

## Important Getting Started Steps in Text2Bid

After you've uploaded your items to Text2Bid, log in to the Text2Bid Auction Manager using the Login Name and Password from your Text2Bid welcome email. The Auction Manager is used to customize your settings before the event, and it's also used later at the event.

Go to: <http://text2bid.net>

Click the "Log In" link on the top-right part of the home page

### Step One:

Before Event > Advanced > Image Upload:

Use this page to upload any logos or item pictures you wish to use with Text2Bid. This page allows you to add pictures to your Text2Bid library. After you've uploaded pictures, you'll be able to select them on item and settings pages during the next steps. (If you are using MaestroAuction Online, the pictures should already have been transferred when you did the upload from MaestroAuction)

### Step Two:

Before Event > Advanced > Set Event Name and Logo:

On this page, the Auction Name will be the name that displays on guests cell phones, leader boards and kiosks. Select your Event Logo from the list of pictures currently uploaded.

### Step Three:

Before Event > Advanced > Registration Options:

Use this screen to select the bidder numbers option "I want to use a combination of PreAssigned and AutoAssigned Bidder Numbers." Also select any other registration elements you want to require (address, email, etc.).

**Important: The Registration link received from texting 71760 is unique to that bidder. Everyone using that link will be added to that specific bidder number. Do NOT share links.**

### Step Four:

Before Event > Important Settings > Manage Event Timing:

Use the Registration Window tab to select your registration timing. Use the Bidding Windows tab to set the start and closing times for your silent auction sections. If you plan to have different closing times for your Text2Bid items, make sure they're in different Auction Types. NOTE: If you want your event open more than 1 day, go to the Registration Window tab and click on "My Event Will Be Live for More than One Day."

**Step Five:**

Before Event > Advanced > Smartphone Button Configuration:

Make sure to turn off the buttons you are not using and rename the buttons if needed.

**Step Six:**

Before Event > Advanced > Designate Live Preview Items:

If you uploaded or are adding your live auction items into Text2Bid, use this screen to designate your live preview auction. It is recommended that you keep "Include Live Preview in Catalog" as no.

**Step Seven:**

Before Event > Advanced > Assign Images to Items:

After you have added all items and uploaded all pictures, use this screen to assign the pictures to your items.

**Step Eight:**

Before Event > Messages:

Use this tab to schedule your about to close reminder message, set winner notification message and create and schedule thank you message.

**Step Nine:**

Before Event > Sponsors:

Use this tab to set up your event sponsors. Each link under this tab should be reviewed and customized if necessary.

**Step Ten:**

Before Event > Payments:

Add your iATS payment information here and enable revenue enhancers. If you don't want people to pay using T2B at the close of the auction event make sure to tell us you'd like payments turned off.

**Additional Steps:**

Before Event > Advanced:

These steps are essential to customizing your Text2Bid event. However, there are a lot of other customizations available. Review the remaining customization options under the advanced tab and use these options as necessary.

The Text2Bid Team will provide help if you have any advanced questions. Email questions to: [support@text2bid.net](mailto:support@text2bid.net)