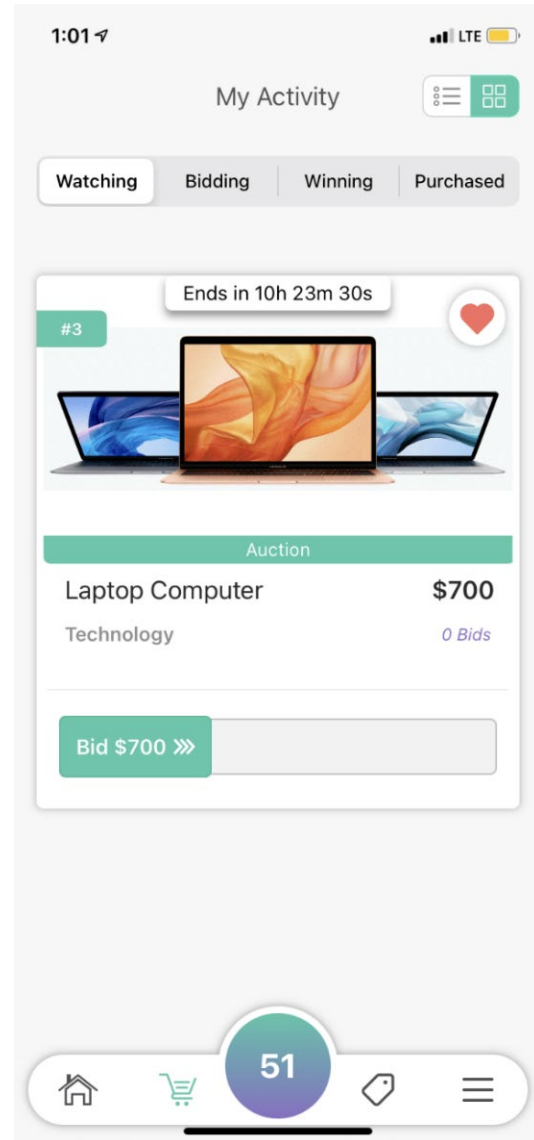Tap on a specific item to view the item detail page.

