



CELEBRATING THREE YEARS OF CREATIVE THOUGHT HANDBID “HOW TO” GUIDE

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How to Create a Handbid Account

You can create a Handbid account from either the Handbid website or from the mobile app on your smartphone.

NOTE: If you are using a smartphone, you must download the app before the login link will work.

On the Handbid Website

Go to the Handbid Events website: <https://events.handbid.com/auctions/celebrating-three-years-of-creative-thought>

Click the REGISTER in the menu under the event title.

The page “Register for this Event” will show. You will be prompted to enter the following information: first and last name, email address, passphrase, and your cell number. A passphrase is used in place of a password (14 character minimum). There are no special characters required and they are typically more secure. Use something like "I luv rock and roll". We find these easier for users to remember.

You will be asked to agree to terms and conditions. Then click the “REGISTER” button.

Once complete you will have a Handbid account. From here, you can Browse our auction and “fund-a-cause” items here: <https://events.handbid.com/auctions/celebrating-three-years-of-creative-thought/items>

Also, once registered, if you want to bid from your smartphone, you will receive a text message with your Handbid PIN code and a link to login to the app. (NOTE: You must download the Handbid app before this link will work)

On the Mobile App

Download the Handbid app from the App Store or Google Play Store (NOTE: THIS APP IS ALWAYS FREE)

Enter your First Name, Last Name, Email, and Cell Phone Number. Click NEXT. (Note: The cell phone number entered above must be allowed to receive text messages)

You will receive a text message to the cell phone number entered on the first screen. This text will contain a 5-digit pin code.

Enter the five-digit pin code and Handbid will log you into the app.

Select your auction from the list and TAP REGISTER (vs. Browse) to register for an auction and get a Paddle ID assigned.

Logging into My Handbid Account

Once you have created a HandBid account, you can log into your account from either the Handbid website or from the mobile app on your smartphone.

On the Handbid Website

1. Go to our Handbid Events website (<https://events.handbid.com/auctions/celebrating-three-years-of-creative-thought>) and click on the "Login" link at the top.
2. Enter your email and password
3. Click the **SIGN IN** button

What is my password?

If you received an SMS message with your PIN Code, you can use your PIN code as your password. **IF YOU DO NOT KNOW YOUR PASSWORD**, you can reset it by clicking on the "Reset Password" link on the page.

On the Mobile App

1. If you are using the app for the **FIRST** time, you will need to complete the login/registration form. Make sure to enter the **CELL PHONE** number of the device you are using as Handbid will send a text message to that device.
2. Once you complete and submit form, you will receive an SMS with a 5-digit **PIN CODE**. This **PIN CODE** represents your unique login to Handbid. You can also use this **PIN CODE** as your password on Handbid.com.
3. Either type in the 5-digit **PIN CODE** sent to you or click on the link provided in the SMS.
4. Once you enter this code or click on the link the app will take you to a list of auctions to select from.

I Didn't get an SMS with a 5-digit pin code!

Please confirm that you entered the correct phone number on the previous screen and selected the proper country code for your country.

If you still did not get a code, please wait a minute or two. SMS messages can get backed up sometimes with mobile carriers (ATT, Verizon, etc.). If you don't receive a code after 2-3 minutes (it should not be nearly that long), please contact service@handbid.com so they can look into your issue.

I see a list of Auctions, now what do I do?

