

# GoBid

Coming to a (computer) screen near you



## Administration Toolkit



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## Administration Toolkit Contents

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# Your Starting Point

This Toolkit provides you with the basic information and instructions to get your auction organized and items posted. But it may not cover off all the questions you have. So be sure to check out the Help link in the *Manage your Auction* section of our Administration site, or feel free to give us a call or email your GoBid representative – you’ll find a contact sheet at the back of this toolkit.

Before we get into some of the detailed technical information, there are a few steps you need to take first:

## Setting up your Auction

Your starting point is our *Charity Administration Site* that you can find at [www.gobid.ca/administration](http://www.gobid.ca/administration) (you can also access it through [www.gobidcharities.ca](http://www.gobidcharities.ca)). In both cases, you’ll need to enter the GoBid passphrase (“dibog”).

Once into the Administration home page, select the *Set-up Account* button. That will take you to a page called *Create Your Auction Account*.

Here you’ll be entering basic information about your organization – in essence, it’s your account profile. For most of this form, the information you enter can be changed later through the *Manage Account* section. The exception is outlined in the next section.

Also important here is the set-up of your own userID and password. From here on in, the userID and password you create will allow you to get into the *Manage Auction* section – you’ll still need the original passphrase to get into the Administration site, though.

## Selecting your Auction Dates & Times

As part of this account profile page, you’ll be asked to enter an auction start date & time, and end date & time, in Pacific time. After initial discussions with you, GoBid will provide these dates to you.

You will not be able to change this information once you have entered it, so please be sure it is correct. In the event the information needs to be changed, GoBid Technical Services ([support@gobid.ca](mailto:support@gobid.ca)) will make the changes for you.

Once you’ve filled in this profile page, just press the submit button at the bottom of the page.

## Auction Account Approval Process

Once you have submitted your account profile, your account will be activated and you will receive an email from GoBid confirming your userID and password. Please save a copy of this email for future reference.

GoBid reserves the right to decline an account if the information provided is incorrect or false.

Once your account has been approved you may login to the *Manage Your Auction* page ([www.gobid.ca/administration](http://www.gobid.ca/administration)) and view your features. You can add items at any time prior to or even during the auction.

# Managing Your Auction

## Getting Into the System

To log in so you can manage your auction, please return to [www.gobid.ca/administration](http://www.gobid.ca/administration) (remember, you'll still need the "dibog" passphrase), and click *Manage Auction*.

Enter your account userID and password to access the management option page.

## Oops – Need a Password Reminder?

If you have forgotten your password, click the *forgot your password?* link on the log-in page.

To retrieve your password you will need to provide just your email address. Your information will then be emailed to you. Then just pick up where you left off.

## What You Can Do Once You're There

Once you're into the Non-Profit Admin Section, you'll be able to carry out any of the following functions:

- Add items
- Item maintenance (edit/remove items you've already added)
- View your auction stats
- Edit your auction profile
- Update your auction template
- Access our help section
- Print a master list of all items and descriptions

## Adding Items

This section allows you to add items to your auction. All items entered prior to your auction start date will be stored in our database but will not display until your auction begins.

When you visit this page, you'll find some instructions on uploading images. Scroll down a bit and you'll see the fields you need to fill in. Here's a guide to filling out those fields.

The screenshot shows a web browser window with the URL `http://www.gobid.ca/cgi-bin/pre_add_item.pl?screen=demo`. The form contains the following fields and callouts:

- Item Category:** A dropdown menu with "Art Gallery/Museum" selected. Callout: "Select the category of item from the drop-down menu".
- Item Title:** A text input field with a "Characters remaining: 100" indicator. Callout: "Name your item, making it as appealing as possible (eg Weekend Getaway)".
- Item Description:** A large text area with a "Characters remaining: 325" indicator. Callout: "Briefly describe your item here – here's your chance for the big sell (up to 1,000 characters)".
- Start Date/Time:** "2002-12-01 04:00:00 PDT".
- End Date/Time:** "2002-12-02 01:00:00 PDT".
- Starting Bid:** A text input field with a "\$" symbol. Callout: "Where do you want to start the bidding? Make it worth your while but don't price it out of reach and interest right off the bat."
- Bid Increment Amount:** A text input field with a "\$" symbol. Callout: "Set the bid increment amount relative to the overall value of the item. For example, you might set this at two dollars for an item worth \$50, so that a bid of \$38 can be beaten by a bid of \$40. But a \$1000 item might have an increment of \$25-\$50."
- Donor Item Fee (optional):** A text input field with a "\$" symbol.
- Photo Upload (optional):** A "Browse..." button. Callout: "Photos sell items! We advise you to get them and then use this function to load them onto our server."
- Company Name:** A text input field. Callout: "Provide the donor company name, Web site address and logo in these three areas. You can include up to two logos and links for the donors."
- Company URL (optional):** A text input field.
- Company Logo Upload (optional):** A "Browse..." button.
- Actual Retail Price (optional):** A text input field with a "\$" symbol. Callout: "Include the actual retail price if you'd like".
- Charity City:** A dropdown menu with "Victoria" selected. Callout: "Tell us where your charity is based and where the item will be picked up or delivered from".
- City where item resides (for pickup/ship from):** A dropdown menu with "Victoria" selected.
- Team Name (optional):** A text input field.
- Team URL (optional):** A text input field.

A "Submit" button is located at the bottom of the form.

## Item Maintenance (Editing/Removing Items)

Once you have added items, you may edit or remove them at anytime. Entering this section will allow you to view your items. Simply find the item you want to work on and select either the pencil (for editing the item) or the scissors (for removing it altogether).

**Editing Items:** once you click the pencil, you'll be taken to a page just like the one described on the previous page – only all the original item information will already be there. Just enter the new information you wish to use and re-submit.

**Removing Items:** you will be asked to confirm the deletion by clicking 'yes' or 'no'. *Yes* will delete the item and redirect you back to the item maintenance section. *No* will redirect you back to the item maintenance section, without any changes to the item.

### IMPORTANT

**Please make sure you do not remove an item that already has a bid on it.**

## Auction Statistics

This section gives you a snapshot of your auction and allows you to view your earnings. You'll find information (eg how many times it's been viewed, how many bids, current bidding price, etc.) about each item, plus a summary of the auction totals.

## Edit Your Account Profile

This section will allow you to edit your GoBid auction account profile that you filled in earlier (see page 1). Some fields may not be changed, such as organization name and account userID. But this function is helpful if you need to change any organization contact information or your account password.

## Help Section

If you need help with any of the functions described in the previous pages, click on this link. You'll find instructions to guide you through the functions, plus additional tidbits of information.

If you require more information or are having trouble with some of the terminology used in the Help Section, please contact GoBid Technical Services at [support@gobid.ca](mailto:support@gobid.ca).

# CONTACT

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## GENERAL:

Charity information Web site:  
[www.gobidcharities.ca](http://www.gobidcharities.ca)

Charity administration Web site:  
[www.gobid.ca/administration](http://www.gobid.ca/administration)

Email:  
[info@gobid.ca](mailto:info@gobid.ca)

Technical Support (email):  
[support@gobid.ca](mailto:support@gobid.ca)

Phone:  
(250) 479-3661

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## REGIONAL CONTACTS:

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