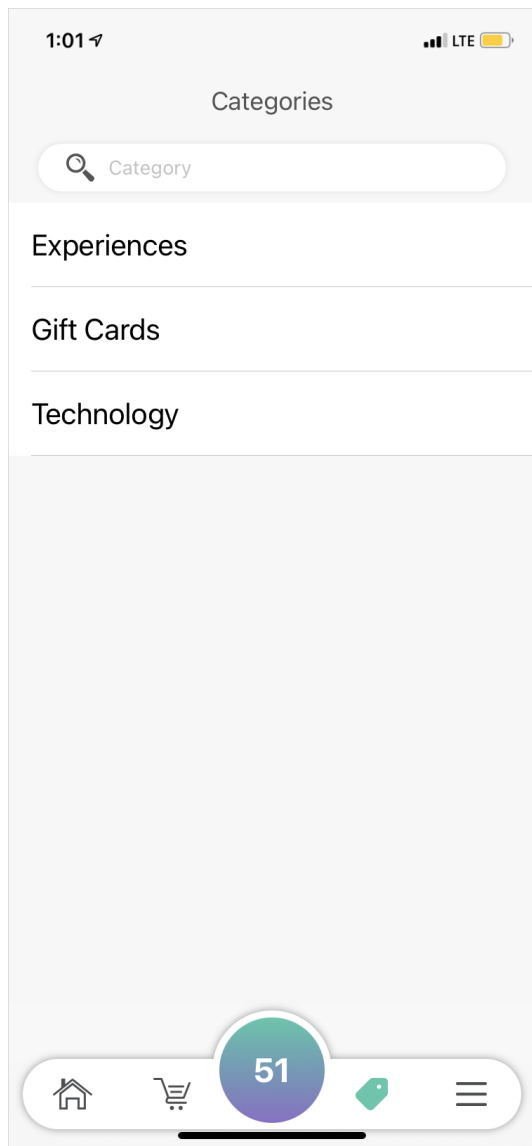If you want to **Watch** an item, tap the heart icon for the item.
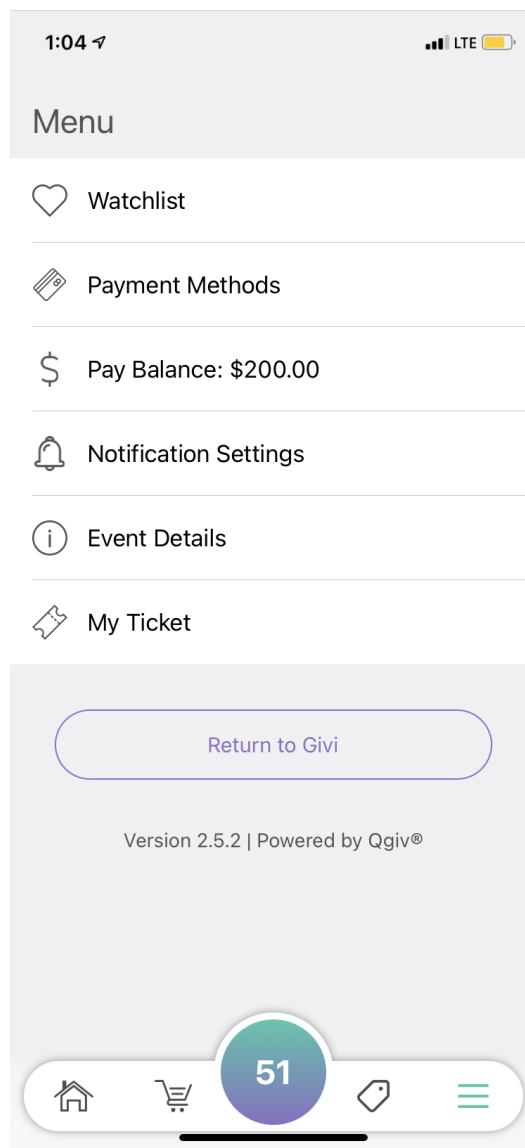

Additional App Navigation

The **My Activity** screen (indicated by the shopping cart icon) is where you can view the items you are **Watching**, **Bidding** on, **Winning**, and have **Purchased**.

Tap the tag icon to visit the **Categories** screen, where you can browse items by their information tags.
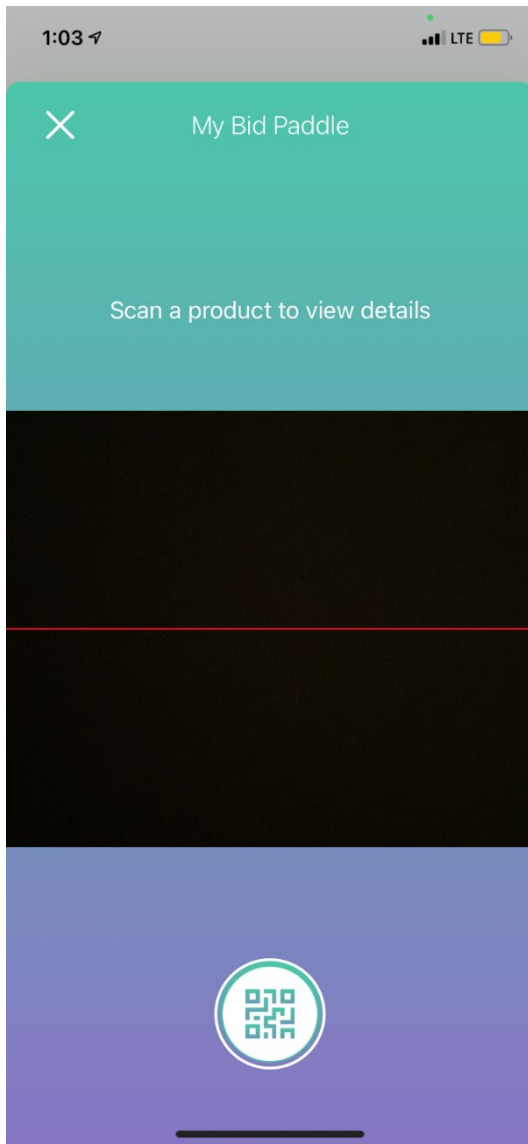

