



Upload Items from Auction! project to A!Online

Applies to: *Online Auctions and Premium Features with Auction! V4.* In order to be able to easily bring down the results into Auction! after the online event is over, you must start by adding all the items into an **Auction!** project and basketing donations from different donors into silent. All silent items can be uploaded from **Auction!** to the **A!Online** platform. Once the items have been added online, images of those items can be easily attached to the item in the platform so images will appear for the items that are being offered. Once the online auction is over, the results can be brought back into **Auction!** so documents and reports will be available long after access has ended to the online platform.

Considerations:

- i. Item entry in **Auction!**:
 - a. There is no live or silent auction in the online platform: all single competitive bidding items are “auction items” in the platform - so designate all auction items as Silent items in the **Auction!** project.
 - b. Keep the item short description clear and to the point. If it is a gift card, include the item value and the name of the company in the **Short Description**.
 - c. Make sure all regular competitive single winner silent items have a minimum bid AND a minimum raise. If you want a Guaranteed bid for an item, it will be called Win it Now in the platform. The Guaranteed bid amount cannot be uploaded to the site with the list of items but after the upload of auction items the Win It Now amount can be entered manually on the site for each item that needs it.
 - d. If a silent item can be sold more than once (multi-buyer) and it is a competitive bidding item, enter each item separately by duplicating the original item and giving each item a separate bid number.
 - e. Compile any baskets composed of items donated by separate donors in **Auction!**, giving the assembled basket a silent item number.
 - f. If it is not clear who the donor is from the **Short Description**, include the name of the donor in the **Full Description** if the donor does not wish to be anonymous.
 - g. Be clear that the winners must pick up their items or pay for shipping if your organization is not willing to pay shipping costs. Include the pickup information in the home page of the online site and include the same information in the **Full Description** of any item that is absolutely, too large or too fragile to mail.
 - h. Items that multiple people purchase for the same price can also be uploaded online. Before uploading to the site, enter the item as a silent item in **Auction!** with quantity of only 1. The **Minimum Bid** should be the price that each purchaser must pay. There is no **Minimum Raise**. AFTER the items have been uploaded to the online platform, In **Auction!** change the quantity to the actual number available to sell. Click the **Sell Individually as same Item # to multiple bidders** button. This will allow **Auction!** to accept all the winning bid for the item when the online auction closes.

In the online platform, you will edit the item to change it from an auction item to a **Online Buy it Now** item. And you will be able to put in the quantity that are available to sell.

- i. Fund-A-Need items or what is commonly known as a paddle raise donation must also be entered in **Auction!** as a single quantity silent item that has no donor value. Once this item has been uploaded, in **Auction!** change it to an **Unlimited bidders** item.

Also you must change the item type in the online platform to a *online Fund A Need* item. You will be allowed to enter the suggested amounts and any bidder who wants to give you an amount other than the suggested amounts will be able to enter a custom amount.

- j. Keep images for each item clearly labeled as the item number in a separate folder on your computer so the image for each item can be added after the item is uploaded.
- k. You will be able to categorize items in the online platform which will allow your bidders to see items by category if they wish to.

Your **Auction!** project for online bidding only needs to have your items and their donors. Bidders will register themselves to bid online in the online platform. Their names and contact information will be brought into the **Auction!** project automatically along with the winning bids when the online auction is completed.

Step by Step Instructions

1. In the Auction! project on the main Home task ribbon click Data Exchange.
2. In Data Exchange choose Mobile Bidding (even though this is an online auction)
3. Click Items to Mobile
4. Choose the Auction Frogs format
5. Notice the list of items only includes the silent items that only one bidder can purchase.
6. Click Export Now and Save to a location you can find again.
7. Go to <https://admin.asimobile.net/> and sign in.
8. Click the **Manage** button associated with your current online auction
9. In the **Tools** tab choose **Imports**.
10. Click **Upload Online Items**.
11. Choose your saved file and click **Import**.
12. Go to the **A!Online** tab and choose **Online Items**.
13. Edit any item to edit the full description or add an image.

Note: Do not change the item number and short description unless you also edit the item number and short description in the **Auction!** project. These item numbers and short descriptions must match in order to bring the results back into **Auction!** after the online auction closes.

14. To add a new item online in **A!Online**, **Online Items** click **Add Item** and choose whether it is an **Auction** item, a *Buy it Now* item (retail) or a *Fund a Need* Item - you must also enter it in the **Auction!** project and the item number must be the same in both **Auction!** and **A!Online**.