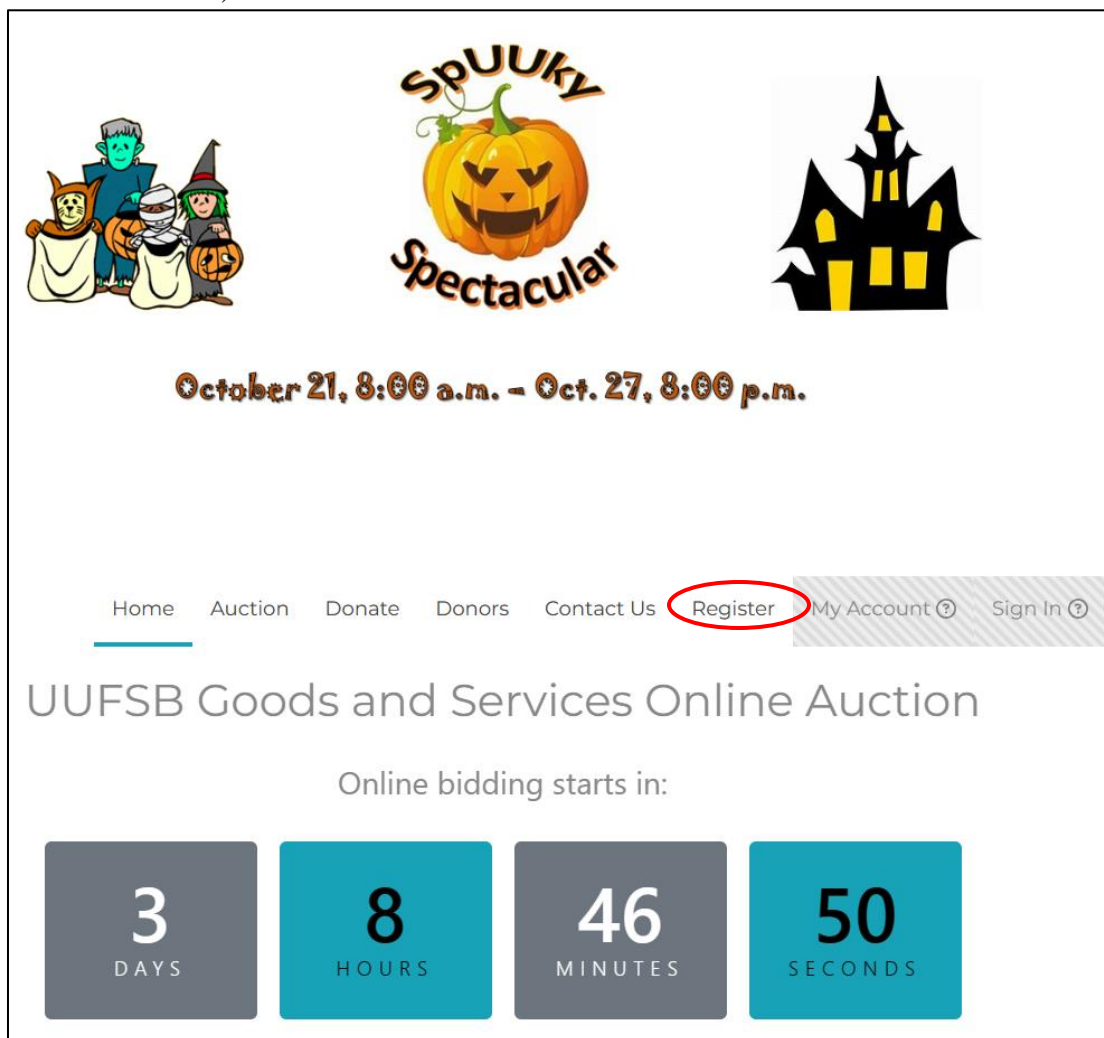


Registering and Signing in to the UFSB Online Silent Auction

Hello everyone! We are so excited to be hosting our *SpUuky Spectacular* Silent Auction online this year! Here are the instructions to register and sign in so that you can bid on some of these fabulous items.