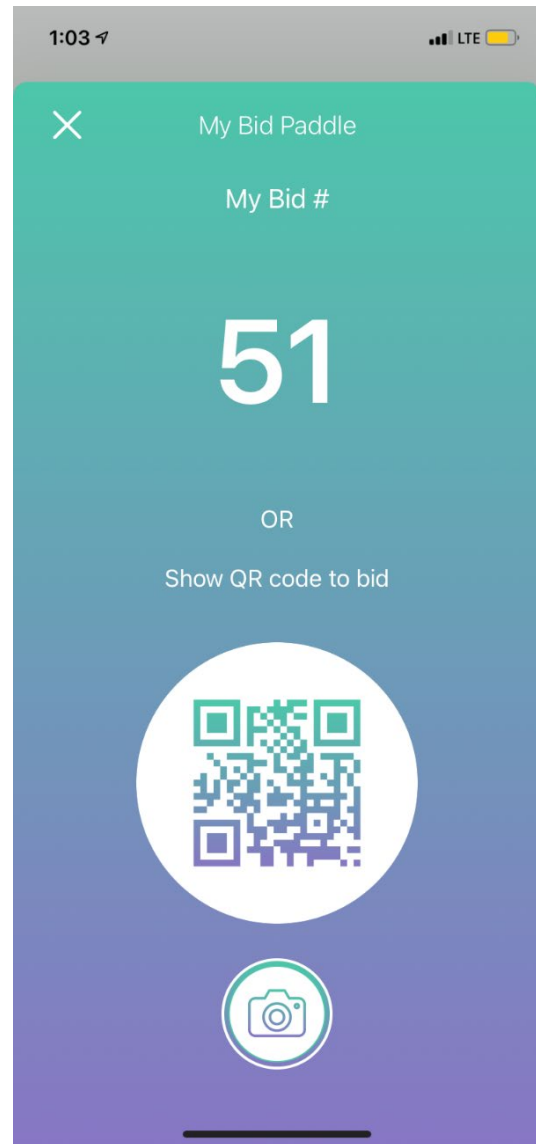Tap the three horizontal lines icon to visit the **Menu** screen.

Finally, tap your bidder number to pull up the **My Bid Paddle**. The app will access your device's camera so that you can scan an item's QR code to view its details.
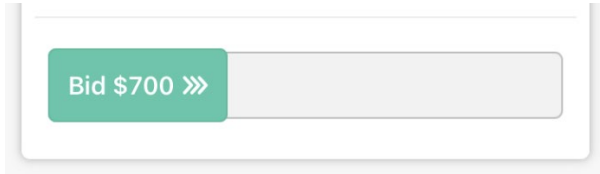
You can also use **My Bid Paddle** to pull up your own unique QR code, which the event's hosts can scan to assist you with bidding and checkout.
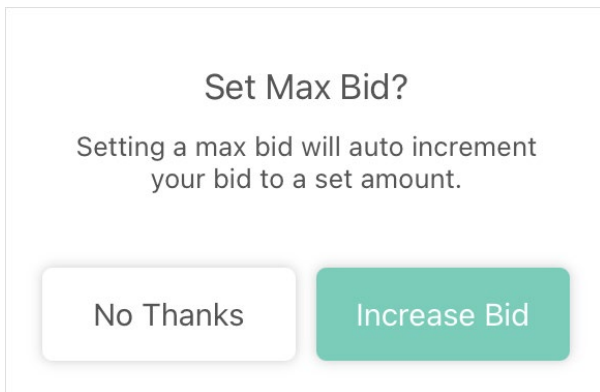
Bidding on Items

From the auction Home screen, you can bid on an auction item by swiping right on the bid slider.


