

# Auction Navigation (Web-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 on the web.

*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.

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## Navigating the Auction Site and Browsing Items

Once you've registered, you'll see a button to **Start Bidding Now** on the confirmation page to set up your auction account and bid on items.

**You're registered Quincy Givens!**

Your confirmation for **Kimber's Awesome Auction** has been sent to qgivens1@mailinator.com.

Transaction ID: #478598 | Order Total: \$350.00

[Show Receipt Summary](#)

[Manage Your Tickets](#)

**Ready to bid?**

Get started below or check your email for a link to come back later!

[Start Bidding Now](#)

You'll also receive an email of your auction ticket and a link to enter the auction. Look for an email with a subject line that includes, "Your [name of the auction] Ticket."

From	Subject	Received
<input type="checkbox"/> Lakeland Food Pantry	Your Kimber's Awesome Auction Ticket: Table Sponsorship	just now

The body of the email will also include a **Start Bidding Now** link.


**Your Event Ticket**

Susan, here's your ticket for your event.

**Kimber's Awesome Auction**  
Hosted by Lakeland Food Pantry

[Start Bidding Now!](#)

This ticket also doubles as your bidder number. You can use the QR code to check in to the event as well.




**#31**  
**Susan Register**  
Auction Ticket

Clicking the **Start Bidding Now** link in the email or on the registration confirmation page will take you to a page where you can set up your account.

**Registration & Ticket Details** → [Create Account or Login](#) → [Payment Method](#) → [Confirmation](#)

**Ticket #31**



Let's get you set up to bid!

You're registered for the event, if you'd like to bid, you will need to set up an account.

[Set Up Account to Bid](#)

[Print](#)

**About the Event:**

**Kimber's Awesome Auction**  
Hosted by Lakeland Food Pantry

*You were invited to this event by Susan Register*

[View Event](#)

**Edit Your Ticket & Registration Details**

**Auction Ticket**

First Name  Last Name

Email

Mobile Number

Use the phone number for the device you'll be using to bid. We'll send you a text message with some helpful information about bidding at the event!

**Additional Information**

Meal Choice

[Edit Details](#)

You can edit your registration details if you want. Then click **Set Up Account to Bid**.

You'll be prompted to enter a new password. Then click **Create My Password**.

### Setup an account to bid

An account with a payment method is needed to bid on items.

Enter a password to create your bidder account.

By creating an account, you agree to our [Acceptable Use Policy](#).

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<p><b>Your Registration Details</b></p> <p><b>First Name:</b> Susan</p> <p><b>Last Name:</b> Register</p> <p><b>Email:</b> susanregister1@mailinator.com</p> <p><a href="#">✎ Edit Registration</a></p>	<p><b>Event Details</b></p> <p><a href="#">Kimber's Awesome Auction</a></p> <p>Hosted by <b>Lakeland Food Pantry</b></p> <p>You were invited to this event by Susan Register</p>
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If you checked the box to **Save payment for future use** during registration, you won't need to add a payment method when you enter the auction.

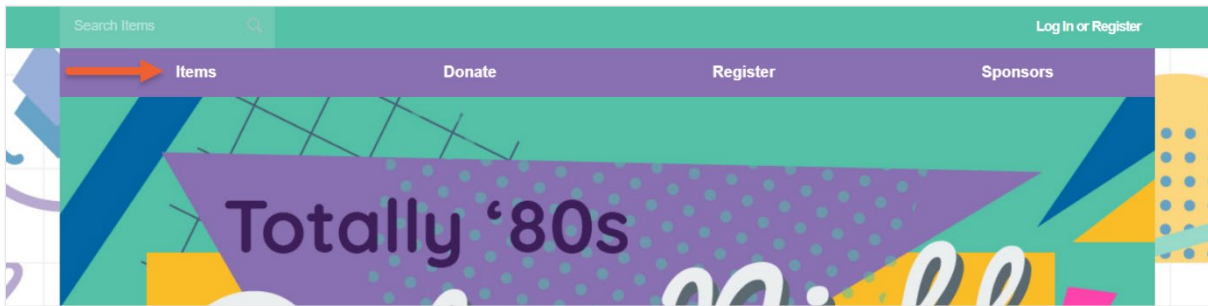
Save payment for future use

If you didn't check the box, you'll be prompted to add a **Payment Method**. You can skip this step and add a payment method later, but you won't be able to bid on items until you've added one.

For a smooth auction experience, we recommend you add a payment method now if you haven't already.

Once your account is set up and login is complete, you'll be automatically redirected to the **Auction Items** page.

From the Auction Home page, you can usually find the Items page using navigation links at the top of the screen. However, the host organization can customize navigation, so your auction might look a little different.



The other major area you'll want to familiarize yourself with is the **My Activity** page. You can access this page by clicking your name in the upper right corner of the screen after you log in.

**My Activity**

Current Bidding Total	Items Purchased	Already Paid	Still Unpaid	
\$30.00	\$65.00	\$0.00	\$65.00	<a href="#">Pay Balance</a>

**Current Payment Method**  
 Visa ending in xx11  
 Exp: 06/21  
[Change](#)

Items I've Bid On    Purchased Items

**Items I've Bid On**

Auction Items	Current Price	Status
#2 Bluetooth Headphones	\$30.00	Winning

*Ends: 101 days 5 hours 53 minutes 41 seconds*

From this page, you can:

- View your bidding and purchase activity
- Pay your balance
- Add or change your payment method
- Review your Ticket Details
- Log out of your auction account

When you're ready to browse items, return to the Auction Items page.

