



Choral Arts Gala

Online Auction Tutorial

Friends of Baltimore Choral Arts,

Thank you so much for participating in the Choral Arts Gala Online Auction! We are excited to share this virtual experience with you in support of Baltimore Choral Arts' education and outreach programs.

In addition to bidding on several auction items, with our "Raise-the-Mouse" appeal, you can make a fully tax-deductible donation to provide critical resources for these programs.

Below are the rules and procedures for our auction, as well as a step-by-step tutorial for registration and bidding.

If you have any questions or concerns, please email Audience Development Manager Karena Ingram at karena@baltimorechoralarts.org.

Thank you for your support, and happy bidding!

For technical assistance during the auction,
please email Karena@BaltimoreChoralArts.org.

For assistance on Sunday, May 2 from 5-8 pm EST,
please call **607-524-4063**.

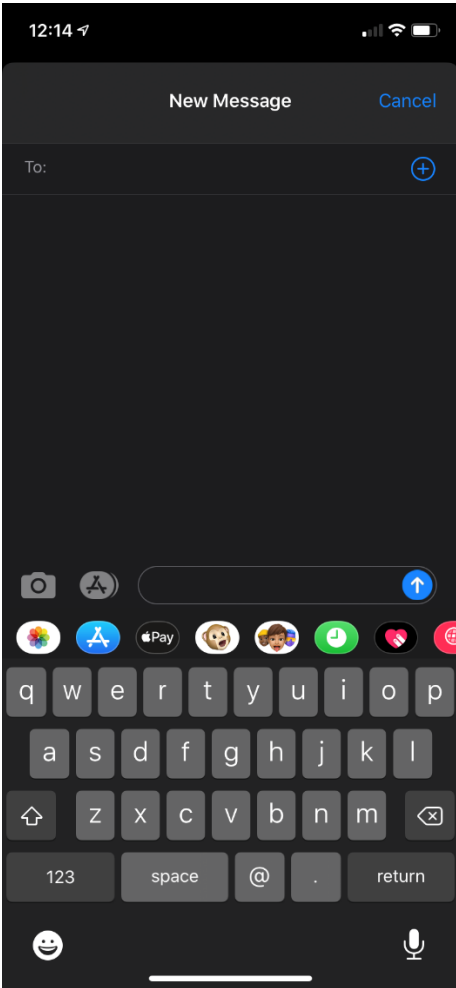
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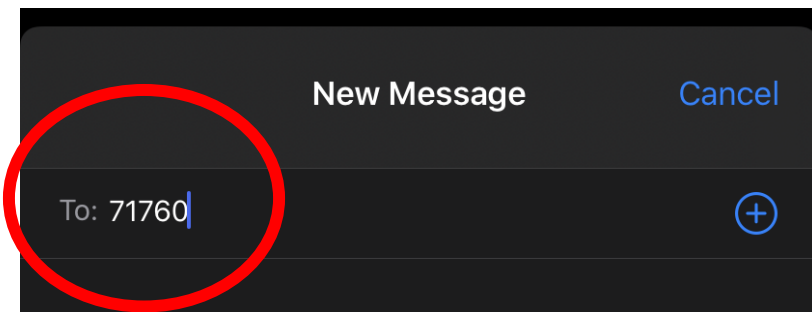
Rules & Procedures

1. **The online auction will be from Friday, April 30 at 9 am EST to Sunday, May 2 at 9 pm EST.**
2. **Participants can register by texting code BCAS to 71760.** You will then be assigned a bidder number. Once you have a bidder number, you will be able to bid on auction items or make a donation through "Raise-the-Mouse" toward Choral Arts' education and outreach programs. **Registration and bidding starts at 9 am on Friday, April 30.**
3. Bidders are required to enter their **credit card information and billing address** during the online registration process, **prior to bidding on items.** If you wish to see items prior to bidding, you can view the auction items on our catalog **here.**
4. First bidders in the auction **must observe at least the minimum bid.** All subsequent bids are as shown. **If you accidentally bid on an item,** please contact Karena Ingram at Karena@BaltimoreChoralArts.org.
5. If an item receives a bid within the **last 5 minutes** of the auction, bidding on that specific item will remain open until 60 seconds pass between subsequent bids.
6. **Winning bidders will receive a text message** after the auction closes with a list of the items they have won. Conversely, you may text WINNINGS to 71760 for your list of items won.
7. **All sales are final.** Please read the specifications carefully for each item. There will be no refunds or exchanges.
8. Unless otherwise stated, **items or services must be used within one year,** at the mutual convenience of buyer and donor.
9. **All resorts, private vacations, and alcohol items are offered to adults 21+ only.**
10. Winners will be contacted after the auction closes to coordinate delivery of their items, whether **by mail, in-person, or pick-up.**
11. We advise you to consult your tax attorney regarding the tax implications of purchases made at this event.