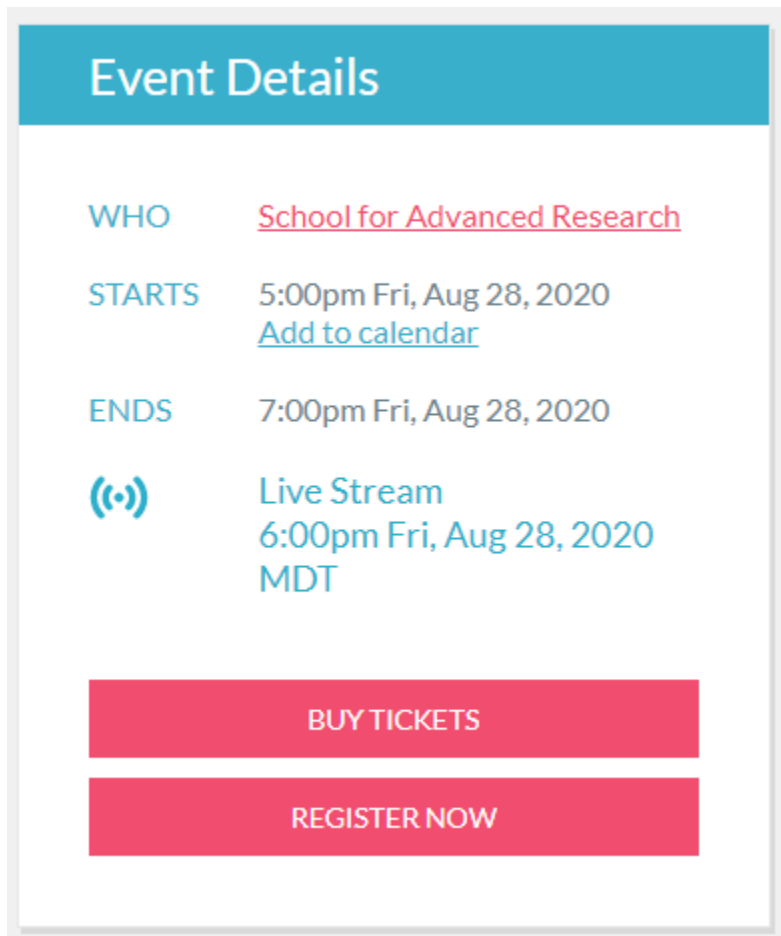
In this list you should find the auction you are attending or plan to attend. You can search for it at the top, sort the list by name, or browse the list. Once you find it, tap on the auction to enter it.

How to Join the Live Event

All you have to do is at 6pm MDT or right before, go to this webpage: <https://events.handbid.com/auctions/celebrating-three-years-of-creative-thought>

Once we go live you will be prompted to go to our live event with a pop-up window.

Another option is to **click the "Live Stream" button** which will become active when we are live on the main event page here:



The image shows a screenshot of an event details card. At the top, there is a teal header with the text "Event Details". Below this, the card lists event information in a clean, modern layout. The "WHO" field is followed by a red link to "School for Advanced Research". The "STARTS" field shows the time "5:00pm Fri, Aug 28, 2020" and a blue link "Add to calendar". The "ENDS" field shows "7:00pm Fri, Aug 28, 2020". A "Live Stream" section is indicated by a blue icon of two speech bubbles, followed by the text "Live Stream" and "6:00pm Fri, Aug 28, 2020 MDT". At the bottom of the card, there are two prominent red buttons: "BUY TICKETS" and "REGISTER NOW".

Event Details

WHO [School for Advanced Research](#)

STARTS 5:00pm Fri, Aug 28, 2020
[Add to calendar](#)

ENDS 7:00pm Fri, Aug 28, 2020

(🗨️) Live Stream
6:00pm Fri, Aug 28, 2020
MDT

BUY TICKETS

REGISTER NOW

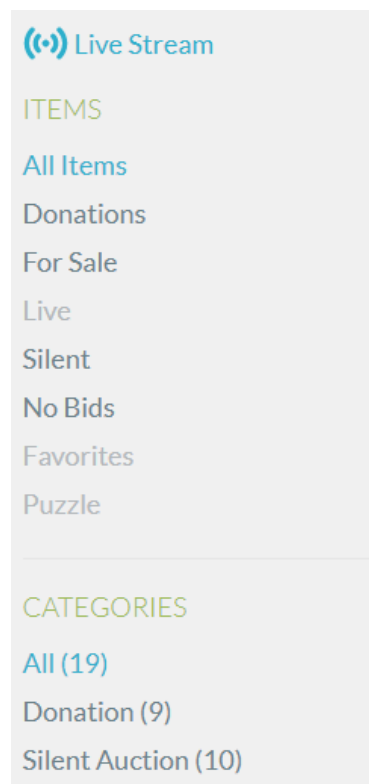
Making Donations on Handbid

There are three ways to make donations to SAR on our Handbid page before, during, and after the event:

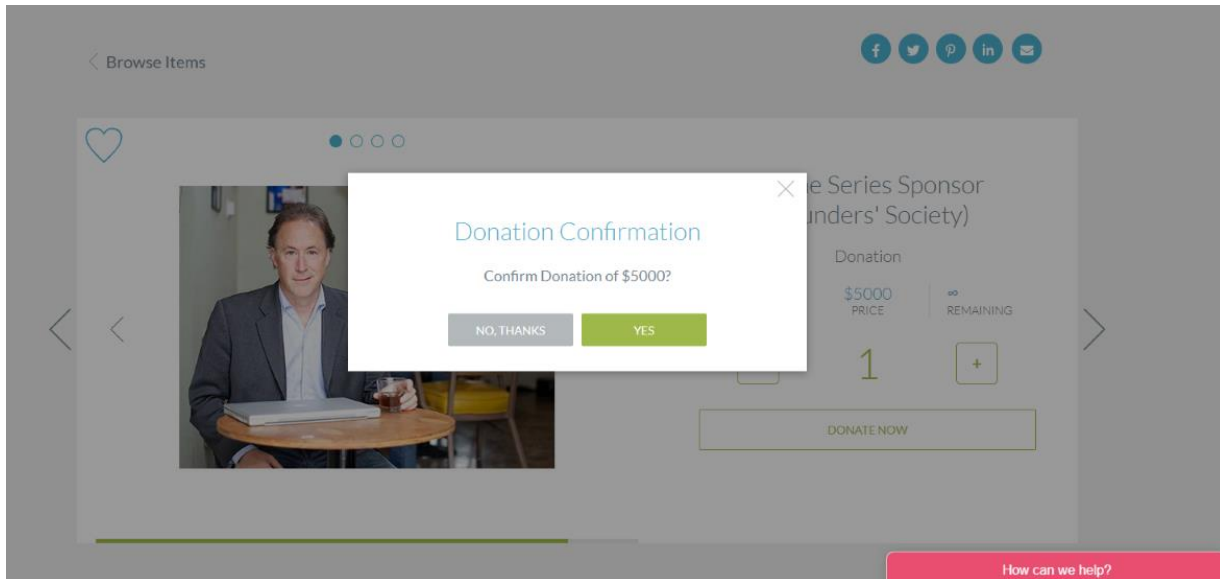
- 1) Click on the “Browse Items” link on the top navigation under the event name in the blue header on the main event page. Then click on the “Donations” link in the left-hand column and select your item.
- 2) You can make an outright donation by going to “Donate” on the top navigation under the event name in the blue header on the main event page.
- 3) You may “bid” on “Donation” items during the live stream event.
- 4) You can donate on the Handbid Mobile App

On the Browse Items Page: <https://events.handbid.com/auctions/celebrating-three-years-of-creative-thought/items>

On this page you will be able to navigate through the CATEGORIES to locate our donation appeal items (Donation) and silent auction items (Silent Auction). You can view all items together (All) as the default view or you can select which items you want to see with the menu on the left side of the screen:



When you select a Donation item and wish to donate at that level, press the green “DONATE NOW” button, and Handbid will ask you to confirm your donation:



Please confirm your donation. This donation will be added to your “cart,” but will not yet be charged to your credit card on file.

Following the event, you will be notified of your “balance due” and you can pay then by credit card or disregard the invoice and pay SAR later. See “Paying Your Invoice” for more information.

You can continue to bid on auction items or make additional donations, which will be added to your cart and tallied at the end of the event.

On the Donate Page: <https://events.handbid.com/auctions/celebrating-three-years-of-creative-thought/donations>

You can also make a straight donation at the amount you wish to give on the DONATE page located on the far-right tab on the blue menu bar just under the event title:



When you have selected your donation amount or typed in a “custom amount” press continue to explore payment options. If you are not logged in, you will be prompted to login or create an account.

