
Auction Online Website Editing

Use this guide to make sure the online items for the SCM Arts Dinner and Auction have useful information in these five areas:

- Package name
- Description
- URL
- Image
- Class

Edit Silent Auction Item Info

1. Go to online.greatergiving.com and sign in with your user name and password. (You should've gotten an email from Greater Giving Online with your credentials.)
2. You should see Project Home for 2019 Arts Auction.

Project Home for 2019 Arts Auction

Summary for Project: 2019 Arts Auction

Items & Packages:

Number of Items: 87	Total Value: \$7,394.00
Number of Packages: 87	Total Value: \$7,574.00

Sales:

Total Sales: \$0.00 (0)

Payments:

Payments: \$0.00 (0)

Roles:

Bidders: 420	Active Bidders: 163 ?
Donors: 270	Active Donors: 62 ?
Staff: 1	Active Staff: 0 ?
Sponsors: 17	Active Sponsors: 0 ?

Admissions:

Admissions Purchased: 0	Admissions Allocated: 0
Admissions Checked In: 0	

These statistics were generated at 9:53:40 AM. [Refresh](#)

If you don't, choose Project Home from the Project pop-up menu in the upper left.

3. Click Packages > View/Edit Packages.

You'll see a table with all of the silent auction items we've entered into the system.

Package #	Name	Description	Class	Section	Value	Value Type	Min Bid	Min Raise	Price	Tax Rate	Donors	Admission Included
309	Soquel Vineyards 12 Wine Tastings			Online	\$120.00	Estimable	\$30.00	\$10.00	\$180.00	0%	Soquel Vineyards	
310	Jim Booth Swim School	Ages 4 months to Adult.		Online	\$128.00	Estimable	\$30.00	\$10.00	\$190.00	0%	Jim Booth Swim School	
311	Jim Booth Swim School	Ages 4 months to Adult		Online	\$128.00	Estimable	\$30.00	\$10.00	\$190.00	0%	Jim Booth Swim School	
312	Singh Computech			Online	\$160.00	Estimable	\$40.00	\$10.00	\$240.00	0%	Singh Computech	
313	Avatar Hotel	Deluxe King Accommodations.		Online	\$200.00	Estimable	\$50.00	\$10.00	\$300.00	0%	Avatar Hotel	

- Click Edit next to a package with nothing in the Class column.

You'll see the package details.

Editing Package Soquel Vineyards 12 Wine Tastings (309)

Package Type: Auction Sponsorship Donation Admission

Package Number: 309

Package Name: Soquel Vineyards 12 Wine Tastings

Class: [Empty]

Section: Online

Show In Catalogs:

Addendum:

Multiple Sale:

Value Type: Estimable

Value: \$120.00

Minimum Bid: \$30.00

Minimum Raise: \$10.00

Guaranteed Purchase: \$180.00

Tax Rate: [Empty]

Notes: [Empty]

Description: [Empty]

Restrictions: [Empty]

- Make sure Package Name includes vital details, like dollar value or # of tickets, e.g., change “Children’s Musical Theater” to “Children’s Musical Theater 2 Tickets 2018/2019 Season”.

Look for the additional information at the bottom of the editing window, in the items in package section.


Use initial caps, e.g., “Single Day Tickets”.

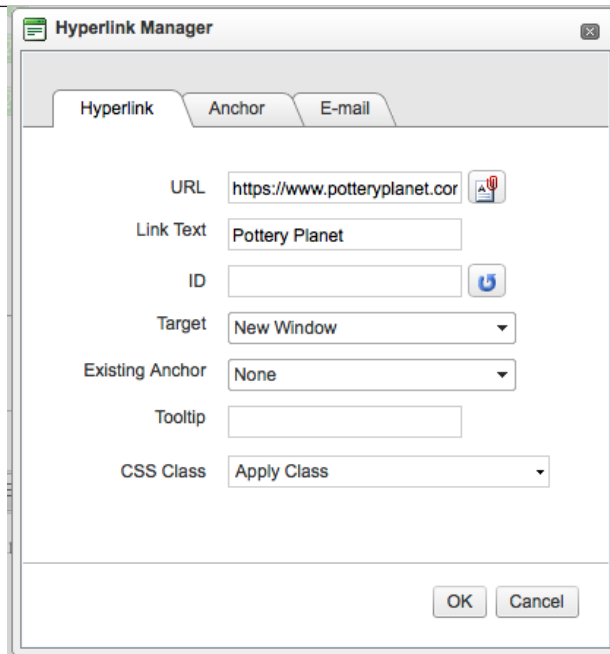
- Write a brief description.

You may want to look at the 2018 listing for ideas (Project > Organization Home > 2018 Arts Auction).

Make sure all of the text is set to Normal, webkit-standard, 16px (12pt).



- Click the Hyperlink Manager button () in the Description area. You'll see the Hyperlink Manager.

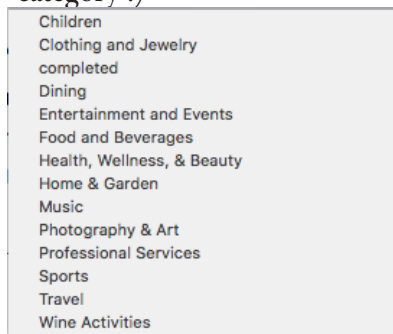


8. Fill in the URL and Link Text fields, set the Target to New Window, and click OK.
9. Scroll to Package Images and click Upload Image.



Click Select to navigate to a saved image, or drag and drop an image to the text field. You'll see a progress bar.

10. Select a category from the Class pop-up menu. (The software calls it “class”, we call it “category”.)



Tip: It's good to save often. However, once you've assigned a category/class to a package, the package you're editing won't appear at the top of the packages list, so make a note of the package number.

11. Click Save.

Check Your Work

1. Click Project Home for 2019 Arts Auction in the upper left.



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2. Click Online Bidding > Show Bidding Page.
 3. Scroll to the item you just edited, or search for it by clicking Search in the upper right.

Log Out

Remember to log out once you're done working.

Visual Cheat Sheet

1. [Project Home for 2019 Arts Auction](#)

Packages

[View/Edit Packages](#)

[Add a New Package](#)

[View/Edit Catalogs](#)

2.

Edit	Package Type	Package #	Name	Description	Class ▲
 Edit	 Auction	312	Singh Computech		

3.

4. Package Name:

4.

Description: 


5.

Hyperlink Manager

Hyperlink Anchor E-mail

URL:

Link Text:

ID:

Target:

Existing Anchor:

Tooltip:

CSS Class:

OK Cancel

6.


7.

8.

Class:



Online Bidding NEW

Packages included on Online Bidding: **66**
Packages included on Online Bidding with no Class: **52** 
Bidders configured for Online Bidding: **0**
Sponsors displayed on Online Bidding: **0**

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[Online Bidding Settings](#)