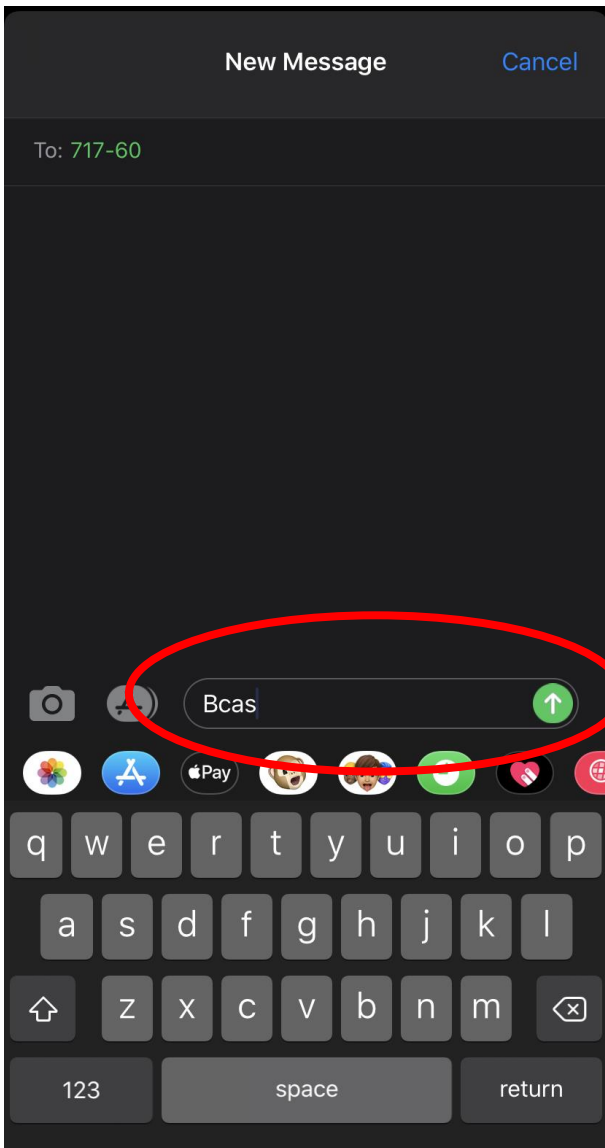
Registration Tutorial



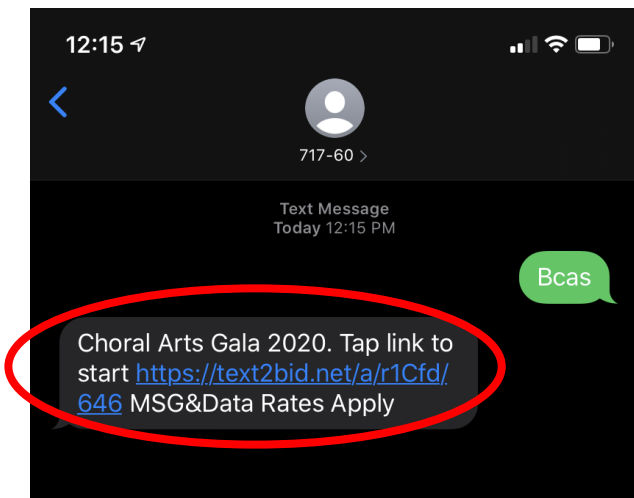
To begin the registration process, open a new text message in your text messaging app.



In the "To:" contact bar, type the number **71760**. Do not hit the + button.



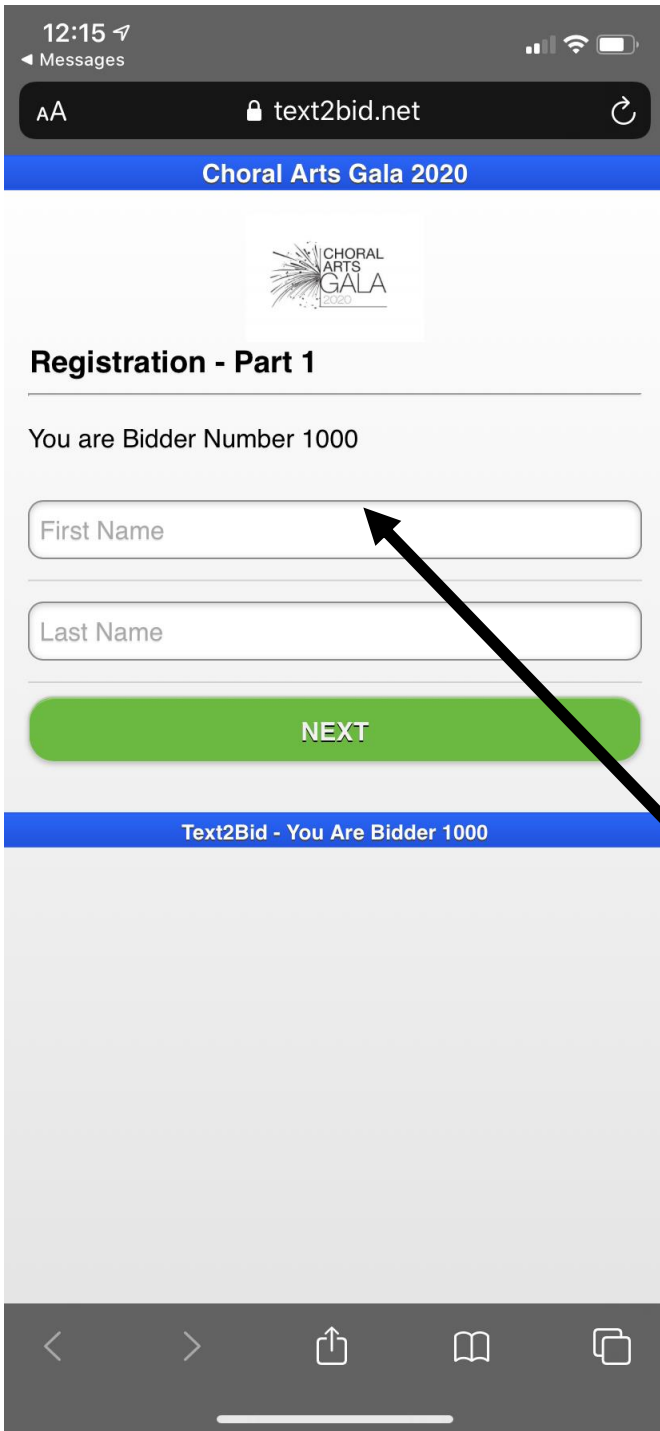
After typing **71760** in the address bar, type **BCAS** in the text message field and press “send” or the “up” arrow. *BCAS is NOT case-sensitive.*



You will receive a text response, as shown in the picture to the left.

Click the hyperlink in the text message to be taken to our special Choral Arts Gala registration page.

This page will automatically open in your phone's web browser after clicking the link.



This is the **Choral Arts Gala Registration Page**.

In order to view the items and bid, you are required to type in your first and last name under the “First Name” and “Last Name” boxes.

Simply click on the boxes to fill these fields in with the required information.

You can see that you will be assigned a bidder number as a part of this step.

After entering your first and last name, please click the green “NEXT” button.

Registration - Part 2

You are Bidder Number 1000

Phone Number - Required

Address - Required

City - Required

State:

MD

Zipcode - Required

Email - Required

NEXT

Next, you will be required to fill in your phone number, address, city, state, zip code, and email address. Once all these fields are filled in, please click the green “NEXT” button.

Choral Arts Gala 2020

Secure Card Registration

You are Bidder Number 1000

CC Number - Required

Month:

03

Year:

2020

Security Code - Required

Complete Registration

Finally, you are required to submit your credit card information in order to participate in the Choral Arts Gala Online Auction.

Your information is secure and will be protected.

You will only be charged after winning items at the close of the auction and clicking the “Pay Now” button.

After filling in your card information, please click the “Complete Registration” button.