Then you will confirm your information and select your Payment preference. **Note, you can pay via credit card or “Pledge” your support to pay SAR later by other means (click middle green button).**

1 - Select a Donation Amount

Donation to Celebrating Three Years of Creative Thought \$500.00

EDIT DONATION

TOTAL \$500.00

2 - Your Information

Lindsay Archuleta
lindsay.a.archuleta@gmail.com
5055144898

EDIT INFO

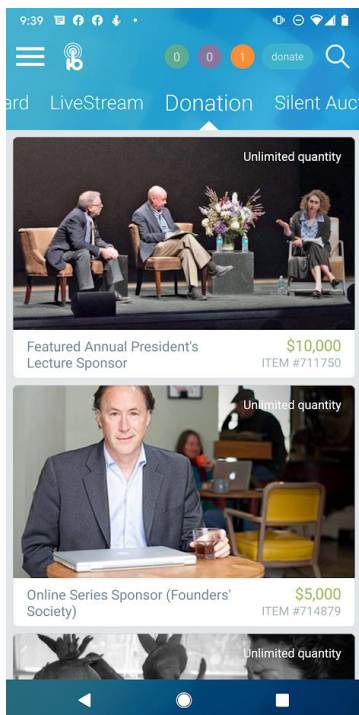
3 - Payment
No cards found

ADD A CARD

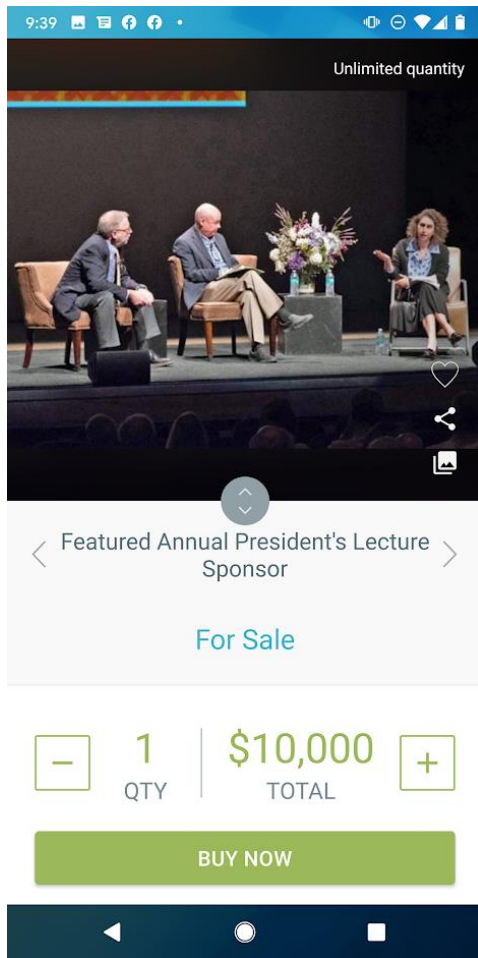
CANCEL PLEDGE CONTINUE

How to Donate on the Handbid Mobile App:

After you open the Handbid app on your phone and find our event (you can search under “School for Advanced Research” if it doesn’t automatically pop up), you can scroll across through the different menu categories available on the app at the top of the screen, until you come to “Donation”:



If you wish to make a donation, click on the amount you wish to give by select that desired donation amount, and then clicking the green “Buy Now” button.



Please confirm your donation. This donation will be added to your “cart,” but will not yet be charged to your credit card on file.

Following the event, you will be notified of your “balance due” and you can pay then by credit card or disregard the invoice and pay SAR later. See “Paying Your Invoice” for more information.

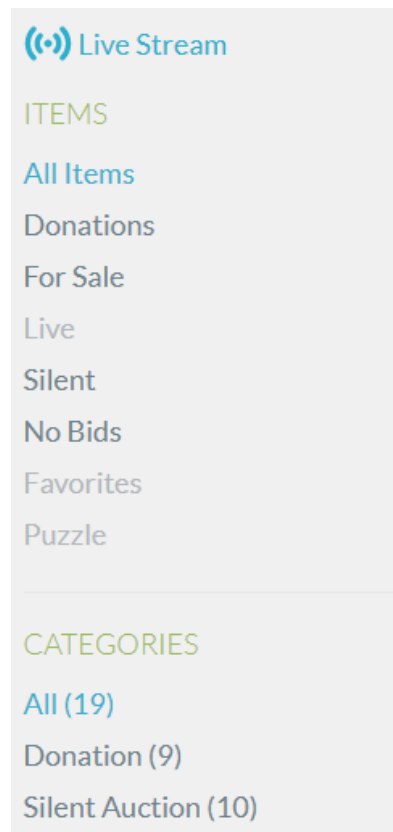
You can continue to bid on auction items or make additional donations, which will be added to your cart and tallied at the end of the event.

