

Create Fixed Price Auction Items



Drink Tickets
Live Auction
Bidsheet
bidding



Selling fixed price items ON PAPER

- 1 When entering your donation, **quantity donated = number of items** you've been given by your donor. This value is used to create paper tracking/bid sheets to use during auction.
- 2 Choose **Create fixed price auction items**
- 3 Select the donation you want to convert to a fixed price item by clicking the check box to the left.
- 4 Enter an auction item number, select a section # if applicable and click the Fixed Price Auction Type radio button.
- 5 Use Auction Type: **Fixed Price with tracking/bid sheet**



Moon Rocks

Presented by:
Demo Group
Reach For the Stars Auction

Limited To 20 Winners

Price: \$25

Donated by:
Mark Watney

Description
Moon Rocks - Bring a piece of space home with you!
20 moon rocks are available at fixed prices.

To purchase this item, write your bidder number on any available line below.

Bidder #	Item#	Bidder #	Item#
367	A117	360	A118
_____	A119	_____	A120
_____	A121	_____	A122
_____	A123	_____	A124
_____	A125	_____	A126
_____	A127	_____	A128
_____	A129	_____	A130
_____	A131	_____	A132
_____	A133	_____	A134
_____	A135	_____	A136

Show: ☐ All ☒ Fixed Price ☐ Top N Win

✓ Select one...

Cash Pledge

Fixed Price - with printed bid sheet or tracking sheet

My option isn't here!

Live Auction Tracking Sheet

Demo Group - Reach For the Stars Auction

Item Number	Bid Winner	Amount	Auction Item Title
A2	100	\$3500	Lift Your Spirits
A3	212	\$2700	Hit the Slopes in Style!
A137	143	\$7000	Blissful Escape Along Hawaii's Kohala Coast
A140	199	\$1900	Las Vegas Will Amuse and Amaze!
A4	205	\$4500	Ocean Front Cabo Condo for 5 Nights