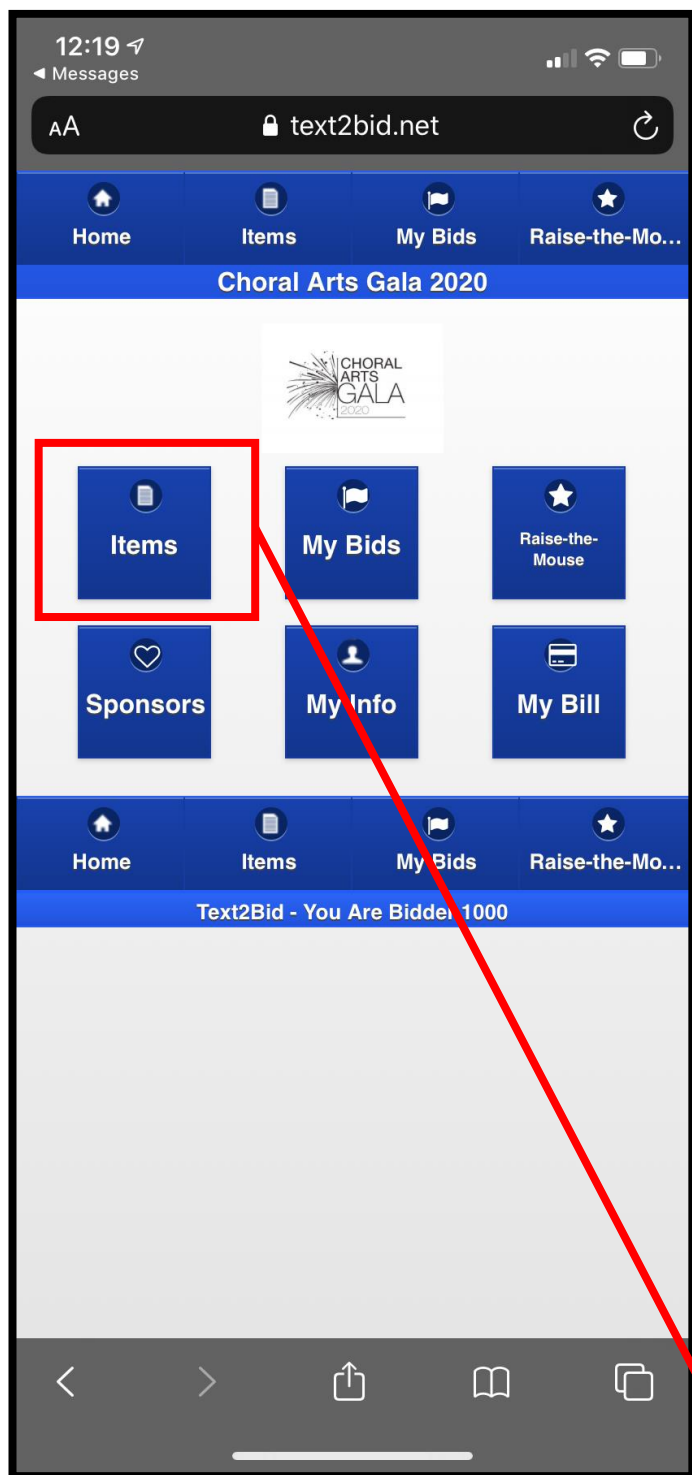
RESULT: Approved!
Auth. Code: 5

Close

Once your credit card has been approved by our system, you should receive a **“RESULT: Approved!”** message. Click the “close” button once approved. **You are now registered for the Choral Arts Gala Online Auction!**

Auction Tutorial

**Welcome to the Choral Arts Gala Online Auction home page!
You can look at the exciting things the Choral Arts Gala has to offer.**



In **“Items”** you can preview, watch, and bid on all of our auction items.

In **“My Bids”** you can keep track of all the items you’re bidding on, donations you have made, and items that you have won.

In **“Raise-the-Mouse”** we have re-created our “Raise-the-Paddle” appeal we do for our education and outreach programs. You can make a fully tax-deductible donation here.

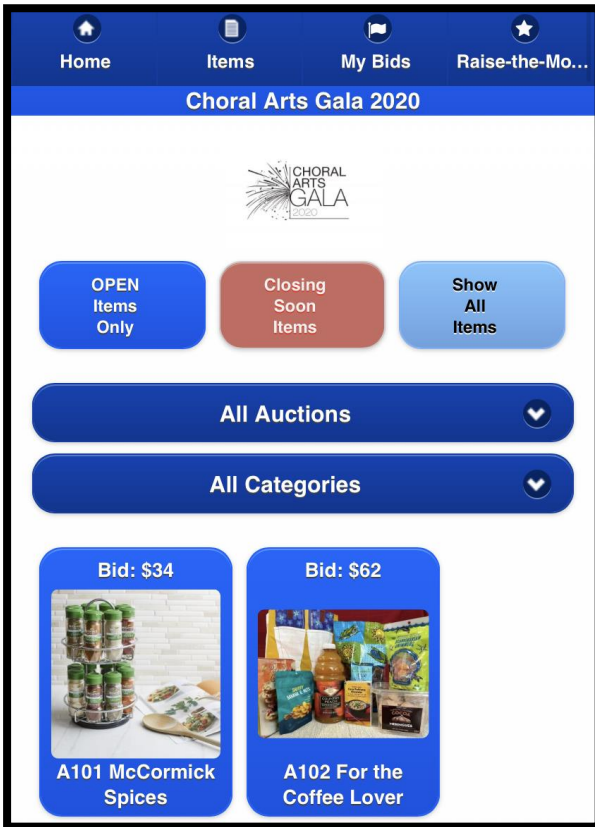
In **“Sponsors”** you can view all of our wonderful sponsors who have helped make this online event possible.

In **“My Info”** you can review your name, bidder number, and access support contact information.

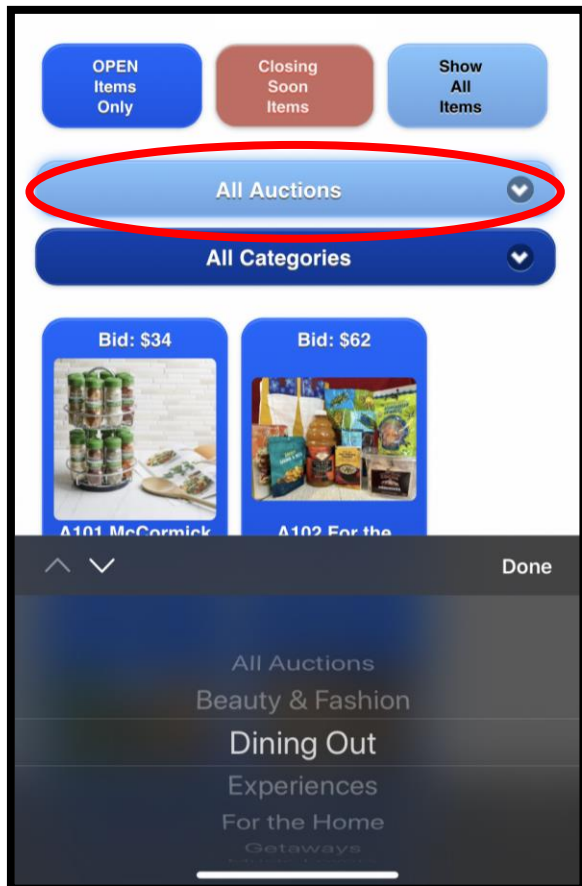
In **“My Bill”** you can see your invoice total at the end of the auction and pay for all your items.

You can return to this home screen anytime by clicking the “Home” button.

Let’s first take a look at how bidding works!



By clicking the “**Items**” button on the home page, you are taken to our auction items. You can see all the items available from this screen, as well as each items current bid amount, and an image.




You can either view all of the auction items at once, or sort the items by our nine auction categories: Beauty & Fashion, Dining Out, Experiences, For the Home, Getaways, Music Lovers, Performances, Wine & Food, and our special Premier category.

Be sure to check out the Premier category, which includes an exclusive *Hamilton* package donated by Broadway star Euan Morton!