How to Bid on Auction Items (including “Donation” and “Silent Auction” items)

How to bid on the Handbid Website:

On the Handbid event webpage, make your way to the “Browse Items” page through your top menu or this link: <https://events.handbid.com/auctions/celebrating-three-years-of-creative-thought/items>

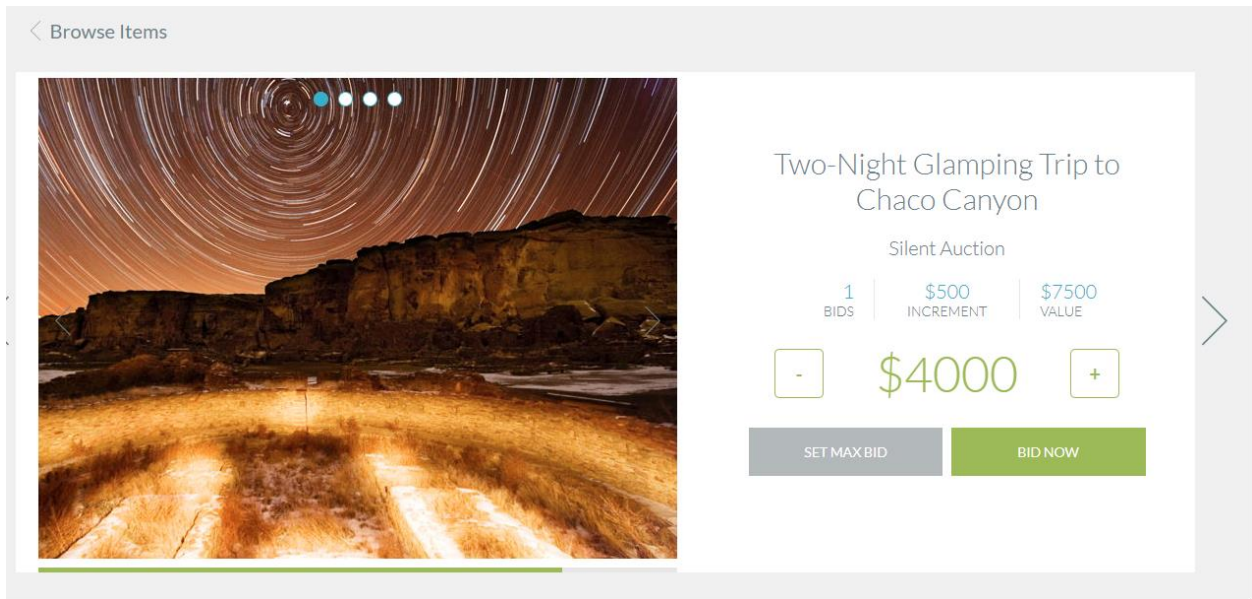
On this page you will be able to navigate under CATEGORIES through our “Fund-a-Cause” items (Donation) and silent auction items (Silent Auction). You can view all items together (All Items) as the default view or you can select which items you want to see with the menu on the left side of the screen:



To view the physical auction items, please select “Silent Auction” to peruse the options available.

If you wish to place a bid, click on the item you’d like to bid on and use the green plus icon below the description to increase amount of bid and select the green place bid button.

You can set a max bid by selecting the green plus button to the highest amount you wish to pay for the item and select the gray max bid button. This will allow bidders to still place bids, but you will have the highest bid until another bidder outbids you.



If you are outbid, you will receive an outbid text message. Once you have won a bid, you will receive a text message notification. You can bid on multiple items.

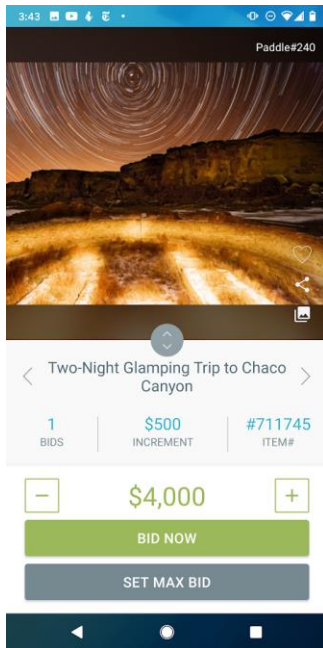
How to bid with Handbid Mobile Bidding App:

After you open the Handbid app on your phone and find our event (you can search under “School for Advanced Research” if it doesn’t automatically pop up), you can scroll across through the different menu categories available on the app at the top of the screen, until you come to “Silent Auction”:



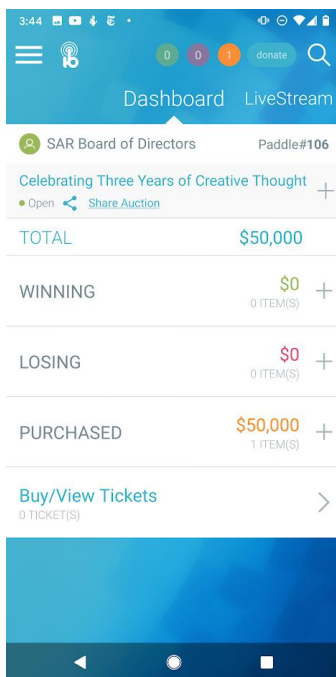
If you wish to place a bid, click on the item you wish to bid on and use the green plus icon below the description to increase amount of bid and select the green place bid button.

You can set a max bid by selecting the green plus button to the highest amount you wish to pay for the item and select the gray max bid button. This will allow bidders to still place bids, but you will have the highest bid until another bidder outbids you.



If you are outbid, you will receive an outbid text message. Once you have won a bid, you will receive a text message notification. You can bid on multiple items.

To go back to the home page, select the HandBid icon on the top left of the screen. To see a list of items you are winning or the ones you've been out bid on, scroll to your "Dashboard" on the far left of your menu options.



Paying Your Invoice

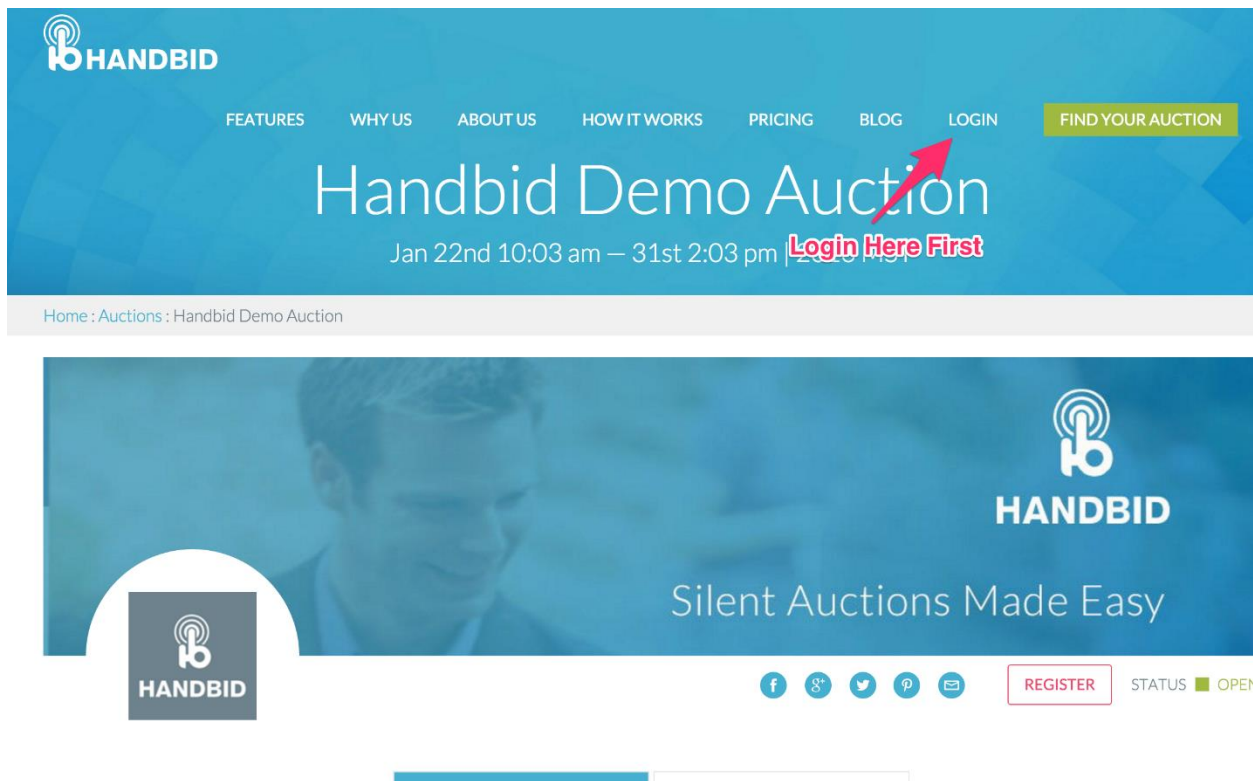
Congrats! You received an email telling you that you have won some items, but you are unsure how to pay.