1. Go to auctria.com/auction/UFSBSpuukySpectacular2023 . You will see the screen below. If you participated in last year’s auction, the prompt to sign in will be visible and you can just sign in. If you need to register, follow these instructions.
2. Click on “Register” (if you scroll down, there is also a “Register” button on the lower left – this works also).



This following screen is displayed.

[Contact details](#) > [Register card](#) > [Review registration](#)

Fill in the form to register.

Provide your contact details

First name *	Last name *	
<input type="text" value="Linda"/>	<input type="text" value="Cortese"/>	
Email *	Phone	
<input type="text" value="lcsparky44@gmail.com"/>	<input type="text" value="631-748-2883"/>	
Address 1		
<input type="text" value="266 Mount Pleasant Rd."/>		
Address 2		
<input type="text" value="Address 2"/>		
City	State	Zip Code
<input type="text" value="Hauppauge"/>	<input type="text" value="NY"/>	<input type="text" value="11788"/>

3. Enter your contact details. You MUST enter your email address.

NOTE: Your email address will be used to sign into the auction, to notify you about whether you are the current high bidder on an item, if you've been outbid and need to go in and increase your bid (if you wish), and to notify you about items you've won. At the end of the auction, you will get an email that lists the items you've won with a link to check out and pay your bill.

4. Click "Continue to Register Card" where highlighted above to enter your credit card information. The screen that follows is displayed.

Home Auction Donate Donors Contact Us Register Sign In

Contact details > [Register card](#) > Review registration

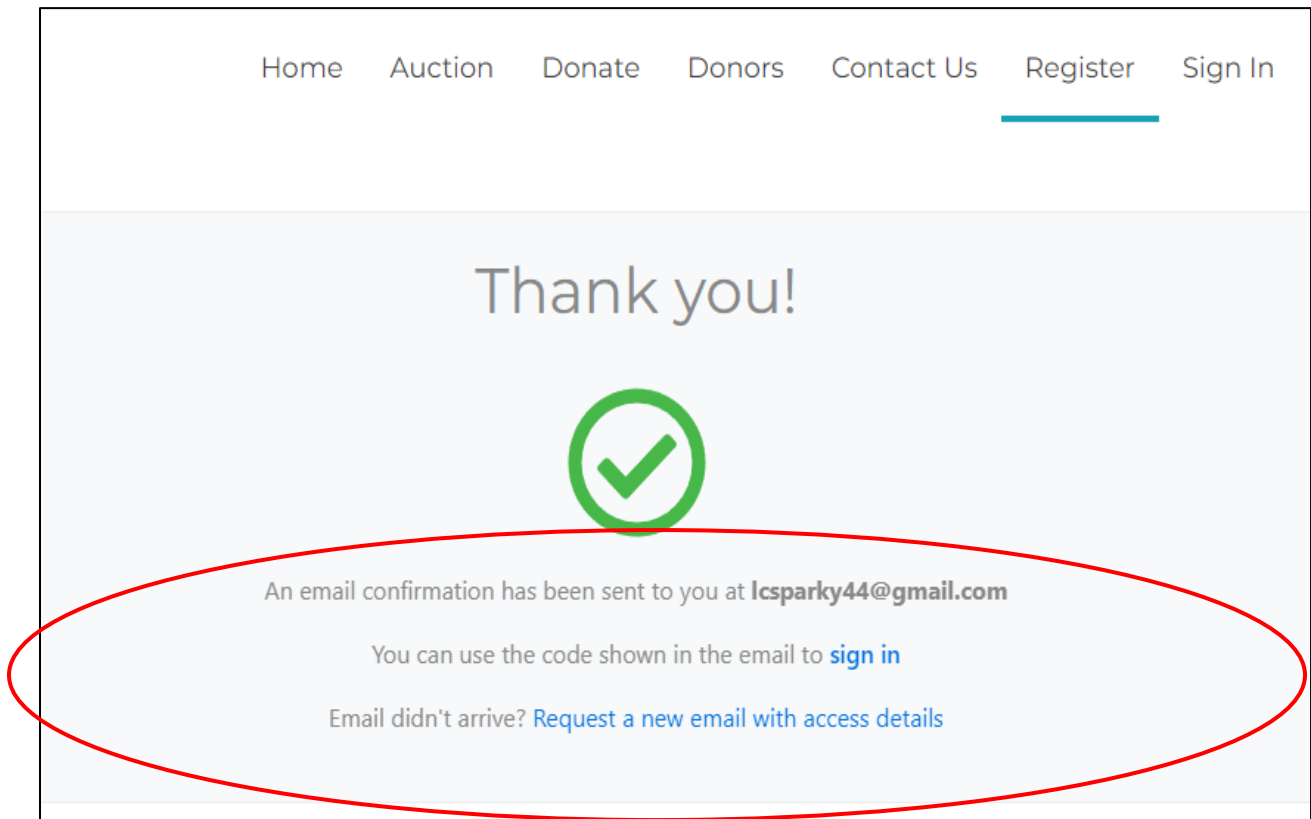
Fill in the form to register.