Home Items My Bids Raise-the-Mo...

Choral Arts Gala 2020



B201 County Date Nights

With this special date night package, you're sure to have fun with a loved one throughout Baltimore County! Have a delicious meal at Barrett's Grill in Hunt Valley with this gift certificate for \$50. Indulge in the freshest fish with three \$25 gift cards to Bluestone, Timonium's seafood grille. Enjoy delicious coal-fired cuisine with this \$50 gift certificate to Earth, Wood & Fire restaurant. Treat yourself to a nice drink at the eclectic, urban eatery Bar Louie in Hunt Valley with this \$25 gift certificate. After dinner, you can enjoy the latest blockbuster with these two \$25 Fandango gift cards!

Donated By: **Bar Louie, Barrett's Grill, Bluestone, Earth, Wood & Fire, Lauren & Flemming Madsen, Anne & Roger Powell**

When you click on an item, you can see a detailed description of the item, including the donors, restrictions, value, and starting bids.

Restrictions: Barrett's Grill not valid for tax or gratuity; certificate may not be combined with other discounts. Expires March 1, 2021. Bluestone is not redeemable for cash. Not valid for tax or gratuity. Bar Louie expires December 31, 2020.

Watch This Item

Value: \$250

Bidding Closes in 57 minutes.

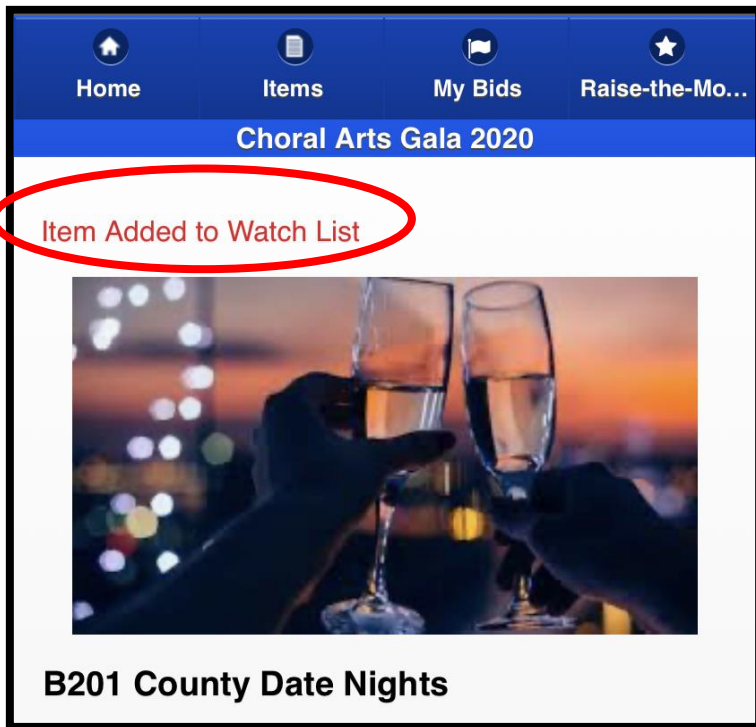
Opening Bid: \$125
Minimum Raise: \$13

+ Set Up AUTOBID

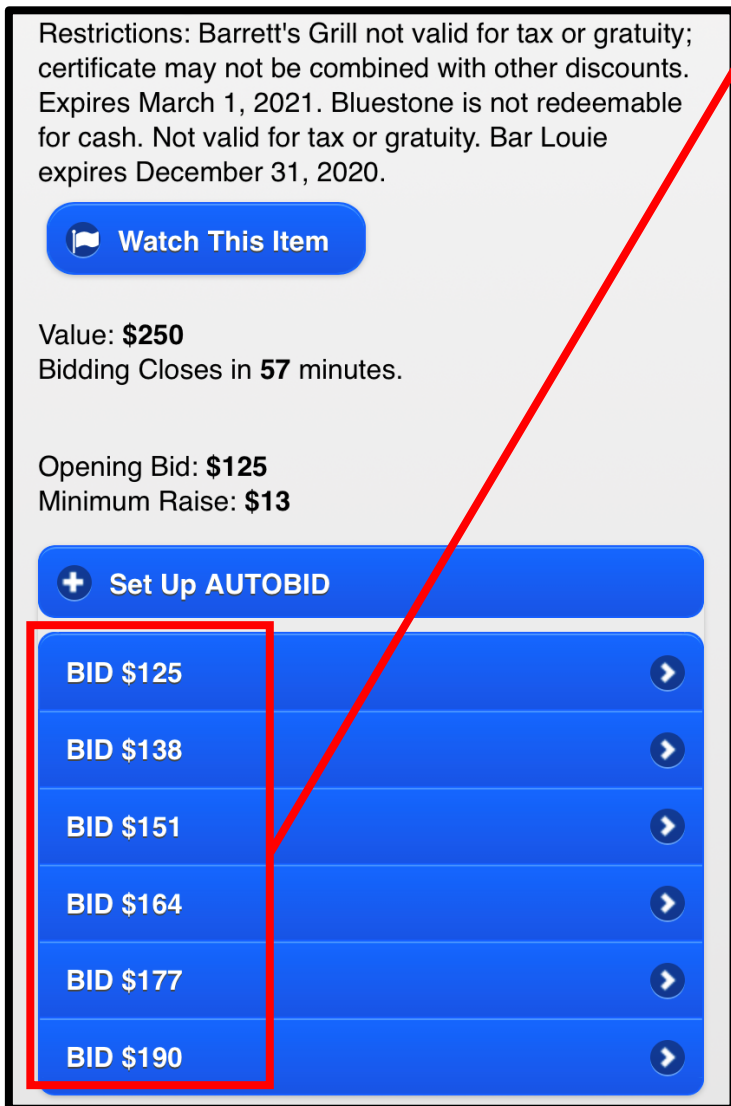
- BID \$125
- BID \$138
- BID \$151
- BID \$164
- BID \$177
- BID \$190

You can also choose to either **“watch this item,” “set up auto bid”** or **place an actual bid.**

If you wanted to keep an eye on the bidding activity of an item you're interested in, without actually placing a bid, click **“watch this item.”**

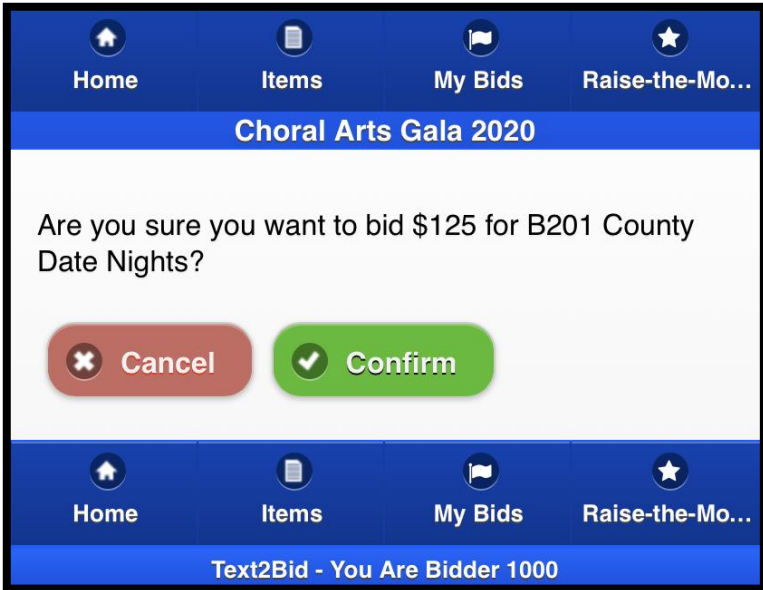


After clicking “**watch this item,**” you’ll receive a notification that the item has been added to your “**Watch List.**” We’ll talk more about this later in the tutorial.