Here are a variety of ways you can pay your invoice:

Paying Your Invoice from the Web Site

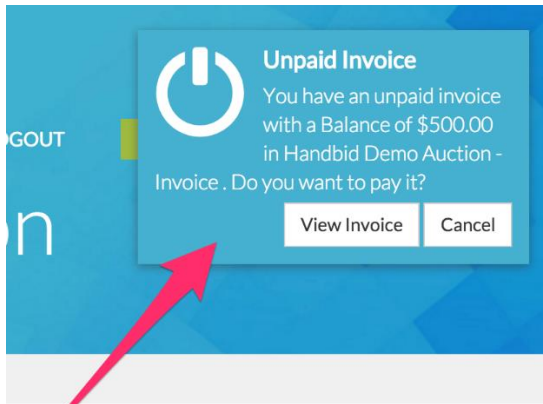
You can also visit Handbid.com to pay your invoice.

Once you get to Handbid.com, make sure you are logged in to your account. If you see the "LOGIN" option at the top, then you are not logged in.



The image shows a screenshot of the Handbid website. At the top, there is a blue navigation bar with the Handbid logo on the left and several menu items: FEATURES, WHY US, ABOUT US, HOW IT WORKS, PRICING, BLOG, and LOGIN. A yellow button labeled "FIND YOUR AUCTION" is on the right. Below the navigation bar, the main content area has a blue background with the text "Handbid Demo Auction" in large white font. Below this, it says "Jan 22nd 10:03 am – 31st 2:03 pm" and "Login Here First" in red. A red arrow points to the "LOGIN" link in the navigation bar. At the bottom of the screenshot, there is a white breadcrumb trail: "Home : Auctions : Handbid Demo Auction". Below the main content area, there is a banner with a blue background and a photo of a man. The banner features the Handbid logo and the text "HANDBID" and "Silent Auctions Made Easy". At the bottom of the banner, there are social media icons for Facebook, Google+, Twitter, and Pinterest, along with a "REGISTER" button and a "STATUS" indicator showing "OPEN".

Once you are logged in, you should receive a prompt indicating that you have an **UNPAID** invoice. There is an option there to view and pay your invoice (this is the fastest way to find it and pay it).



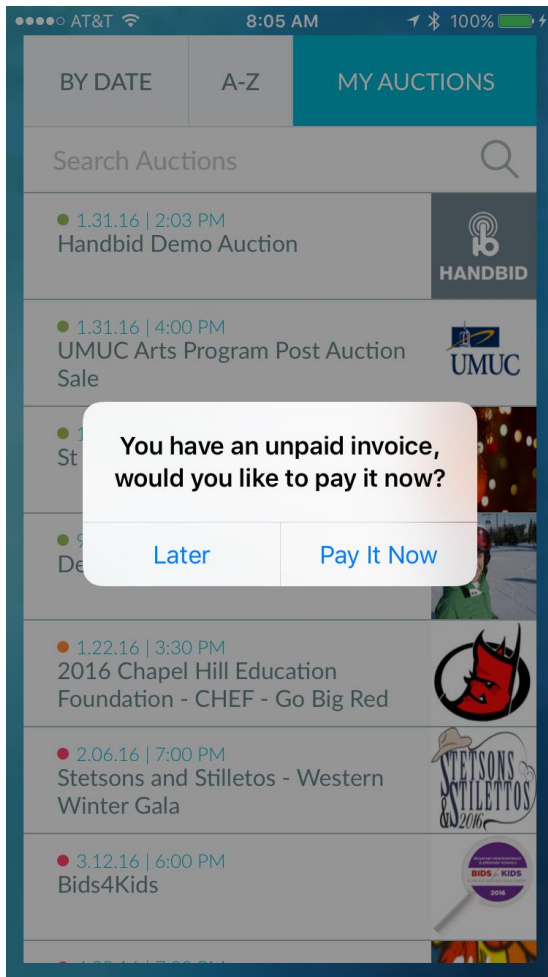
Look for this alert in the top right of the screen after you login

If you don't see this message, you can still check for unpaid invoices by looking in your profile menu. Your Profile menu will display when you select your name highlighted in blue on the upper left-hand side.

