



Creating auction items starts with entering the in kind donations given to your organization, individually by donor.



[View the Enter/edit Donations video](#)

1 Enter donation by searching for donor

Donors & Donated Items > Enter Donation

1. **SEARCH** for the donor who gave you the item you're entering. If you've already entered some donation, the donor's name could be on the page. If you don't see the donor's name, click the Search button to be sure you're not duplicating an entry.
2. Once you have found the desired donor (or entered the donor if they don't exist) click the **Add/Update Contact** button at the bottom right corner of the page to add the donation.
3. Enter the donated item's information: title, description, restrictions, auctioneer notes, item category, value and quantity.



Value = cash value of this item, NOT minimum bid...how much does it cost to buy this item

Quantity = enter ONE unless you selling this item via volunteer or on paper bid sheets

4. Upload up to 5 images/videos. **SEE PRO TIPS BELOW!**
5. Click the **Add donation** button.
6. If you need to edit a donation, head back to the All Donated Items list and click the D number of the item you need to edit.



Donation images become auction items images - do it right the first time!

Turn that phone and take your photo in LANDSCAPE ORIENTATION!

If your image isn't the right size, use a graphics program like Canva to create a 1024 x 768 px canvas on which you can drop your image onto a background that will fit the rest of your auction catalog!

[Click me to see a quick video tutorial!](#)



[Take me to the Donation Images QRC!](#)