Register a credit card for faster checkout:

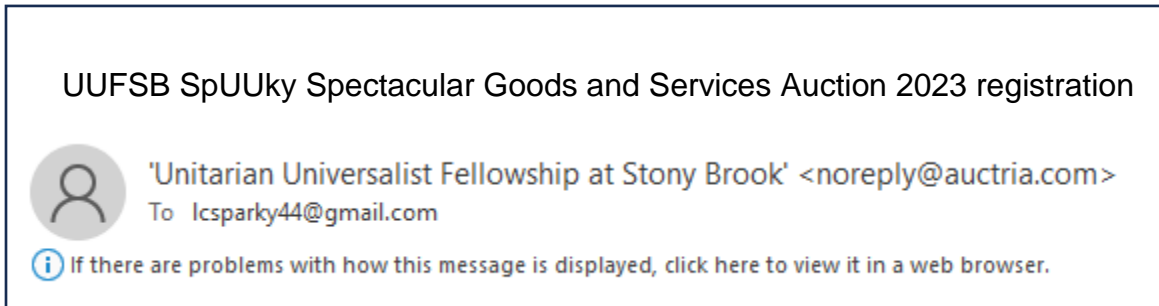
Card number	MM / YY CVC
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< [Back to Contact details](#) [Skip this step](#) [Continue to Review registration](#)

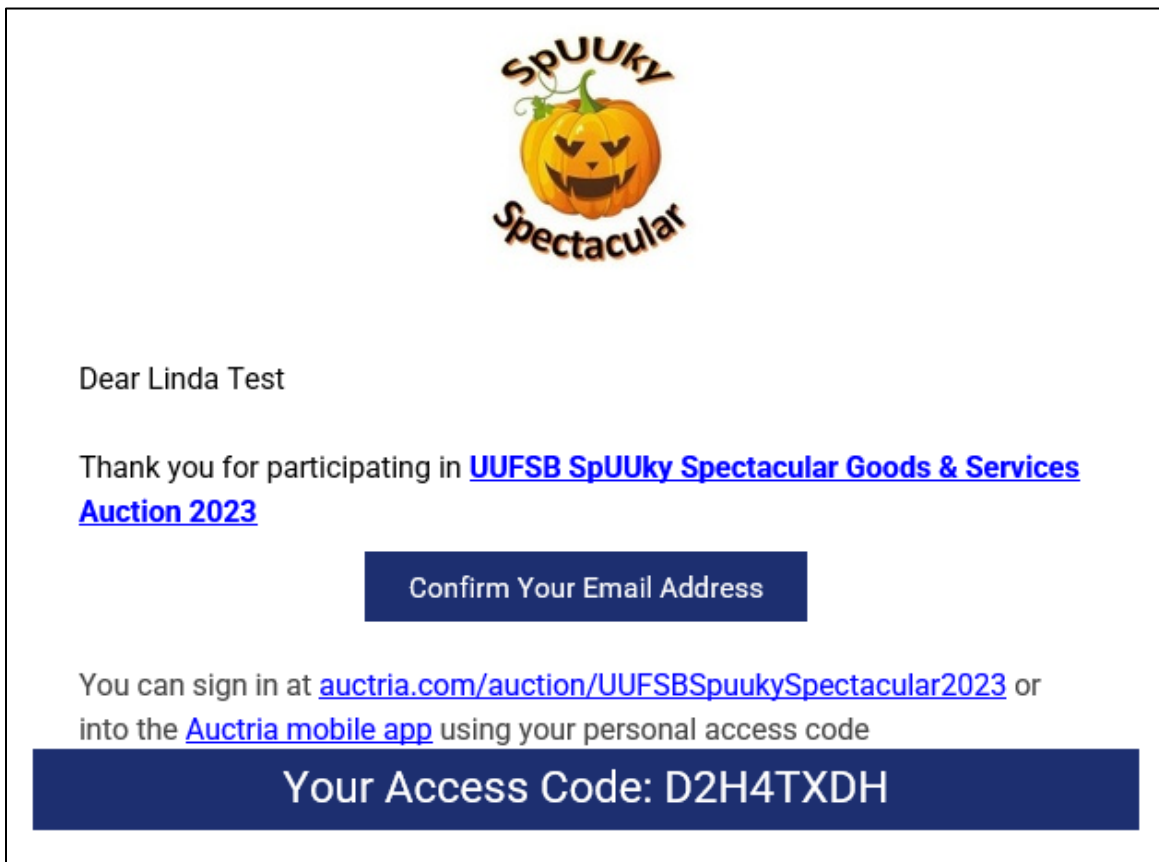
5. We highly recommend that you enter your credit card information now so that you do not have to worry about it later. If you do not want to enter it now, you can also enter it at checkout. Once you enter your credit card information, click “Continue to Review Registration,” or if you press “Skip this step,” the screen to review your registration appears.