The next highest bid amount will be placed for you, and you'll be given the option to specify a **Max Bid** for the item. If you tap No Thanks, your initial bid will be placed, and you'll be redirected to the Items page.
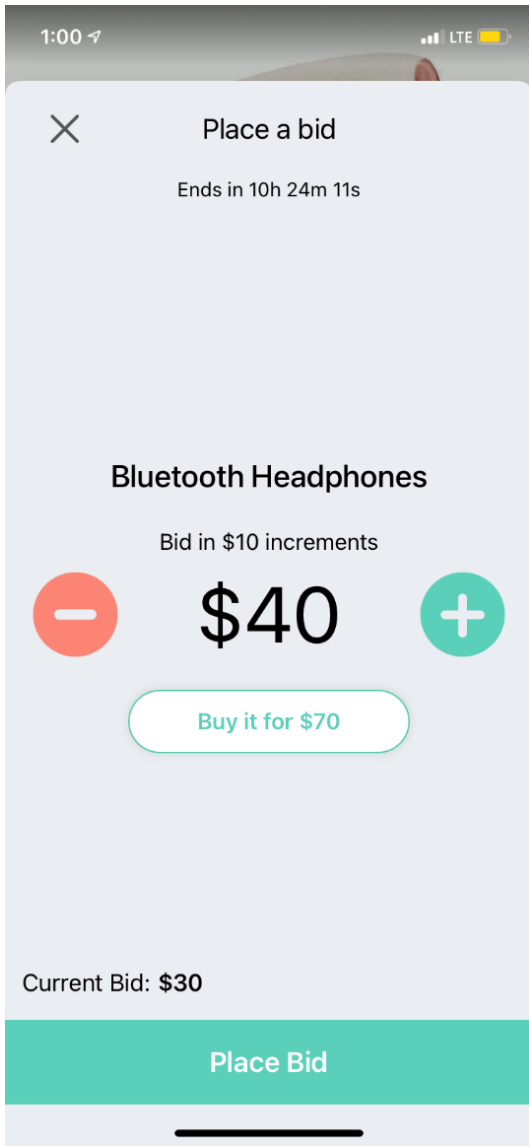

Setting a Max Bid will allow the app to bid for you if you are outbid, up to the amount you specify.

Tap **Increase Bid** to set the amount. When you're happy with your Max Bid amount, tap **Place Bid**.

