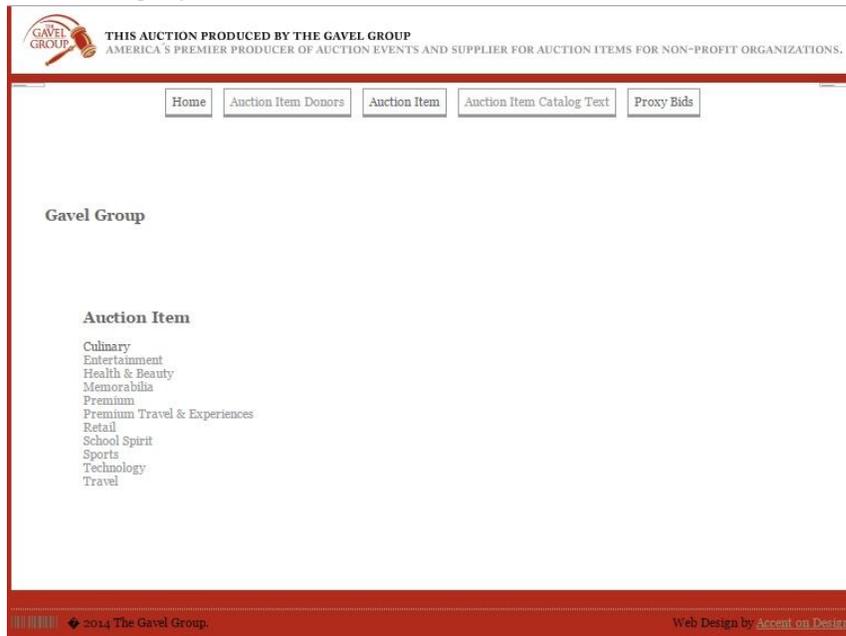


Gavel Group Event Websites Proxy Bidding Instructions

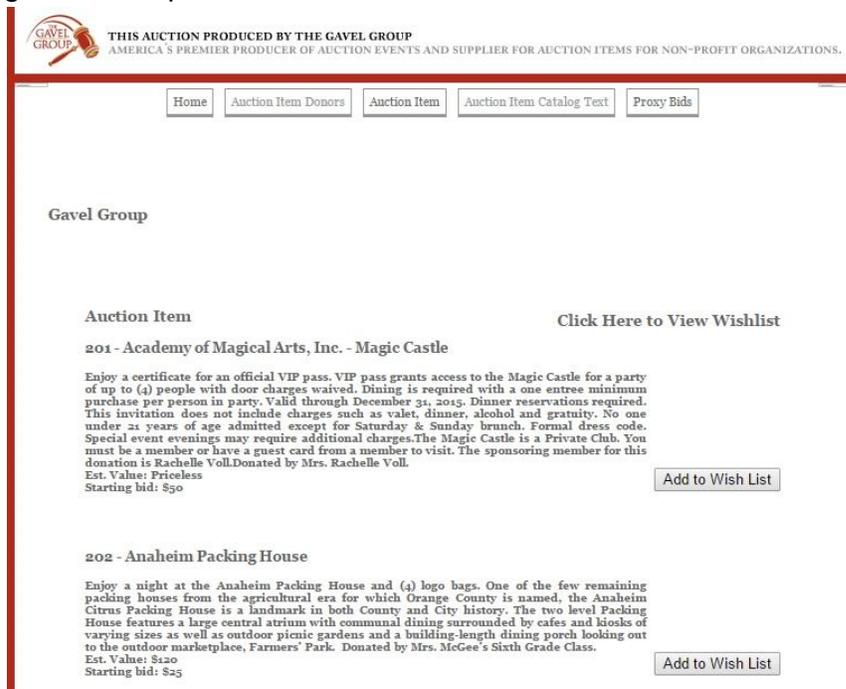
1. From the event website guests can preview and proxy bid on silent auction items by clicking on the AUCTION ITEMS tab at the top.



2. Guests can choose a category to view auction items offered within each event category:



3. Once a Category is selected it will open the screen to show all items offered within that category including the description of the item:



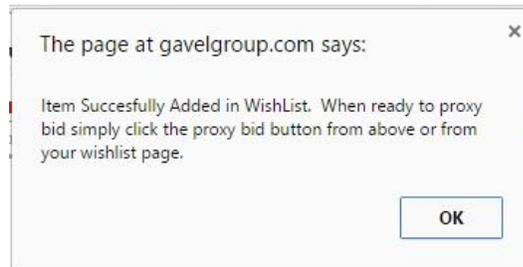
4. Guests can add items to their Wish List by selecting the button ADD TO WISH LIST:

202 - Anaheim Packing House

Enjoy a night at the Anaheim Packing House and (4) logo bags. One of the few remaining packing houses from the agricultural era for which Orange County is named, the Anaheim Citrus Packing House is a landmark in both County and City history. The two level Packing House features a large central atrium with communal dining surrounded by cafes and kiosks of varying sizes as well as outdoor picnic gardens and a building-length dining porch looking out to the outdoor marketplace, Farmers' Park. Donated by Mrs. McGee's Sixth Grade Class.
Est. Value: \$120
Starting bid: \$25

Add to Wish List

5. A confirmation screen will appear confirming the item has been added to the Wish List:



Guests MUST click OK to continue.