You will receive an email with your registration and a personal access code. The subject line of the email will look something like this:

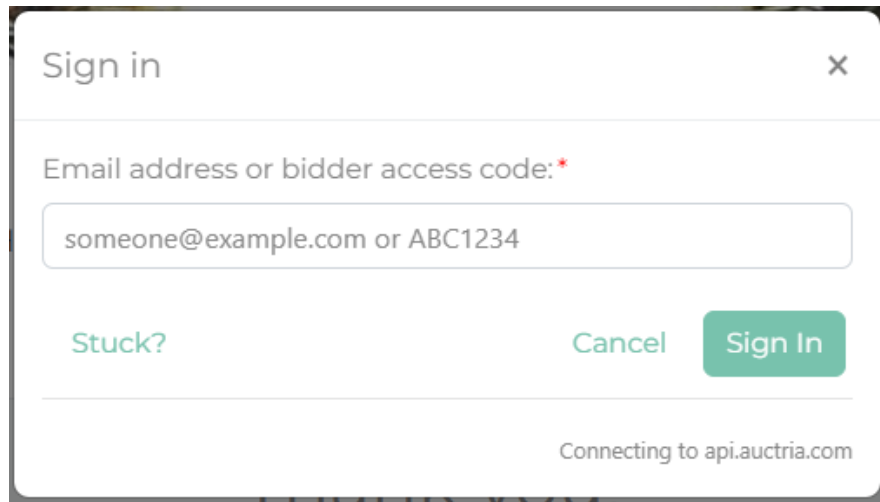


6. Open the body of the email. It will look something like this:



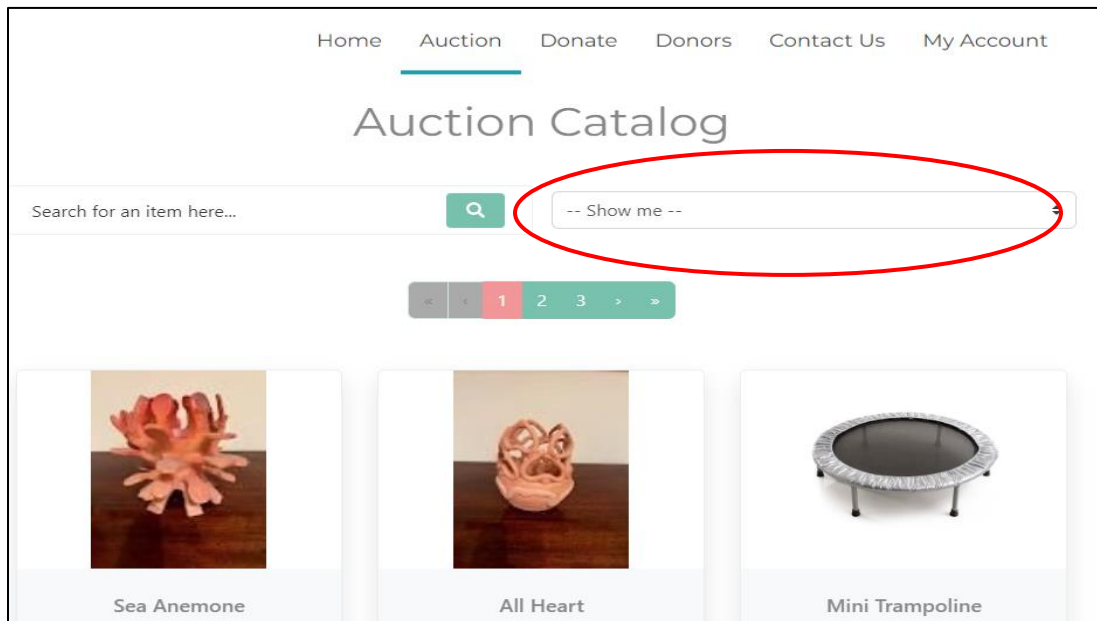
7. You can click on “Confirm Your Email Address” to make sure it was entered correctly and get to the site. If that bar doesn’t appear, then just click on [auctria.com/auction/UUFBSpuukySpectacular2023](#) to get an immediate prompt to sign in. You can sign in using either the Access Code you received in the email **or simply by entering your email address**. Then click the “Sign In.” button.

From there, you can **browse** the items at any time without bidding. In order to **bid**, you must first sign in. If you are in the auction but are not signed in, there is an option on the upper righthand side of the screen to do so. (Either method will work.)