You can also place a bid from an item's details page, by tapping Bid at the bottom of the screen.
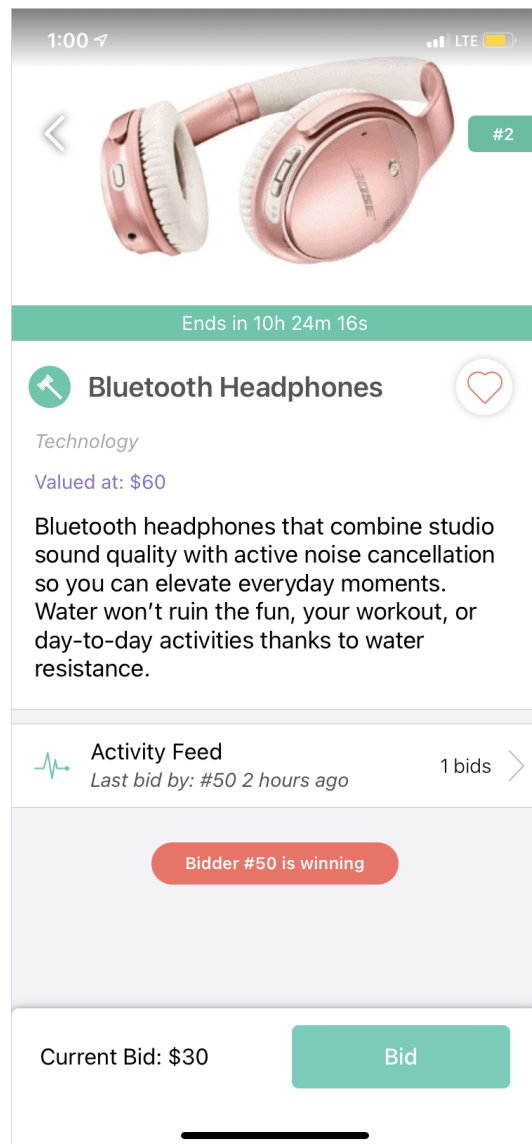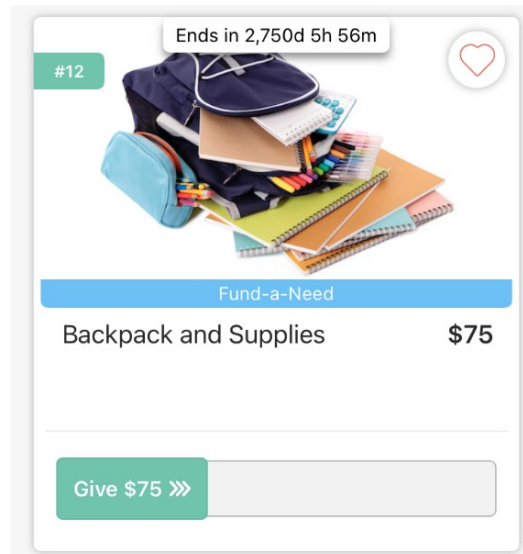
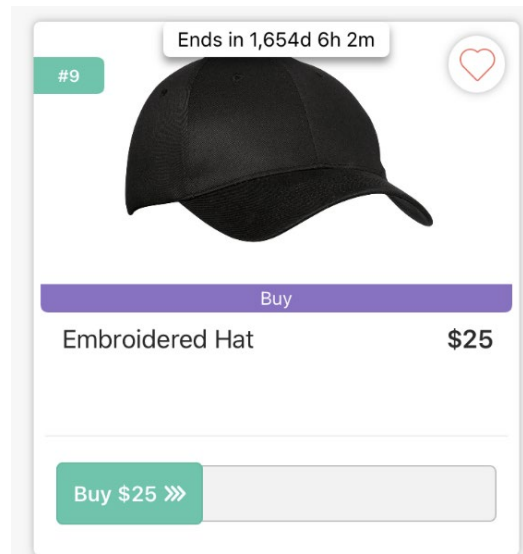You'll be prompted to specify your bid amount. Then tap **Place Bid**.

The process is similar for contributing to fund-a-need items and for buying store items.

For fund-a-need items, the slider will be labeled **Give**, instead of Bid, and for Store items, it will be labeled **Buy**.

Fund-a-Need

Store

Also, for store items, you'll have the option to select the quantity of the item you want to purchase.

Checking Out

When an item category ends, the countdown for the category will be replaced with a message that says, "Time's Up," and any item you were winning will now say, "You Won."

