

CFF Auction Electronic Bidding

Accessing Electronic Bidding

- During Registration, you will be sent a text and/or e-mail to log in
- You will be required to provide an e-mail address for receipting purposes

Searching for Items

- **Browse the Catalog & Bid**
 - Use **Show All** or search by *catalog number, catalog name* or *category*
 - Click on an item to see the *description, restriction, donor information, minimum bid, minimum raise, and current bid*
 - **Add to Watchlist** to receive alerts and view an item from your Watchlist
 - Use the **Home** button to navigate to the home screen. If you accidentally **Log Out**, you will need to log in again via the link in your text or e-mail
- **Items Watching & Bid On**
 - Keep track of items that you have bid on or that you have added to your Watchlist

Bidding on Items

- Access an item to bid on it from either the **Browse Catalog & Bid** button or the **Items Watching & Bid On** button, or by clicking directly on an alert about that item
- Once in the item, click on the “**Bid \$<Amount>**” button to bid the minimum. Then hit **OK** to confirm
- To bid an amount other than the minimum, type in the amount in the **Bid Other Amount** field, then hit *Done* or *Go* on your phone’s keyboard. The “**Bid \$<Amount>**” button will change to what you have entered. Click on the button, then hit **OK** to confirm
- To set a Maximum Bid, select the **Set Maximum Bid** button. Choose the highest amount you wish to bid. Your bid will automatically be set at the *Starting Bid* or *Next Bid* amount. If other people try to bid, your bid will increase until you reach your max bid

Checkout

- To see if you have won any items, view your items via the **Items Watching & Bid On** button. Or, go to **Checkout** at to see a list of all items assigned to you
- When all items are assigned, you will receive a text or e-mail alerting you that items require payment. You can checkout directly via the link included in the text or e-mail
- To pay with a pre-registered card, select **Pay Now**
- To change your pre-registered card, choose “*I would like to use a different payment method,*” then choose **Credit Card** and enter in your card. Then hit **Submit Payment**
- If you have not pre-registered a card, select **Credit Card** and enter in your card number. Then hit **Submit Payment**
- You will receive an e-mail receipt upon submitting payment.