

# Holmen Area Rotary Online Service Auction with Bid Beacon

## Instructions to Register and Bid

Thanks for joining the Holmen Area Rotary Club Online Service Auction! A bit different this year, but with the same purpose. Raising dollars to support community needs in the Coulee Region. This year, we have a special purpose - the Boys and Girls Clubs of La Crosse - Holmen Club! The online bidding is now open and continues during our You Tube Live Auction. You will receive notification and information via email before July 23rd on how you can join the live auction! Or watch our FB Event!

The auction link you received contains the unique identifier for our auction. This identifier is embedded in the link so only those with the link can access and register. We want to keep our auction available for only those who want to join us. The auction is available via the web or through an iPhone/iPad app (iOS) or Android.

1. **Receive the link for the auction (via email, FB event/FB post)**
2. **Click on the link to go to the Bid Beacon web page**
3. **Bid Beacon website loads**

You will see a link to register, the auction invite code, how you access the auction (iOS, Android, Web). Additionally, there are bar codes if you have a bar code reader on your device and you would rather use that to access and register.

- After registering, we recommend that you download the Bid Beacon app on your iPhone/iPad or Android device for mobile and easy access to the auction.
- You can register through the app that you download if you do that before registering on the website.

4. **Register for the auction**

- a. Depending on the device you are on or plan to use, select the appropriate way to use Bid Beacon
  - i. iOS (iPhone or iPad), Android, or Web (for any computer or device using a web browser)
- b. Register with the Holmen Area Rotary Online Service Auction (*Be sure to click on Register at the bottom of the screen and do not enter your email and password directly above sign-on. You will use that method after you have registered and want to access the auction at a later date.*)
  - i. When registering, you will be asked for your email, first and last name, and display name (this name will appear anytime you bid or purchase an item). If you choose to use option #3, you will not be able to bid until your email is verified by the Holmen Rotary Bid Auction Administrator. This may take up to 24 hours.
  - ii. You may register with:
    1. Your FB Account
    2. Your Google Account
    3. Your Email Account
  - iii. The private Auction Code is already entered for you.
  - iv. Click on create account.

### **Bidding - Now that you have an account:**

1. **Click on view items** (Do not click on join auction at this time - it requires entering the private code. But that method will work if you choose to use the code from the main Auction page.)
2. **Set up payment.** This is required for participation in the auction. We use Stripe Online Payment credit card service that is fully encrypted and secure. No information is shared with Bid Beacon or with Holmen Area Rotary Club. We are only able to use one payment type.
  - a. Click on Pre-Auth to Buy
  - b. Complete with your payment information
  - c. An auto email will be sent to the Holmen Area Rotary Club Auction Administrator through Bid Beacon.
  - d. You can to Bid and Buy immediately using a FB or Google account; using an email account you can bid after you receive the email verification.
3. **Bidding options.** You can bid outright or can set an auto-bid. You will be notified when your bid has been exceeded allowing you to bid again!
  - a. Bid - allows you to enter an amount to bid on the item.
  - b. Auto-Bid allows you to set a maximum amount per item so you don't have to watch the auction.

You will receive notifications periodically from the Holmen Area Rotary Auction Administrator via email. Additional auction information is available on our web page [www.holmenarearotary.org](http://www.holmenarearotary.org).

If you need additional support while using Bid Beacon, click on Contact Support

- Select [Auction Help](#) to communicate with the Holmen Area Rotary Club Online Service Auction Administrator
- Select [How To](#) for video and text support
- Select [Technical Support](#) if you want to contact Bid Beacon's Technical Support

**---End of Invitee Instructions---**