When the auction's host opens checkout for the item category, you'll see a message displaying your remaining balance. If you've set up your Notifications, you'll also see a notification badge on the bell in the upper left corner of the screen.
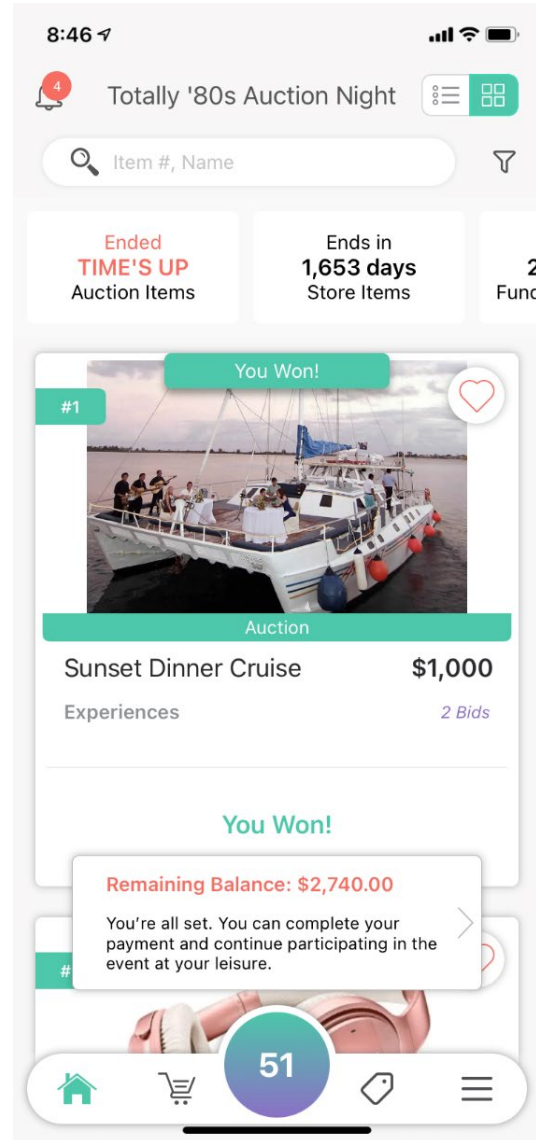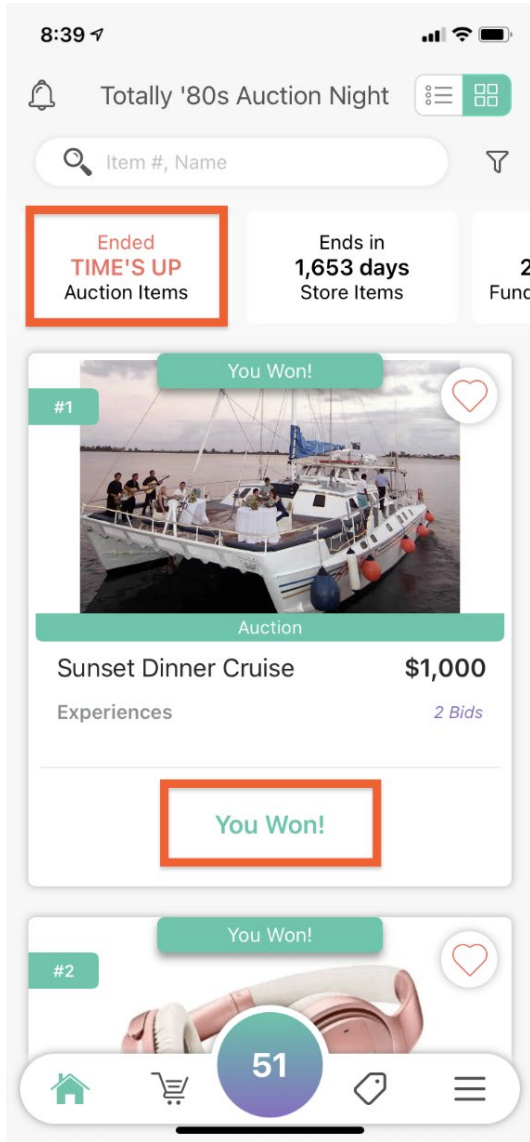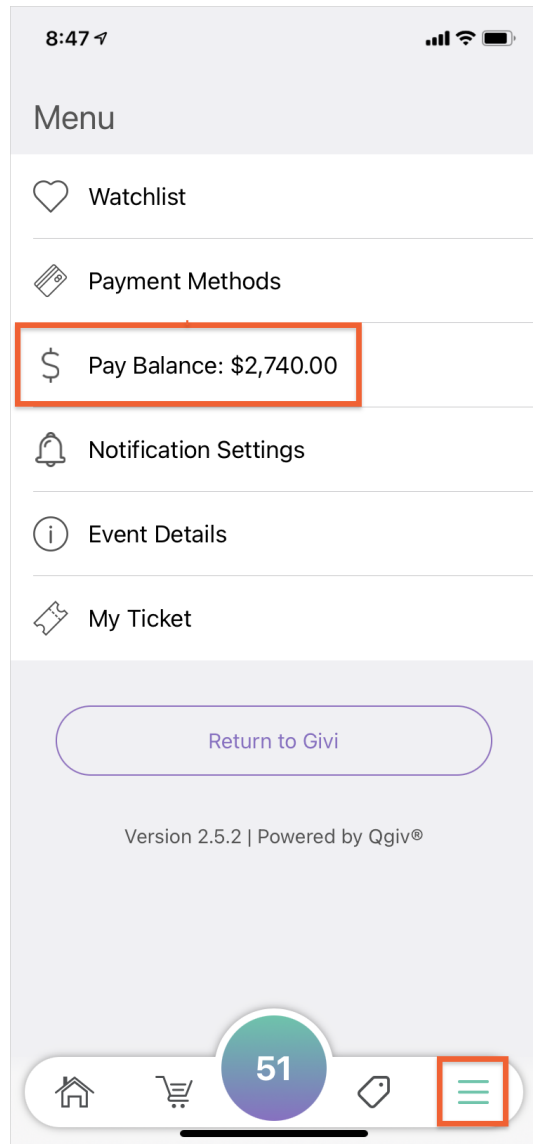
Tap the Remaining Balance message to be taken to the **Checkout** screen.
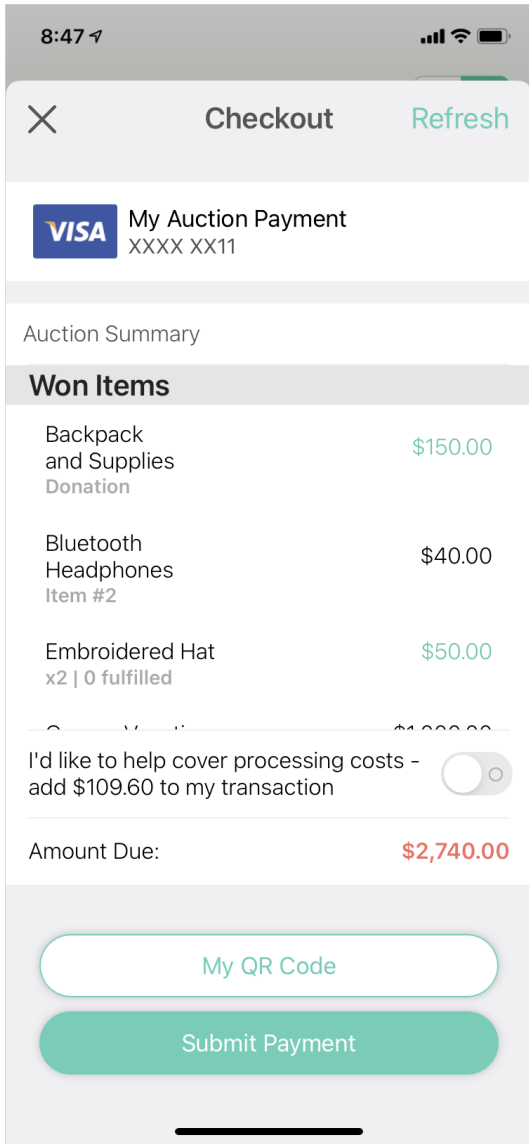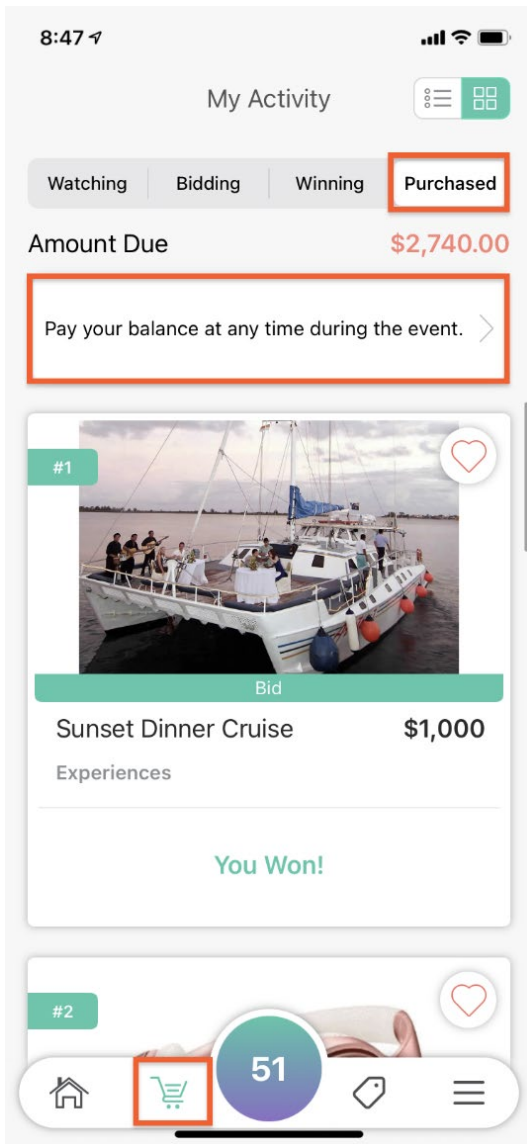

