

# Enter Auction Results / Cash Pledges



record paddle raises, live auctions, event game results

### **Record results on printed tracking sheets**

Write the bid winner's number and cash pledge in the appropriate fields on the relevant tracking sheets (paddle raise, live auction, drink tickets, etc.)

 Click me to review Prepare Tracking Sheet QRC



#### Live Auction Tracking Sheet

Demo Group - Reach For the Stars Auction

Item Number	Bid Winner	Amount	Auction Item Title
A2	100	\$1500	Lift Your Spirits
A3	212	\$2700	Hit the Slopes in Style!
A4			Ocean Front Cabo Condo for 5 Nights
A137			Blissful Escape Along Hawaii's Kohala Coast
A140	361	\$3600	Las Vegas Will Amuse and Amaze!

Check In & Check Out > Enter Auction Results / Cash Pledges

#### Enter results on tracking sheet into Silent Auction Pro

- Live auctions games drink tickets
- 1. Click Check In & Check Out > Enter Auction Results / Cash Pledges
- 2. Click Enter/edit/delete bid results button.
- Enter the auction item number, winning bidder's number and final amount bid for this item
- 4. Click Enter Bid button.

<ul> <li>Auto-increment auction item num</li> </ul>	bers				
Enter Auction Number	Enter Bidder Number	Enter Final Bid Amoun	Enter Final Bid Amount		
A 15	104	\$ 15000 Bought b	\$ 15000 Bought by Buy-It-Now!		
Reference information on this item:					
Auction item title:		Min Bid:	\$100		
Ride in the Pork Chop Express		Value:	\$1000		
		Buy It Now:	\$-		



- 1. Click Check In & Check Out > Enter Auction Results / Cash Pledges
- 2. Click **Enter/edit cash pledge** button.
  - 3. Enter the donor's bid number and the pledge amount
  - 4. Click Enter Pledge button



# Entering cash pledge results in real time? 1. Click Enter/edit cash pledge button.

- 2. Enter the donor name or bidder number and donation amount
- 3. Click Enter Pledge.

## SUPPORT@SILENTAUCTIONPRO.COM



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