If you wanted to place your bid on the item, use the “**Bid \$___**” buttons.

Please remember Rule 4 of the Rules & Procedures page: **First bidders in the auction must observe at least the minimum bid.**



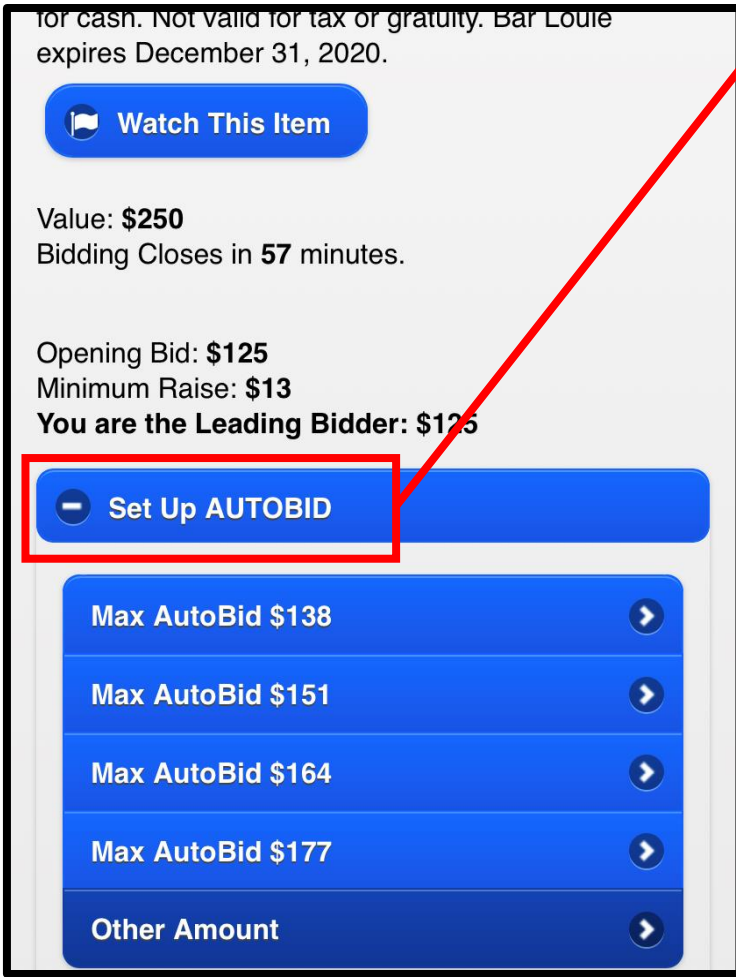
Once you have selected a bid step, you will then be asked for confirmation.

Please select either “**cancel**” or “**confirm.**”

If you accidentally press “confirm” on a bid you did not want to place, **please contact Audience Development Manager Karena Ingram at karena@BaltimoreChoralArts.org** in order to reverse your bid.



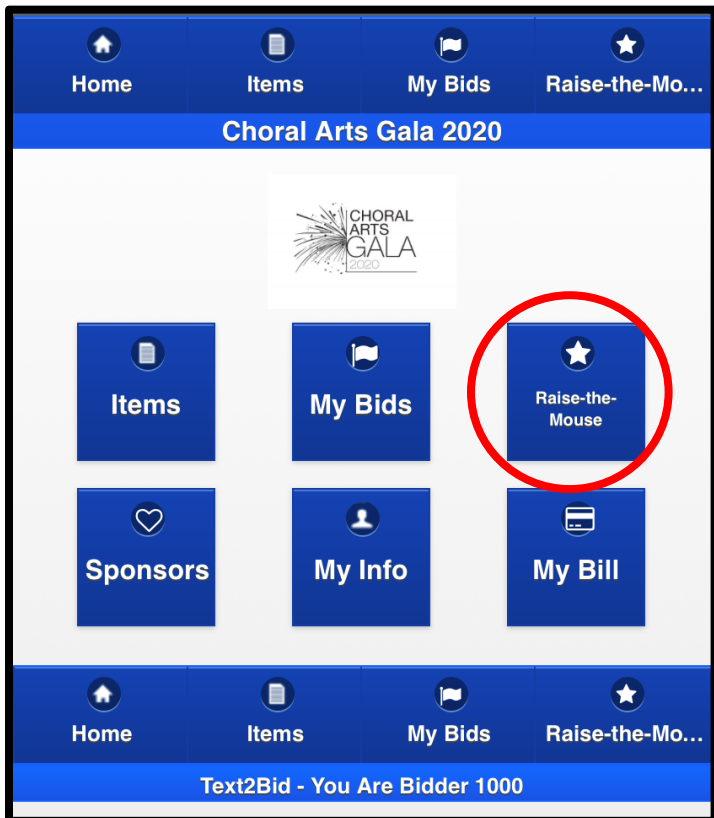
You will now see that you are listed as the current leader of that item...that is until someone places a higher bid!



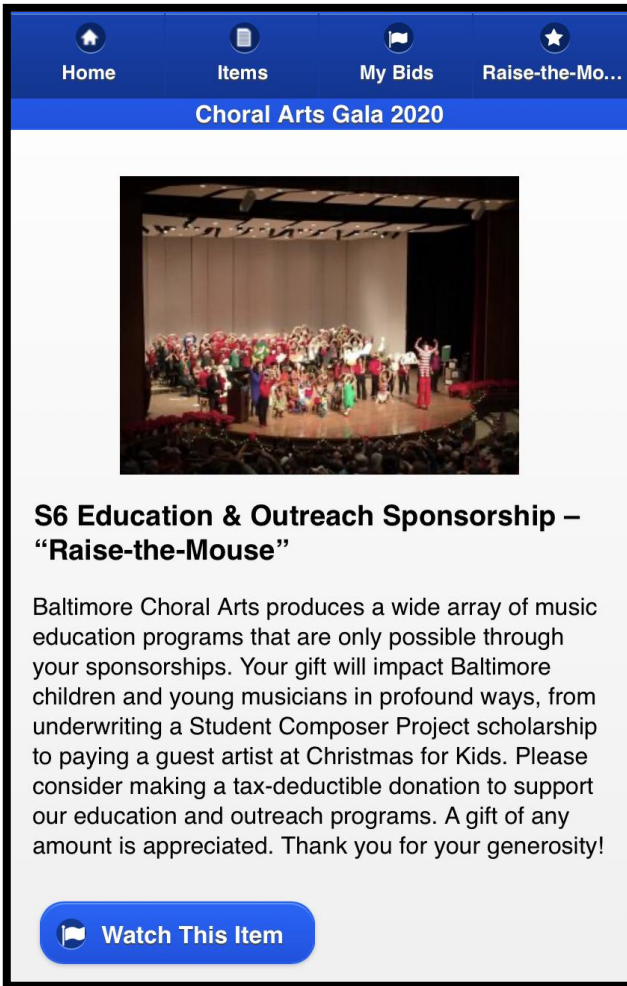
If you are really keen on an item and don't want to risk losing it to another opponent, try the **"Set Up AUTOBID"** button!