Review your purchases, and then tap **Submit Payment** to finish checking out.

You can also access the Checkout screen by tapping the **Menu** icon and then tapping **Pay Balance**.

Another way to access the Checkout screen is on the **Purchased** tab of the **My Activity** screen.

Please note: You can pay your balance for Store and Fund-a-Need items at any time using the links on the Menu screen or the My Activity screen, but you won't be able to pay for Auction items until the hosting organization has opened checkout.

If an Auction item category has ended, but you don't see the cost of your won items reflected in your payment balance, it probably means the host has not opened checkout yet. You'll need to check back after checkout opens to complete your payment.

Once you've submitted a payment, your Checkout screen will be marked **Paid**, and all paid amounts will be written in green.
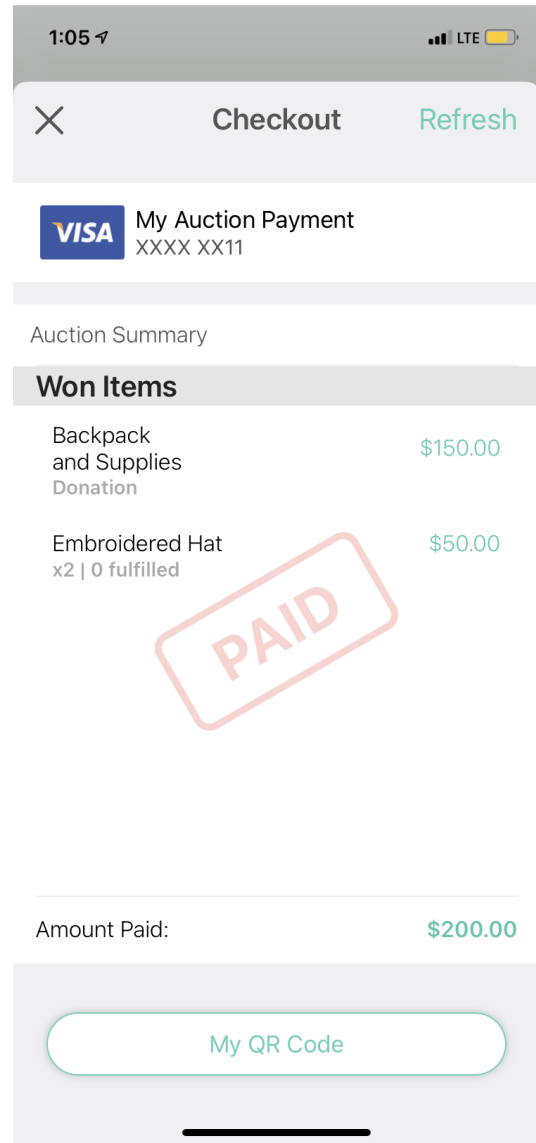
If you purchase additional items after paying your balance, the screen will update with newly added item amounts written in black and a new **Amount Due** in red.

Tapping **My QR Code** on the Checkout screen will pull up your personal QR code, which the host organization can use to assist you with checking out.

And remember that you can switch between Givi and the web at any time using the same login credentials.

Happy bidding!