

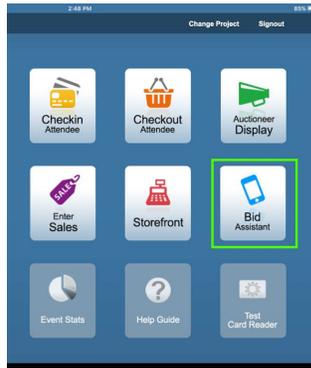
# Greater Giving Online Bidding VOLUNTEER CHEAT SHEET



## STEP 1 of 2—Open Go Time on either a tablet or laptop

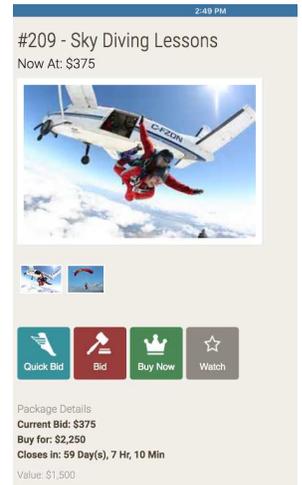
**HINT:** If you don't have access to the internet you will need to access the Wi-Fi via the device settings

- Select the **Bid Assistant** button
- Enter guest's **bidder #** or **bidder name**
- Select **'login'** to go to *Step 2*



## STEP 2 of 2—Place Bids

- Enter package # or keyword in the Search box on the left
- Select package
- Select desired type of **Bid** (see other side)
- Select amount
- Select **'Place Bid'** button
- Select the **'Logout Bidder'** at the top right. You will return to home screen, ready to assist a new guest.



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## Bidding Options



Quick Bid

**Quick Bid** — Bid the next increment listed



Bid

**Max Bidding** — Bidding will automatically continue in favor of the guest until the max bid is reached or until the auction closes. If the bid is lower than the highest max bid on that package, you will be prompted to enter a higher bid.

**Straight Bid**—To place a straight bid, turn the Max Bid feature off and select your desired amount.



Buy Now

**Buy Now** — Purchase the package at the price listed

## Bidding Tips & Tricks

- **Understand the Max Bidding feature**

Communicate the benefits of Max Bidding as you are placing bids for guests

- **Be aware of the My List area**

This area easily allows the guests to view their bidding activity and watched packages

- **LOG OUT AFTER EACH BID!!**

Log out each time to ensure you are not bidding for the incorrect guest