You can set the maximum amount you want to bid on an item, either from our auction's pre-determined amounts, or an amount of your own choosing.

So whenever someone places a higher bid than your own, the auction will automatically bid the next available bid step for you all the way up to the **Max AutoBid amount** that you selected.

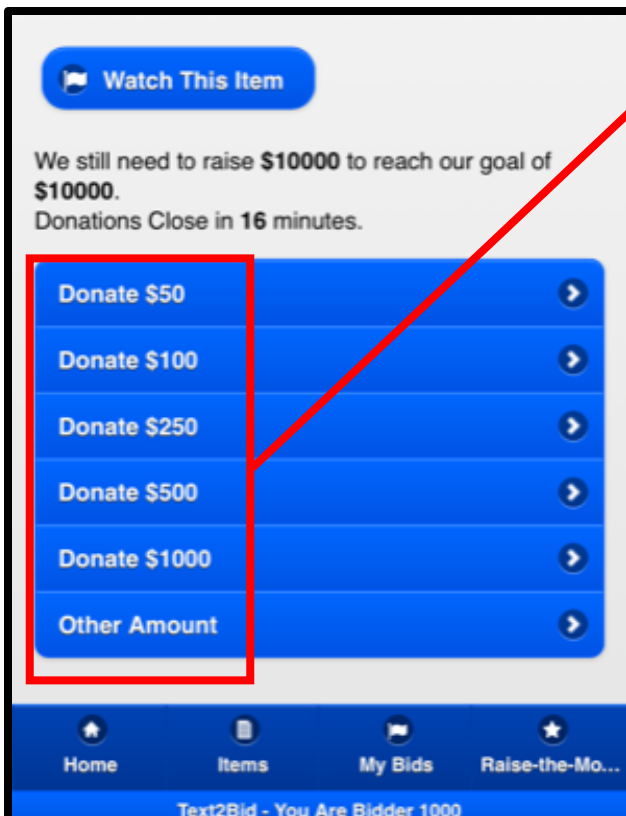


Now let's talk about the **"Raise-the-Mouse"** button!

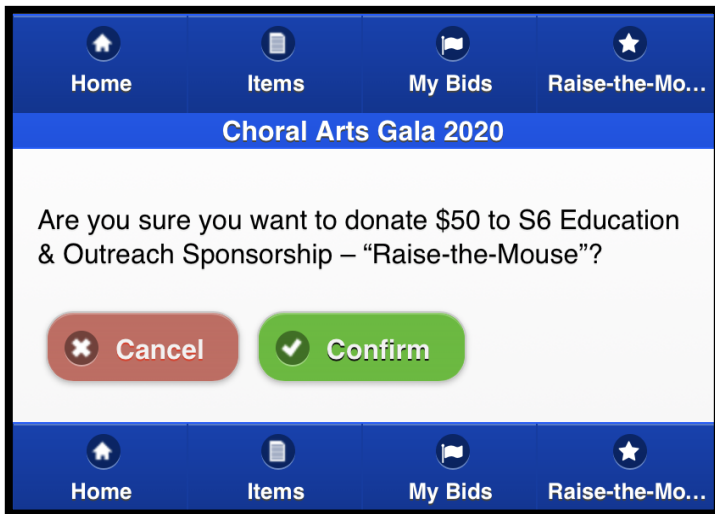


By clicking the “Raise-the-Mouse” button, you are taken to our Education & Outreach Sponsorship page.

The Choral Arts Gala Online Auction is to support our many education programs, including our Vocal Fellows Program, Student Composer Project, CoroLAB partnership with Overlea High School and Baltimore City College, and our annual *Christmas for Kids* concert.

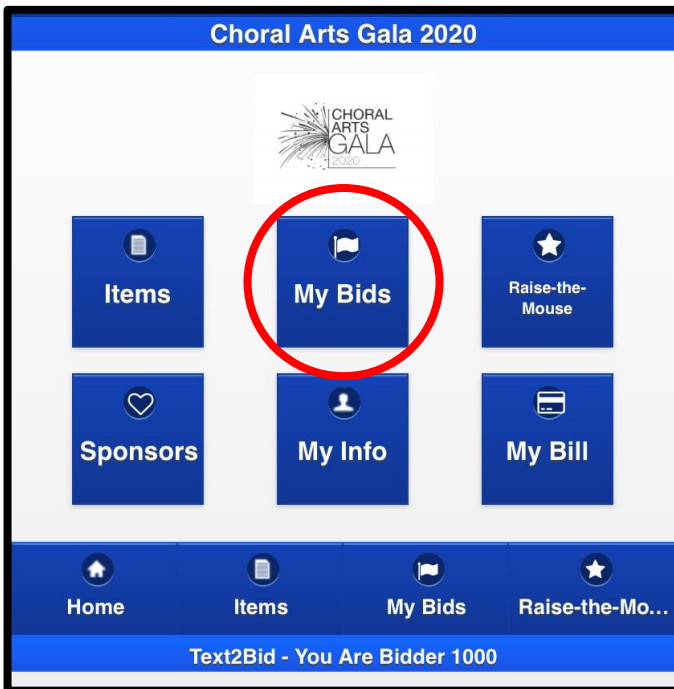


You can make a tax-deductible donation to benefit these programs by selecting one of the preset donation amounts, or by choosing “**other amount**” and entering in your own.

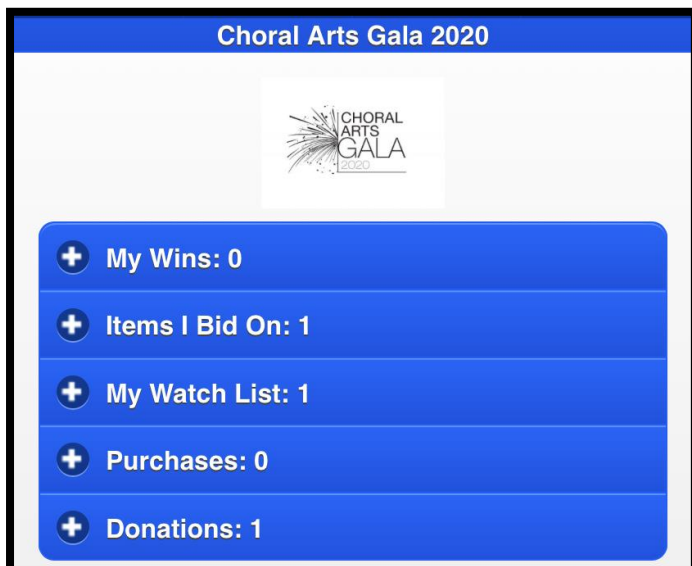


Similar to bidding, you will be asked to confirm your Education & Outreach Sponsorship.

