

# Pour are... Demo Account Is this correct? Yes No ClickBid does not share or sell personal information. Use of this sile constitutes acceptance of ClickBid's legal policies located here

# Mobile Bidding Step-By-Step Tutorial

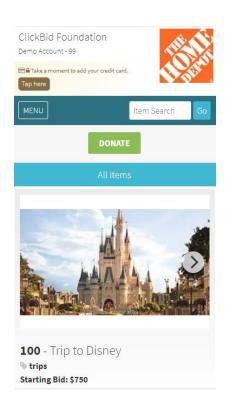
# Step 1: Login

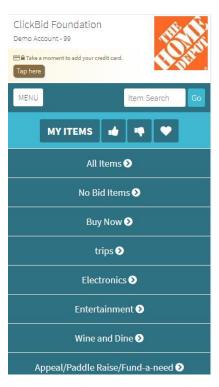
To log into the bidding application, simply enter your bidder number in the box and tap GO. If you don't know your bidder number, try entering your cell phone number and tap GO.

**NOTE:** Our ClickBid mobile bidding does not require any applications to be downloaded.

## Step 2: Confirmation

Once you tap Go or if you received a welcome text, you will be directed to this confirmation page. Tap **Yes** to complete your login. (You may be required to enter a password.)





### Step 3. Home Screen

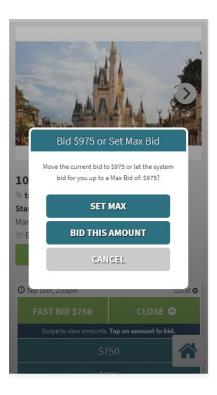
This is your home screen. From here you can view all items, search for a specific item, or make a donation for the fund-acause. You can also add your credit card at any time by tapping the link in the banner below your name.

**NOTE:** If you are ever lost or need to return to this page, simply tap on the house icon in the lower right corner of the screen.

### Step 4. Menu

By tapping on the MENU button in the top left of the screen, you will open up a menu that lists the different categories that you can search by. This includes No Bid Items and items that you can Buy Now. You can also look at MY ITEMS, those you are winning and losing, as well as those items that you have marked as favorites.





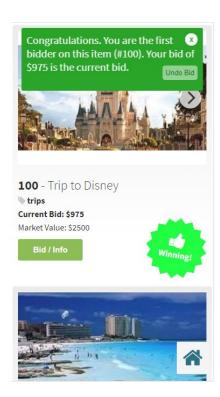
# Step 5: Item Bid/Info

When you tap on Bid/Info for an item you can look at item details, view the bid history, buy now, and place a bid. To place a bid, you can select Fast Bid where the next available bid increment is placed for you or you can select Bid/Set Max and choose the amount you would like to bid.

### Step 6: Confirm Bid Type

Once you have selected a bid, you have the option of which type you would like to place. A max bid will place the next available bid and continue to auto bid for you up to your max amount. A regular bid on the other hand places the bid you select without any auto bids in between. Max bid is great for "set it and forget it" style bidding where you don't want to keep checking on how your bids are going.

\*\*\*Max Bidding may not be available at all events.



# **Step 7: Bid Complete**

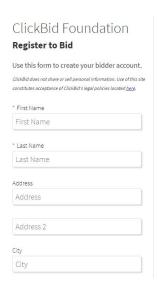
After a bid is submitted, a confirmation banner appears at the top of your screen. A successful bid shows green and gives you information on the status of your bid. An unsuccessful bid shows red and gives you information on the details of the unsuccessful bid.

That's all there is to it. You can continue to browse items, check your bids and even make payments once the auction is complete. Below we have listed additional pages you may visit while using the bid app. If you have any questions about this process, please contact us at: support@clickbidonline.com



### **Checkout Now!**

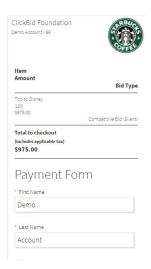
Once the auction is over, winning guests will see a "Checkout Now" link on their phones. Pressing this link will allow them to complete their information and make a secure payment for their winning items.



### Register to Bid

A great way to get up and running with the auction is to register online as a bidder. This will allow you to get signed up right away and be ready when the auction opens. All your contact data is secure and viewable only by the charity conducting the auction.

NOTE: Any payment information is hidden and secure outside of ClickBid servers and resources. No one has access to your payment details at any time.



### **Secure Checkout**

After clicking on **Checkout Now**, you can complete your payment information and make a one-time secure payment for your auction totals. This information is then sent to the organization and you are ready to pick up your items.



### Raise the Paddle!

Give to a specific goal by choosing a predefined amount setup by the charity. You can access this feature by pressing the Donate button on your home screen. Choose an amount or write one in to place your donation.