6. After the Guests has previewed the categories and added all of the items they are interested in to their wish list, there is (2) options for proxy bidding on the selected wish list items.

a. From the top menu of the website just click the PROXY BID TAB:



b. From within each category the guests can view the Wish List by scrolling to the top of all items and clicking here:

Auction Item

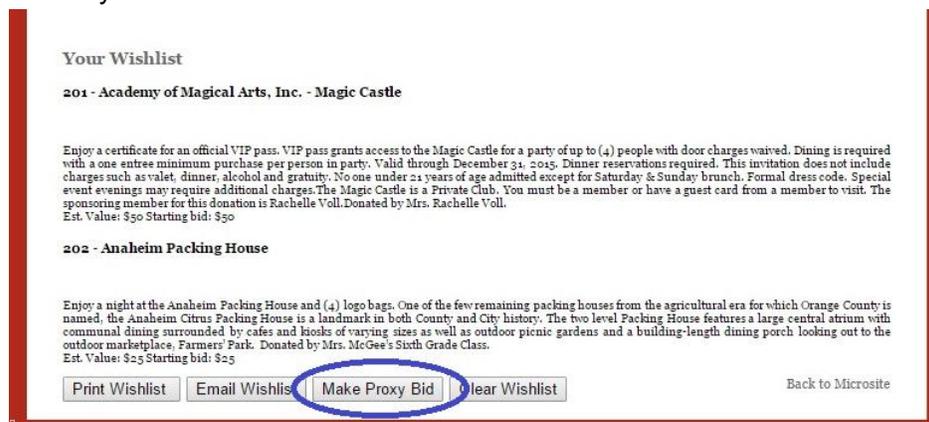
201 - Academy of Magical Arts, Inc. - Magic Castle

Enjoy a certificate for an official VIP pass. VIP pass grants access to the Magic Castle for a party of up to (4) people with door charges waived. Dining is required with a one entree minimum purchase per person in party. Valid through December 31, 2015. Dinner reservations required. This invitation does not include charges such as valet, dinner, alcohol and gratuity. No one under 21 years of age admitted except for Saturday & Sunday brunch. Formal dress code. Special event evenings may require additional charges. The Magic Castle is a Private Club. You must be a member or have a guest card from a member to visit. The sponsoring member for this donation is Rachelle Voll. Donated by Mrs. Rachelle Voll.
Est. Value: Priceless
Starting bid: \$50

Click Here to View Wishlist

Add to Wish List

From within the Wish List screen, guests can choose to print, email, proxy bid, or clear the Wish List. To Proxy bid click the MAKE A PROXY BID button:



7. Once clicking on either PROXY BID or MAKE A PROXY BID you will need to complete ALL Fields and agree to the Terms & Conditions on the Proxy Bid Form:

THIS AUCTION PRODUCED BY THE GAVEL GROUP
 AMERICA'S PREMIER PRODUCER OF AUCTION EVENTS AND SUPPLIER FOR AUCTION ITEMS FOR NON-PROFIT ORGANIZATIONS.

Home Auction Item Donors Auction Item Auction Item Catalog Text Proxy Bids

Gavel Group

Place a Proxy Bid

* Name: John Smith

* Email: smith@sampleproxy.com

* Phone: 949-900-2020

Items: Academy of Magical Arts, Inc. - Magic Castle Anaheim Packing House

Item Name:

CC Type: AMEX

CC Number: 12345678910111213

Exp Date: 1234

Security Code / CVV: 1234

Zip Code: 92630

Message: SAMPLE

I agree to these terms & conditions

Submit

* Required Information

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8. Your Wish List Items selected will be listed under the items on the Proxy Bid Form. Click on the box next to each item and choose the increment from the drop down list that you are willing to pay for that item and once completed all items click SUBMIT:

Items: Academy of Magical Arts, Inc. - Magic Castle Anaheim Packing House

Item Name: Academy of Magical Arts, Inc. - Magic Castle

Price: Priceless
 Starting Bid: 50
 Bid increments: 50
 Bid: \$100

Anaheim Packing House

Price: \$120
 Starting Bid: 25
 Bid increments: 25
 Bid: \$75

NOTE: We will NOT incrementally bid for guests. If you submit a proxy bid for \$100 that will be the bid placed at the event.

9. After clicking submit you will have one last chance to review your bids before submitting your bids. NOTE: Please make sure all bids are completed correctly and accurately as there are NO refunds for any reason and if you are the winning bidder of an item you will be responsible for payment of that item using the credit card provided.

Home	Auction Item Donors	Auction Item	Auction Item Catalog Text	Proxy Bids
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Gavel Group

Review Your Proxy Bids

Name:	John Smith
Email:	smith@sampleproxy.com
Phone:	949-900-2020
Item Name:	Academy of Magical Arts, Inc. - Magic Castle
Bid:	100
Buy it Now:	
Item Name:	Anaheim Packing House
Bid:	75
Buy it Now:	
CC Type:	AMEX
CC Number:	12345678910111213
Exp date	1234
Security Code / CVV:	1234
Zip Code:	92630
Message:	SAMPLE

10. After Proxy Bids are reviewed and submitted all bids will be considered a legal binding bid between the bidder and the non-profit. Winning bidder will be responsible for payment of all winning items, and there are NO refunds for ANY reason. Winning bidder will be responsible for arranging and picking up any winning items from the non-profit, or will be responsible for paying for shipping of the items.