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.
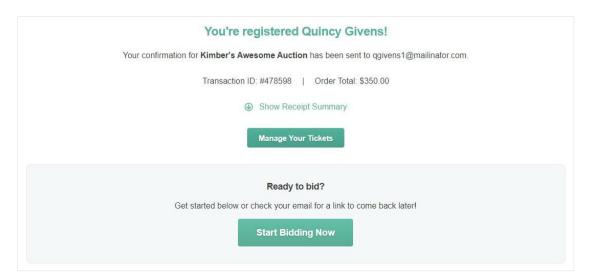
Contents:

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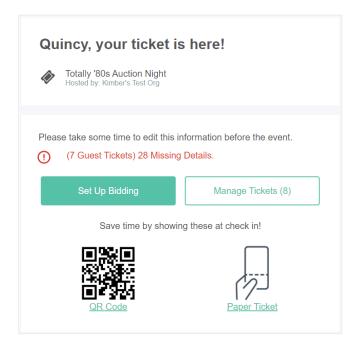## Navigating the Auction Site and Browsing Items

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.
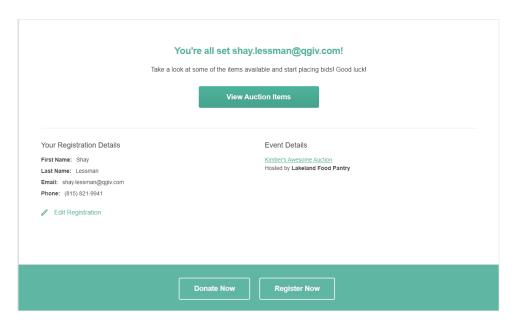

You'll also receive an email of your auction ticket and a link to enter the auction. Look for an email with a subject line that includes, "Your [name of the auction] Ticket."

From	Subject	Received
☐ Lakeland Food Pantry	Your Kimber's Awesome Auction Ticket: Table Sponsorship	just now

The body of the email will also include a **Set Up Bidding** link.

Clicking the **Set Up Bidding** link in the email or on the registration confirmation page will take you to a page where you can edit your registration details.

You can edit your registration details if you want or click **View Auction Items** to bid on items via the web.
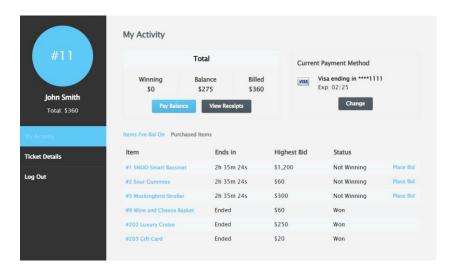
From the Auction Home page, you can usually find the Items page using navigation links at the top of the screen. However, the host organization can customize navigation, so your auction might look a little different.
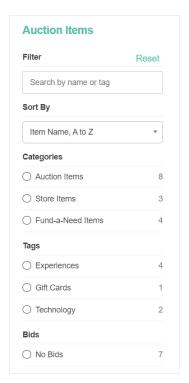

The other major area you'll want to familiarize yourself with is the **My Activity** page. You can access this page by clicking your name in the upper right corner of the screen after you log in.

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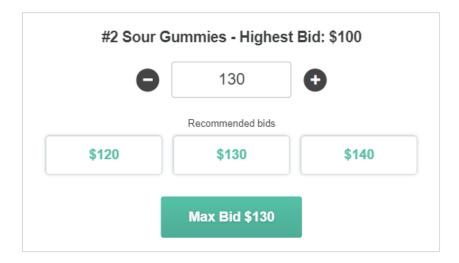
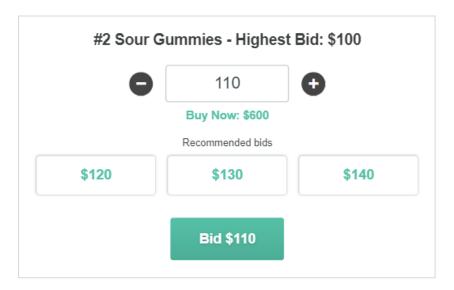Click on a specific item to view the item detail page.

Bidding on Items

From an auction item's detail page, you can bid on the item by clicking **Bid**. Depending on the auction's settings, you may see a few different options for bidding.

If the auction has Max Bids enabled, you can set the maximum amount you're willing to pay for the item. The app to bid for you if you are outbid, up to the amount you specify.

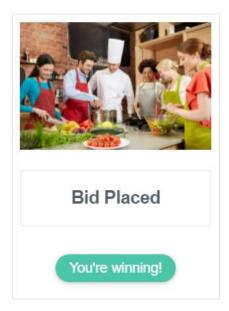If the auction has Traditional Bids enabled, set the amount you want to bid, and the system will immediately set your bid to that amount. If you are outbid, you'll need to enter a new amount to keep bidding on the item.

If the hosting organization has set a **Buy Now** price for the item, you'll see that amount in the bidding modal. To buy the item outright, simply set your bid to the Buy Now price.

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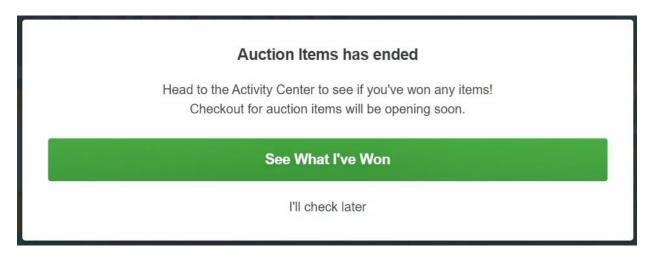
For fund-a-need items, the Place Bid link will be replaced with a link to **Contribute**, and for store items, the link will be labeled **Purchase**.
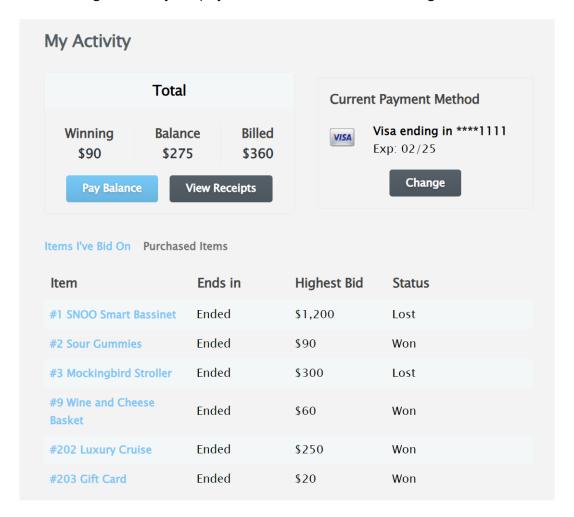
Fund-a-Need   *Store*

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

Checking Out

When an 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.

Auction Items has ended

Head to the Activity Center to see if you've won any items!
Checkout for auction items will be opening soon.

See What I've Won

I'll check later

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

	Total			Current Payment Method
Winning $90	**Balance** $275	**Billed** $360		VISA Visa ending in ****1111 Exp: 02/25

Pay Balance   View Receipts

Change

Items I've Bid On   Purchased Items

Item	Ends in	Highest Bid	Status
#1 SNOO Smart Bassinet	Ended	$1,200	Lost
#2 Sour Gummies	Ended	$90	Won
#3 Mockingbird Stroller	Ended	$300	Lost
#9 Wine and Cheese Basket	Ended	$60	Won
#202 Luxury Cruise	Ended	$250	Won
#203 Gift Card	Ended	$20	Won

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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 link to **View Receipts**. Your receipts will also be emailed to the email address associated with your auction account.

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

Happy Bidding!