



CaliforniaSignAssociation



EIGHT EASY STEPS

AUCTION LISTING GUIDE

This handy guide will walk you through, step by step, the simple process to become a CSA Silent Auctioneer (CSA Auction Vendor) and get your first donated product online!

1

MY ACCOUNT

HOME ABOUT LEGISLATIVE STEPS EVENTS MEMBERSHIP PRODUCTS CONTACT LOG OUT

- Dashboard
- Orders
- Subscriptions
- Downloads

SHOP
SILENT AUCTION
AUCTION VENDOR DASHBOARD
AUCTION-VENDOR REGISTRATION

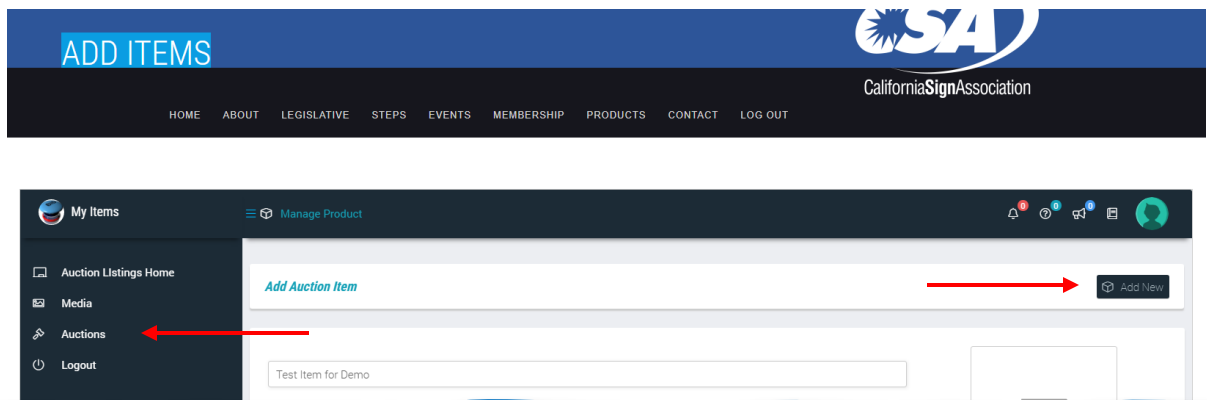
CSA Members and Calsign.org customers: Simply log in to the CSA website. (Click forgot password if need be). Once logged in, you will see your dashboard. Click Products in top menu, then click Auction Vendor Registration from the dropdown.

Follow the simple prompts to complete: Confirm your Profile Details (Page reloads). Then select "Free Membership" for your auction listing status. Click Proceed. Wait for confirmation, then click "Go to Dashboard." You're in! (You can safely *skip* Store Setup Wizard or return later via your "Settings" menu.)

2

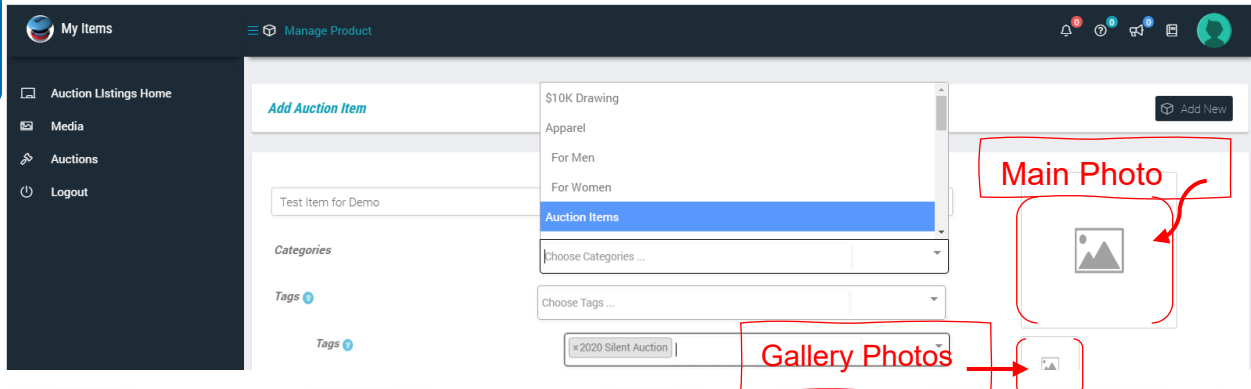
Your Auction Dashboard shows a snapshot of any items you have submitted for bidding. You can Submit at any time, and items will be visible to the public, but the Silent Auction *bidding* won't start until August 3rd. The CSA Silent Auction will close automatically at 5:00 PM on August 25th. **The results will be announced at the exciting Virtual Event scheduled for August 27th.** You can return to your Auction Dashboard at any time via the drop-down menu item "Auction Vendor Dashboard."