If the host organization has turned on the search and filter features, you can search for specific items, change the sorting order for items, and filter by category, tags, and items with no bids.

### Auction Items

**Filter**
Reset

**Sort By**

Item Name, A to Z
▼

**Categories**

- Auction Items 8
- Store Items 3
- Fund-a-Need Items 4

**Tags**

- Experiences 4
- Gift Cards 1
- Technology 2

**Bids**

- No Bids 7

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



#6

Items • Auction Items

## Cooking Class with Professional Chef

*Experiences*

Starting Bid:	Buy Now:
\$30	\$90
Valued At:	
\$80	

*Bidding Increment: \$10.00*

Bidding ends in 101 days 5 hours 50 minutes 28 seconds

Learn the art of cooking with a professional chef. Good for one cooking class, date and times will be sent to the individual that wins.

Place Bid

## Bidding on Items

From an auction item's detail page, you can **Bid** on the item or **Buy It Now**, if the hosting organization has enabled that option.

**Place a Bid**

Confirm your bid of \$30 on **Cooking Class with Professional Chef**

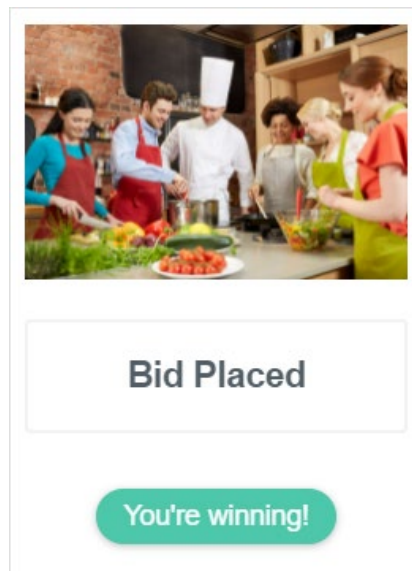
Bid \$30

or

Buy It Now for \$90

Cancel

After you place a bid, the item page will update to reflect your bidding status.



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

For fund-a-need items, the Place Bid link will be replaced with a link to **Contribute**, and for store items, the link will be labeled **Purchase**.

*Fund-a-Need*

Contribute \$60

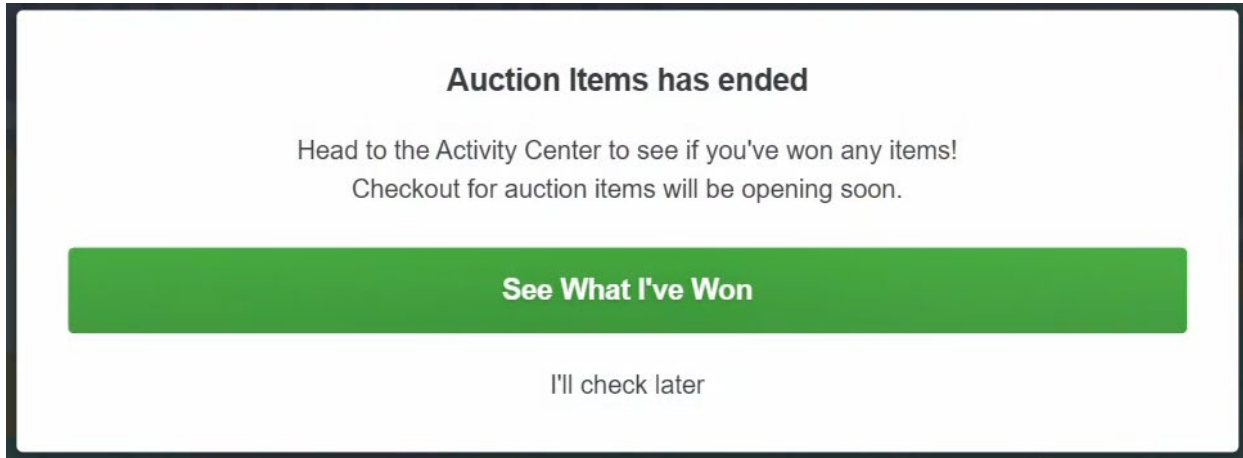
*Store*

Purchase \$25

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

## Checking Out

When an auction category ends, a popup will appear, telling you the category has ended. The popup includes a link to the **My Activity** page so you can see what've you've won.




Click **See What I've Won** to return to the My Activity page, where you can review your purchases and change or add your payment method before checking out.

### My Activity

Current Bidding Total	Items Purchased	Already Paid	Still Unpaid	<a href="#">Pay Balance</a>
<b>\$60.00</b>	<b>\$65.00</b>	<b>\$0.00</b>	<b>\$65.00</b>	

**Current Payment Method**

 Visa ending in xx11  
Exp: 06/21

[Change](#)

Items I've Bid On    Purchased Items

#### Items I've Bid On

Auction Items	Current Price	Status
#2 Bluetooth Headphones <i>Ended</i>	\$30.00	Won!
#6 Cooking Class with Professional Chef <i>Ended</i>	\$30.00	Won!

Click **Pay Balance** to check out.



**Please note:** You can pay your balance for store and fund-a-need items at any time during the event, 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, you'll see a new link to **View Receipts**. Your receipts will also be emailed to the email address associated with your auction account.

My Activity				
Current Bidding Total	Items Purchased	Already Paid	Still Unpaid	<a href="#">Pay Balance</a>
<b>\$60.00</b>	<b>\$65.00</b>	<b>\$65.00</b>	<b>\$0.00</b>	<a href="#">View Receipts</a>

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

Happy Bidding!