If you accidentally press "confirm," please contact Audience Development Manager Karena Ingram at karena@BaltimoreChoralArts.org in order to reverse your bid.

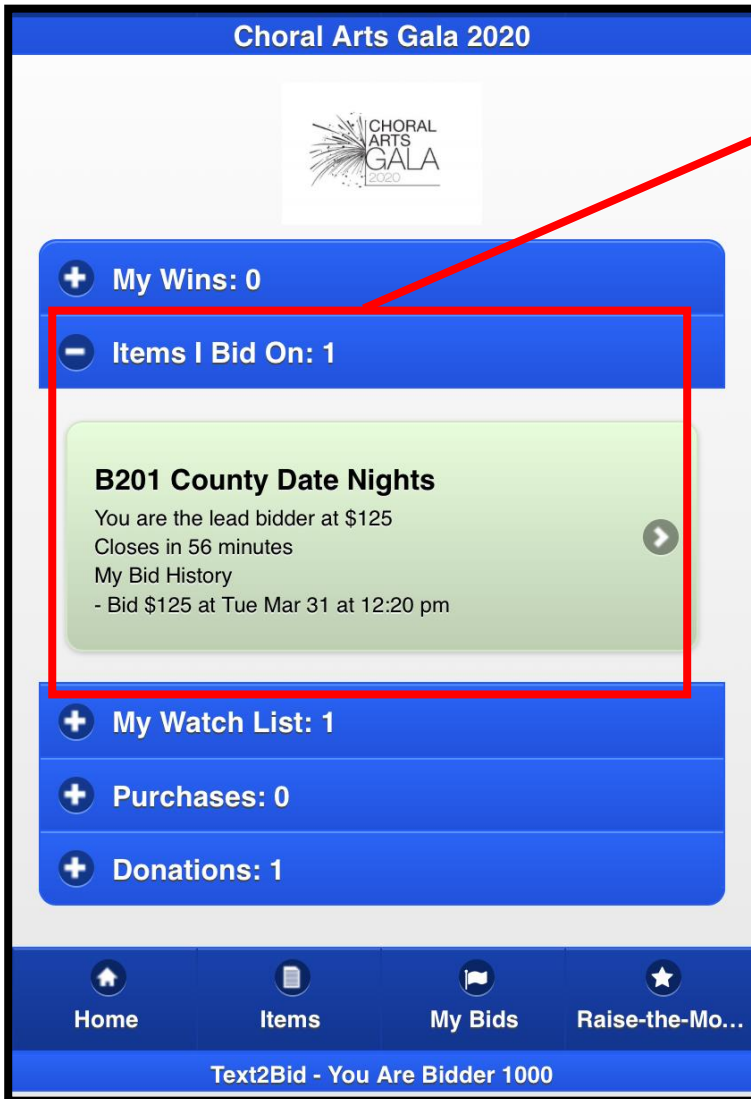


To view all of your current bids and donations, click the **"My Bids"** button.

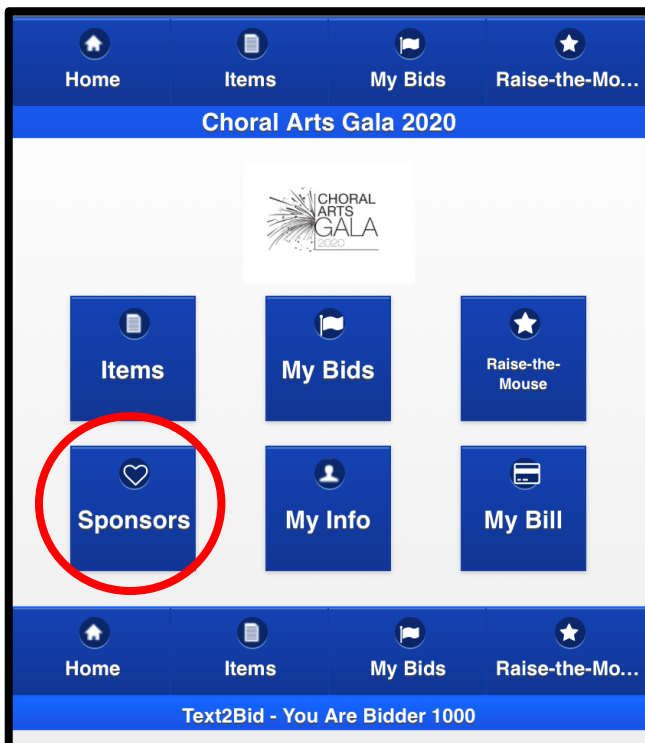


You can view all of the items you've bid on, as well as the donations you've made and the items you are watching.

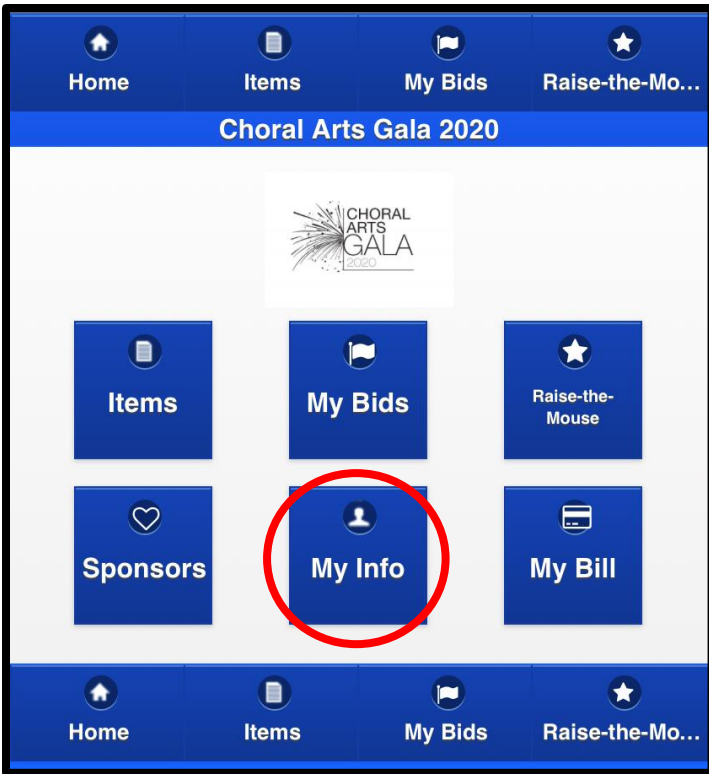
Baltimore Choral Art is not selling any merchandise outside of the auction, so your "Purchases" tab should always be empty.



