

# HOW TO USE ONECAUSE MOBILE BIDDING

Bring your reading glasses, portable battery charger, and a fully charged phone.

## LOG IN TO ONECAUSE

- A hyperlink will be sent to your cell phone or email (see right)
- You will click on this link which will send you to the auction site
- The first time you log in to OneCause, you will be asked to input a credit card number. **YOU MUST ENTER** your credit card number in order to start bidding on items.

## HOW IT WORKS

- The home screen will then pop up (Figure 1).
  - Now you can begin:
    - Browsing and searching items
    - Creating your watch list
    - Bidding
    - Donating
    - Updating your profile
- Ready to bid on an item?
  - Click on the item (Figure 2)
  - You can bid or add item to watch list (Figure 3)
    - If you hit bid it will ask if you want to set your max bid
    - You can click “yes” and enter your max bid or click “no”
  - Once you place a bid, you must confirm your bid amount (Figure 4)
  - If you are outbid, you will receive a text alert that you have been outbid
- Want to donate?
  - Click on the “Donate” or “Give to i play!” button on the home screen or menu access bar
  - The page similar to the one shown on your left will appear. You can then click on the amount you wish to donate.

Figure 1

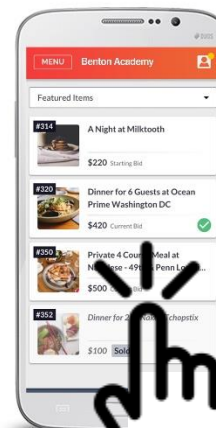
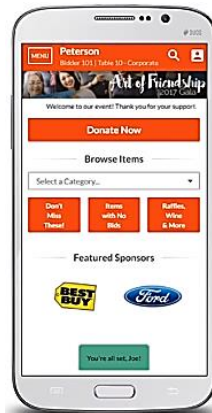


Figure 2

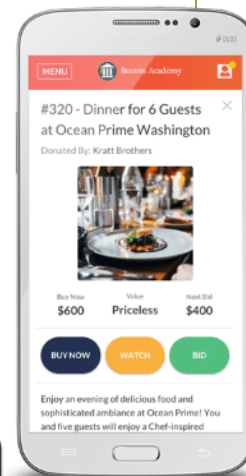


Figure 3

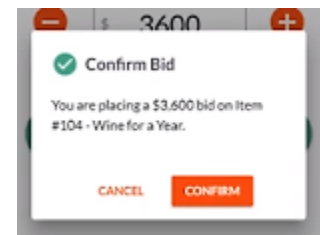


Figure 4

## YOUR PROFILE & ACTIVITY

- Click on the profile button on the top right corner
  - You can edit your profile
  - See your ACTIVITY (Items you are watching, bidding; items won or outbid)
  - You can even see your receipts at the end of the night

## CHECK OUT & ITEM PICK UP

- At the end of the auction, go to your ACTIVITY page to see what you have won
- You can pay on your phone or go to the checkout desk to pay for your items
- Email yourself a receipt by clicking the “email receipt” button
- To pick up items, go to the checkout desk to pick them up. **DO NOT GO TO AUCTION AREA!**
- If you need assistance with taking items to your car please let our staff or volunteers know
- If you have questions do not hesitate to ask at our help stations or watch a “how to” video on <https://www.onecause.com/solutions/mobile-bidding-auction-software/how-to-use/>

