

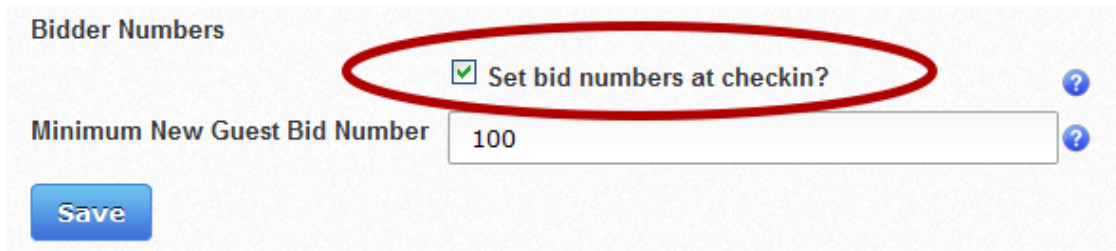
Managing Bidder Numbers

Choosing the range of bid Numbers and setting or moving individual bid numbers can be done from a single place that requires a password for extra security.

Planning before Resetting Bidder Numbers

1. Decide if you want to have the computer assign the numbers in advance or you want to assign numbers at check-in based on the bid paddle number at the top of the pile.
2. Guests should be linked **before** setting bid numbers so it's useful to have most of your guest entered.
3. You can reset your bid numbers as many times as you want so 1 & 2 are not really rules unless. . .
4. You are printing out material with bid numbers matched with names to be handed out at check in and so you must lock down bid numbers before printing.
5. A bid number cannot be changed as part of a complete reset of bid numbers after it is checked in so that makes check-in makes a number fixed and final.

1. Deciding How Guest Get Their Bidder Numbers - Admin > Live Auction > General



Bidder Numbers

Set bid numbers at checkin? ?

Minimum New Guest Bid Number ?

[Save](#)

Admin > Live Auction > General

1. A. How Guest get their bidder numbers if they are assigned at checkin and not pre-assigned.

Check In

Select the type of ticket.

Ticket type

volunteer \$0.00 (1 seat)

Enter the guests contact information.

First name *

Last name

Address

City

Primary Phone

Primary Email

Type in the Bidder number - Usually the number of the paddle at the top of the pile.

If necessary, assign or modify their bidder number.

Bidder Number (leave blank to assign the next available number)

[← Back](#)

[Continue →](#)

The Bidder number field becomes visible at the bottom of the each checkin screen.

2. Admin > Live Auction > Bidder Numbers - Reassigned/Setting All Guest Bidder Numbers

General

Live Auction

- General
- Bid Sheets
- Bidder Numbers - Edit**
- Bidder Numbers - Bulk
- Linked Guests

Additional Confirmation Required

The page you requested is extra sensitive and requires that you retype your password before you can access it.

[Confirm Password >>](#)

1. Click on **Admin** Tab.

2. Click on **Live Auction**

3. Click on **Bidder Numbers - Edit** or **Bidder Numbers - Bulk**

43. Enter password. *Admin only* This extra security will last 5 minutes to avoid negative circumstances where computer is abandoned and someone inadvertently accesses the page.

2. A. Establish the range of Bid Numbers, exceptions to consecutive numbers, and the preferred sequence of guests.

Manage Bidder Numbers

This screen allows you to mass assign or reassign bidder numbers to your guests.

Start at number **1**

Order guests by **2** and then by **3**

Skip these numbers **4**
enter a comma separated list of numbers you don't want to use i.e. (13,69,666)

Skip these digits **5**
enter individual numbers you would not like used
i.e. (1,7) this exclude all numbers containing either a 1 or a 7

6

1. Set 1st/minimum bid number.
2. Establish the order guests will be given the numbers choosing from alphabetical by Last Name, alphabetical by First Name, Order Entered, Seat Assignment, or Table Captain.
3. Secondary sorting of guest order using the same categories.
4. Skip specific numbers. (Used most often where heirloom paddles are being used and some numbers were not returned and reproducing a match is prohibitively expensive.)
5. Skip Digits. Numbers listed will not be used anywhere in sequence. Used where there is concern about mixing up a 1 with a 7, a 6 with a 9 etc.
6. Click on Assign Bidder Numbers button and guest numbers will change.

3. Setting Minimum Bid Number For the Next Individually Generated Number - What is the next available bidder number? - Admin > Live Auction > General

Minimum New Guest Bid Number [?](#)

Admin > Live Auction > General

1. Enter number.
2. **Save**

Can be used several ways.

- Set apart from the range of the rest of the bidder numbers , if you want to make sure that newly assigned numbers - walkups or late purchasers - will get numbers in a different range to indicate uniqueness.
- Set to match the range of the rest of the bidder numbers, if you want to make sure that newly assigned numbers - walkups or late purchasers - will get numbers in the same range so you have the bid paddles to match.

4. Manually Altering Individual Bid Numbers

Note: Unassigned guests are placed at the end. Once has user has checked-in you can only change their number manually.

Number	First Name	Last Name	Table Captain	Seat Assignme
100 (change)	f			
101 (change)	One			
102 (change)	1			
103 (change)	2			

The Manage Bid Numbers page shows the guest list at the bottom.
Click on (**change**) for the guest number to be changed.

4. A. Choose a new number not already assigned

Change Bidder Number

Number

or [Cancel](#)