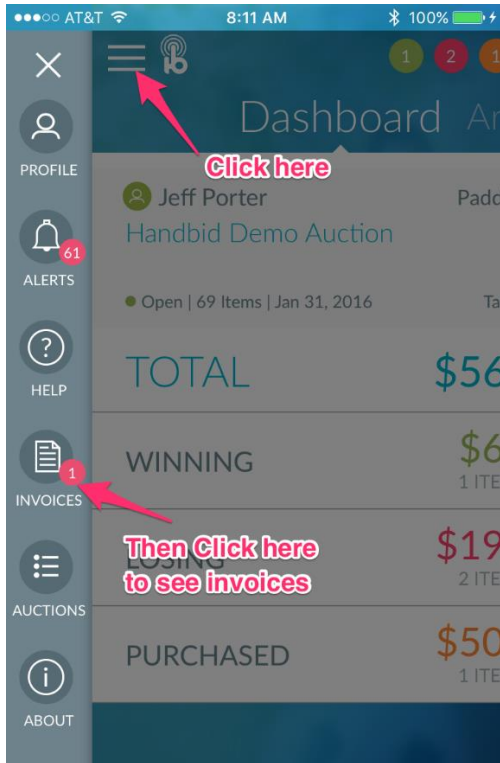


Pay Invoice from the Mobile App

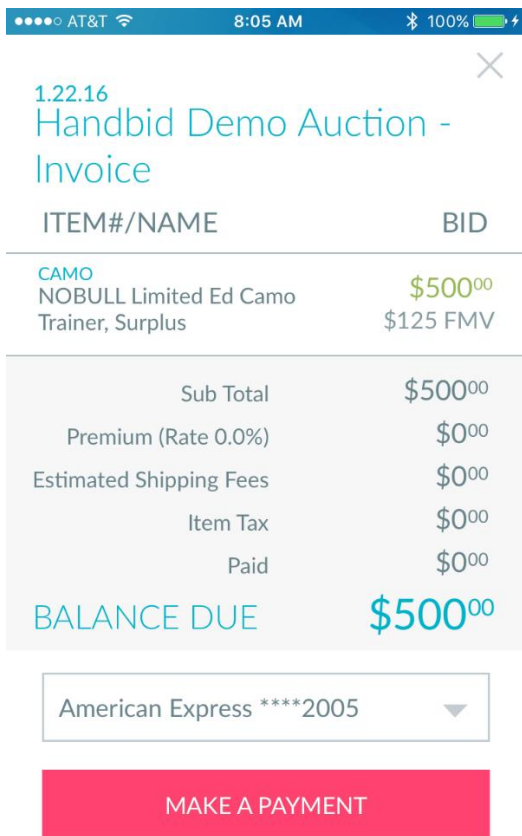
If you bid on the mobile app, you should be prompted when you re-enter the app that you have an unpaid invoice that you need to view and pay.



If you do not see this message, you can still check your invoices. Just enter any auction from the Auction List (you can hit BROWSE if it asks you). Once you are in the auction, tap the Menu at the top left (3 horizontal lines). This will reveal a menu on the left where you can select "invoices."



From here, you can select your invoice from the UNPAID list and then pay your invoice by either using a card you have on file or adding a card from the invoice screen.



“Donate” Now and Pay Later

If you “bid” on a “Donation” item and would like to pay later through some alternative means (such as by check, through a Donor Advised Fund, IRA distribution, stock transfer, etc. or pay in installments), you may avoid payment through Handbid and pay SAR later.

NOTE: Simply leave your Invoice unpaid (as **BALANCE DUE) and we will get in touch with you after the event to discuss your preferred payment options.**

If have any questions about payment, you can contact Lindsay Archuleta at archuleta@sarsf.org.