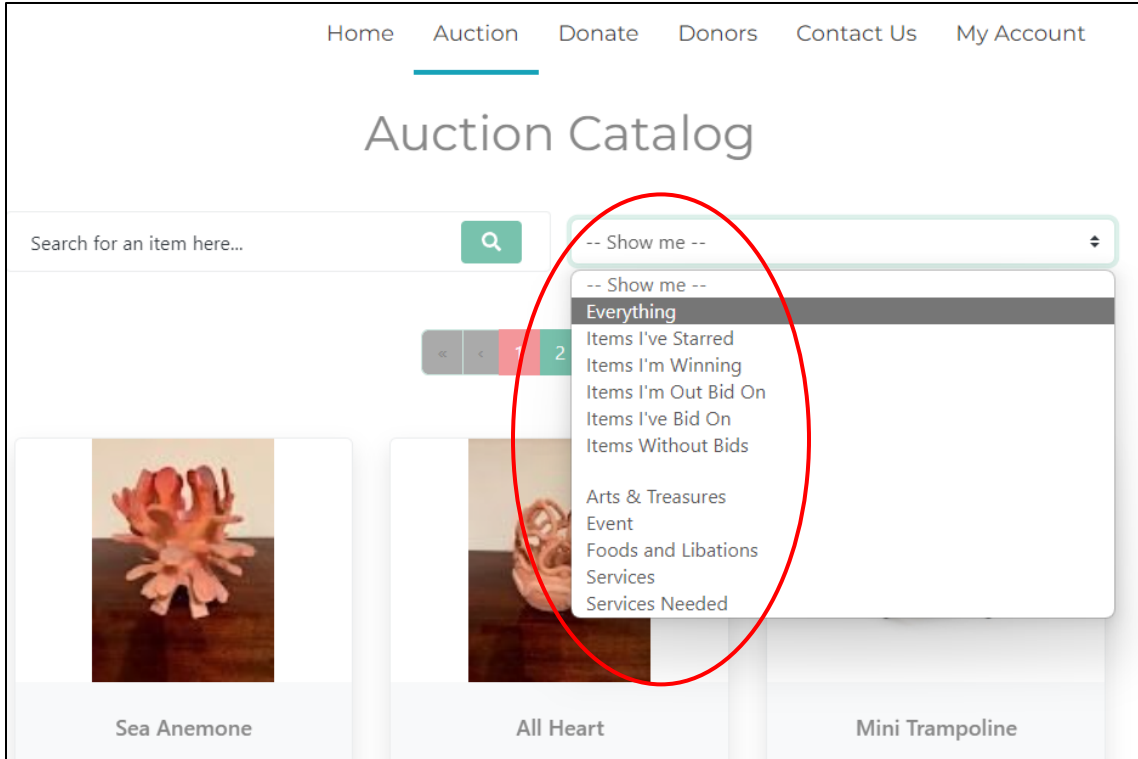


A screenshot of a 'Sign in' modal window. The title is 'Sign in' with a close button (X) in the top right corner. Below the title is a label 'Email address or bidder access code: *' followed by a text input field containing 'someone@example.com or ABC1234'. At the bottom left is a link 'Stuck?'