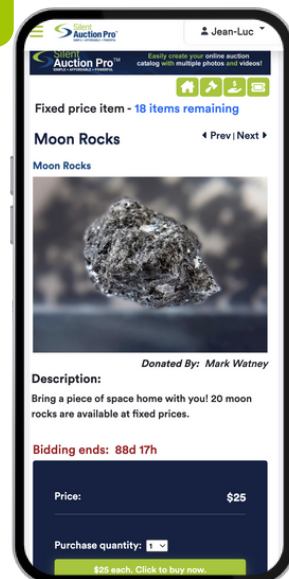


Create Fixed Price Auction Items

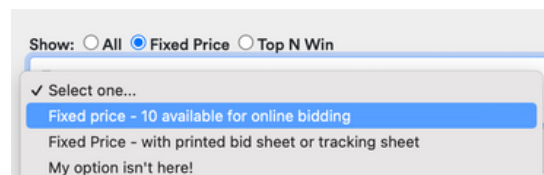


Spirit Wear
Dress Down Day,
Sign Up
Parties

Selling fixed price items ONLINE



- 1 When entering your donation, no matter how many you plan to sell, enter Quantity = 1
You will assign the quantity when converting into an auction item.
- 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 Create a fixed price auction type with appropriate quantity selected, or choose the appropriate Auction Type from the menu.



PRO TIP

The system will create an Auction Type name for you once you select the quantity!

[Need to create items with tracking sheet?](#)

Edit an Auction Type

Type name: Fixed price - 15 available for online bidding

Is priceless? ☐ Yes ☒ No (Show Value as "Priceless")

Fixed price for online bidding? ☒ Yes ☐ No (Fixed price item. 15 items available.)

Top n Bidders Win for online bidding? ☐ Yes ☒ No (Allows bidding and the top 15 bidders win.)

Show bidder name? ☐ Yes ☒ No (Will show the high bidder's name or all bid winners if multiple winner / fixed price type.)

Is biddable? ☒ Yes ☐ No (For printed bid sheets or bidding enabled in online bidding)