3



In your Auction Vendor Dashboard, click “Auctions” and then click “Add New”

4

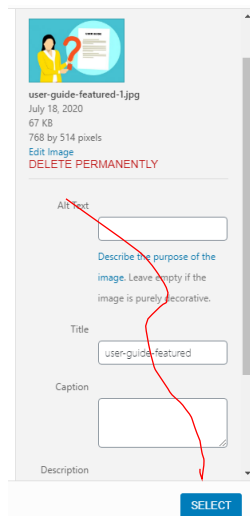


Add a Title, Select “Auction Items” for the category and “2020 Silent Auction” for the Tag. Click main placeholder image to upload a great photo of your product. Gallery images can be added as well, if desired. Load large, clean JPG or PNG images for best results.

*

TIP:

In your media library (during the upload process for your images or PDF files), just make sure you have selected (see checkmark) on the image you want to insert. To the right of that, you will see the selected image (see example). Tip: There is **no** need to fill in any of the other fields such as Alt Text, Title, or Caption. Just simply click “Submit” button.



5

Short Description

ADD MEDIA

B I U “ ABC ☰ ☷ ☸ ☹ ☺ ☻ ☼ ☽ ☾ ☿ ☽ ☾ ☿ ☽ ☾ ☿ ↶ ↷ ↸ ↹ ↺ ↻ 🔗

Want to load an item for the [CSA Auction](#)? Here are your instructions in a simple PDF guide.

Description

ADD MEDIA

PARAGRAPH B I U “ ABC ☰ ☷ ☸ ☹ ☺ ☻ ☼ ☽ ☾ ☿ ☽ ☾ ☿ ☽ ☾ ☿ ↶ ↷ ↸ ↹ ↺ ↻ 🔗

If you want to add an item to the [CSA Silent Auction](#) platform here on this website, this guide will walk you through the simple process. Click link to get your guide in PDF form, and follow the instructions carefully. If you need help, let us know!

- 2 Pages Long
- Auction "opens" on August 3rd
- Bidding ends on August 25th
- Login, register to become an auction vendor, and head to your dashboard.

Option: Highlight a single line, then choose Headline 2 or 3

Add a Short Description and the full-length Description in the fields indicated. Note that you can use bullet points, quotations, and other basic formatting functions. You can even add a headline (where the PARAGRAPH default appears)! Heading 2 or 3 looks great!

6

Shipping

Auction Data

Product Policies

Selling Type

Auction type

Product Condition

Opening Price (\$) ③

Lowest Price to Accept (\$) ③

Buy now price (\$) ③

Start Date ③

Ending Date ③

Bid Increment (\$) ③

Variable Bid Increment

Auction Buy it now **UNcheck!**

Normal

New

2

0

0

2020-08-03 00:00:00

2020-08-25 17:00:00

1

Note: Shipping is an option to note in your description. See the Shipping Tab option in Page 5 of this Guide. It's easiest to include shipping.

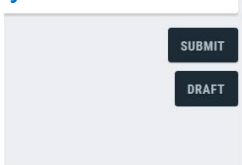
IMPORTANT: **Uncheck** the "Buy it now" option. A Buy It Now option is not appropriate for this type of auction. Please also place a "0" zero in the "Lowest Price" and "Buy Now Price" fields. Choose your product condition, either New or Used. Set a minimum bid increment of 1 (will be dollars, not pennies this way). Bidders will be able to choose any whole number for their bid. And finally, click inside the Start Date and Ending Date fields. See the next page for important information related to those dates.

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IMPORTANT: When selecting **START** date, the date will automatically set to August 3rd. You will need to **slide the Hour, Minute and Second controls** to the “0” position, Done. Click in the auction **END Date** field or calendar icon. The date will then automatically set to August 25th at 5:00 PM. Click Done, you cannot change the End date or time.

8

Click the “DRAFT” button at the bottom of the page to save, or “SUBMIT” to publish. Thank you!



You can click the “DRAFT” button at the bottom of the page to save your product information. You can come back and edit it any time (via Products menu item in your dashboard sidebar.) Clicking “SUBMIT” will push your item to the Silent Auction page. It will go live on August 3rd! To view your published item, click the “eye” icon at the top of your auction product page. Or browse to Silent Auction under “Products” website menu anytime. That’s it! You are supporting CSA and having fun, too! (A few advance options are mentioned on the next page.)

OPTIONAL

*

Shipping Auction Data Product Policies

Weight (lbs)

Dimensions (in)

Shipping class

Processing Time

TIP:

Provide shipping information in your long description, if applicable. You have also the option of selecting the Shipping tab at the bottom of your Auction set up page. Here, you can add dimensions and weight, in case the winning bidder is responsible for shipping and they want to calculate their own cost options. Choose from many ship “processing” times if you plan on shipping the item.

Thank you for supporting your California Sign Association!