. At the bottom center are two buttons: 'Cancel' and 'Sign In'. At the bottom right, it says 'Connecting to api.auctria.com'.

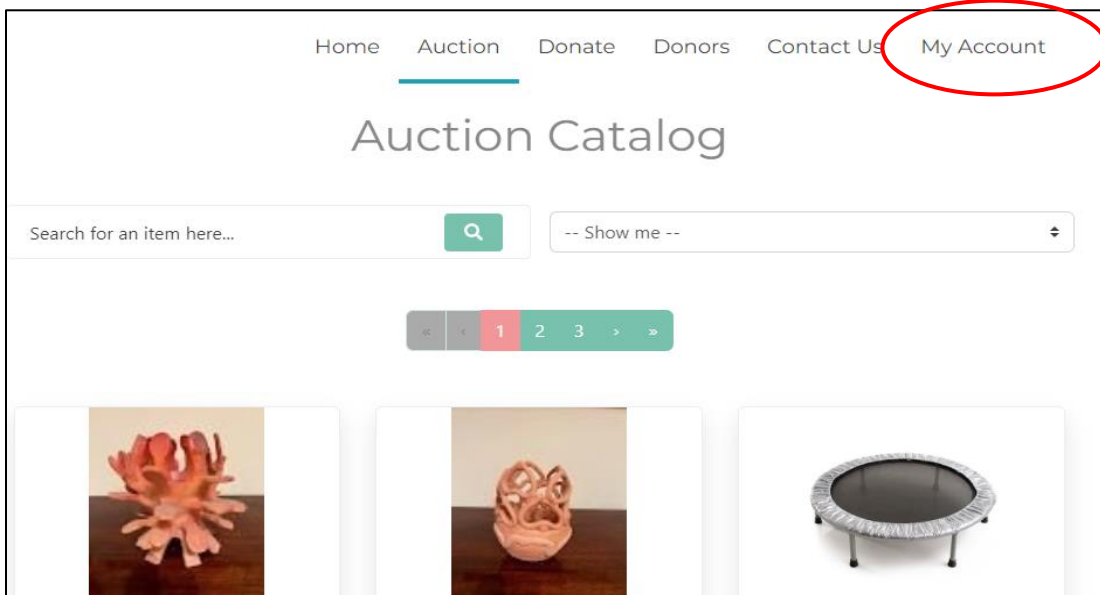
Once you are signed in, you will see the auction catalog. You can scroll through all the items. However, if the auction has not started yet, you cannot place a bid yet.