By clicking on the + symbol on any of these tabs, a drop down will appear displaying your current bids, items on watch, and donations.



By clicking on the “**Sponsors**” button, you’ll be able to see all of the Choral Arts Gala sponsors. Thank you so much for your support!



By clicking on the “**My Info**” button, you will be able to view your name, bidder number, and mobile number.

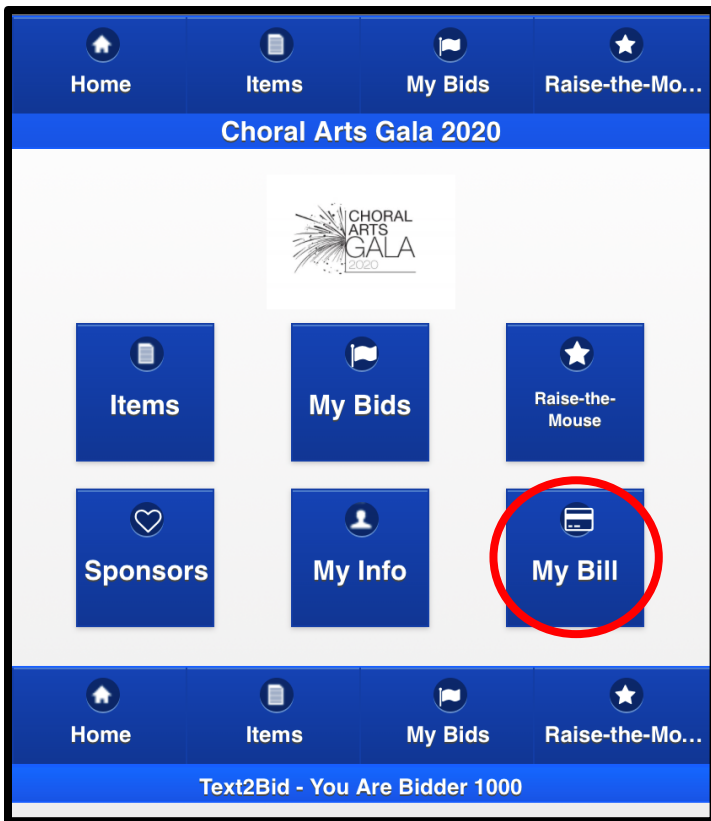


You can set your display name as “**Anonymous**” on this page.

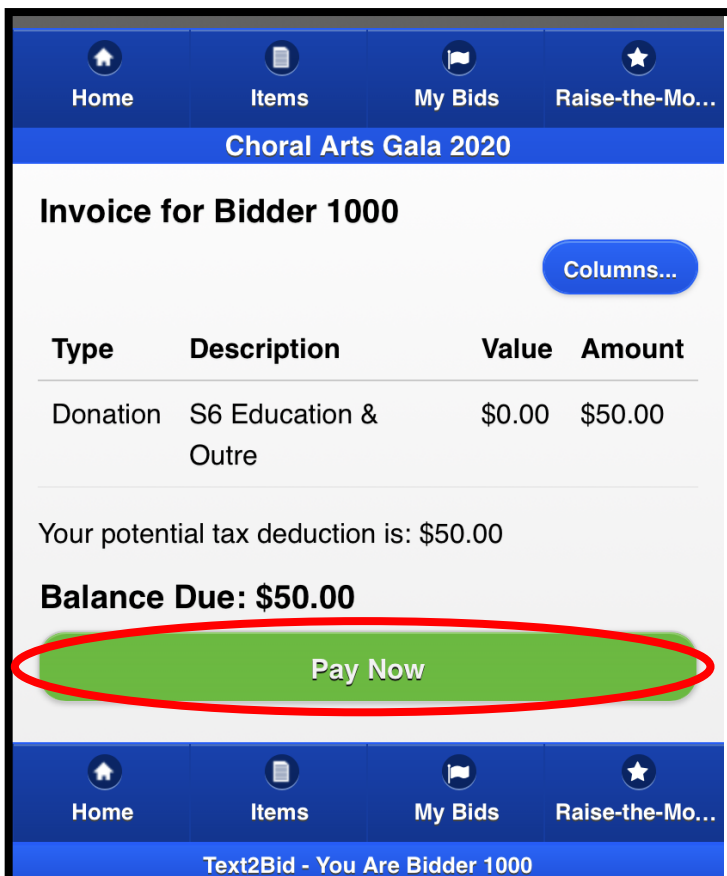
This is important for our web display, which will show an ongoing list of Education & Outreach sponsors who have given through “Raise-the-Mouse.”

Choral Arts' technical support contact information is also available on this page.

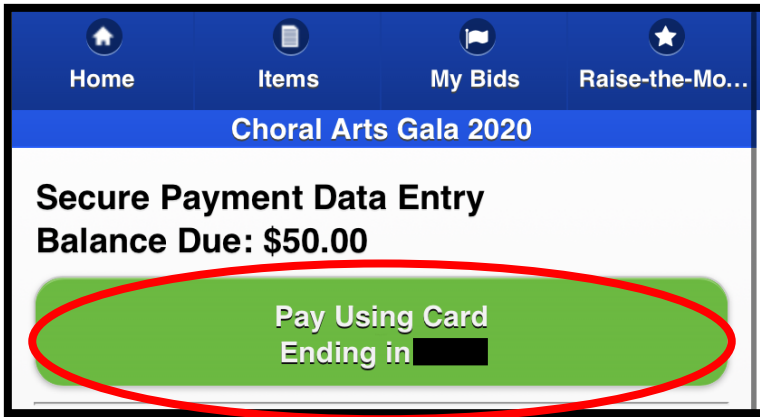
For immediate assistance, please email karena@baltimorechoralarts.org.



By clicking the “**My Bill**” button, you can review your auction invoice and make a payment.



After reviewing your invoice at the end of the auction, please click the green “**Pay Now**” button to be taken to the check-out page.



You can either submit your payment with the credit card you originally registered with...

You can pay with a different card by filling in the form below and clicking the Pay Now button at the bottom

[Redacted Card Number]

[Redacted Card Number]

[Redacted Card Number]

[Redacted Card Number]

[Redacted Card Number]

State:

MD

[Redacted Card Number]

[Redacted Card Number]

Billing Information

50.00

CC Number - Required

Month:

03

Year:

2020

Security Code - Required

Pay Now

Or you can submit a different credit card and/or billing information before checking out.



Now you are a mobile-bidding expert!

Thank you again for participating in the Choral Arts Gala Online Auction. If you have any additional questions, please email karena@BaltimoreChoralArts.org.

After the auction closes, all items will either be mailed or delivered to the winners once we have received payment confirmation.

Education and Outreach Sponsors will receive their tax receipt within 3-4 weeks of the event.

Registration and bidding begins Friday, April 30 at 9 am.