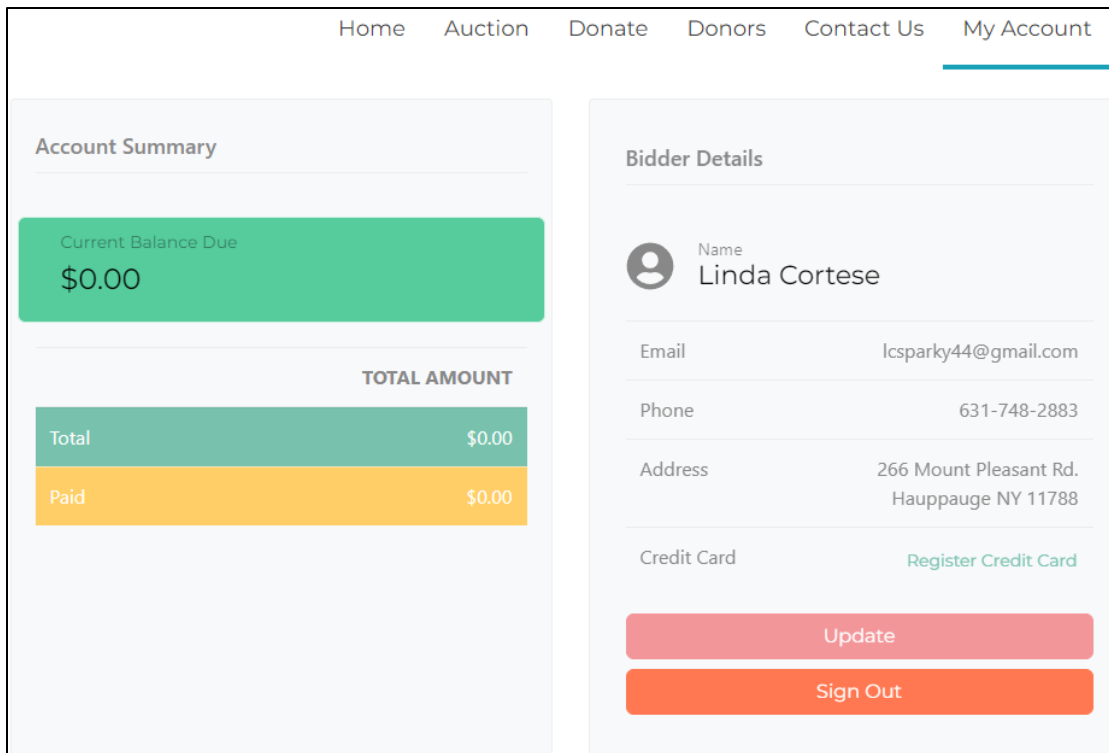
8. If you want to look at items in certain categories, click in the box that says, “Show me” (highlighted above). You will get a dropdown box and can select categories of items at the bottom of the list. You may recognize these categories from past auctions: Arts & Treasures, Events, Food & Libations, Services, and Services Needed. You can select one of these to narrow your search to items in one of those categories. You can also see items you “starred,” items you’ve bid on, items you’re winning, etc.



9. The other thing you can do is to view your account. Click on “My Account” to do so.



If you click on “My Account,” the screen below will be displayed. From here, you can see what your balance is, enter your credit card, or update your contact and credit card information.



Bidding on items should be fairly self-explanatory. Each item will have a starting bid and a bid increment. The system will tell you the minimum you need to bid to become the winning bidder.

Note: For items that have multiple winners, such as events, each bidder can bid at the same price until the maximum number of winners is reached. After that, the next person will have to bid at the next higher bid increment and one of the lower bidders will be outbid. The same number of bidders can bid at that increment before one of them is outbid again. This is similar to the method we used when we had Silent Auction sheets at the Fellowship.

Once the auction is over, you will be notified by email of the items you have won and what your bill is. You can click on the link to check out and pay for your winnings. Pickup/delivery of items shall be arranged between the donor and the winner.

If you need help and are not sure what to do, you can contact either Linda Cortese at LCsparky44@gmail.com or Rich Hall at RHall@firecominc.com. Please allow some time for a return message. Since the Online Silent Auction is open for a week, everyone should get the hang of it during that time.

You can view the auction items at any time (starting now) by registering, but you cannot bid unless you are **signed in** and the auction is in process (starts on Saturday morning, **Oct. 21 at 8:00 a.m.** and ends on Friday, **Oct. 27 at 8:00 p.m.**)

Good luck, everyone!

The UUFBS Auction Team