How to Post an Auction Item Donation

Scotties Rock Foundation Auction- Fall 2019
Created by Colleen Rafatti, SRF Treasurer (do not share without permission)

Step 1. Go to the Scotties Rock Foundation auction site on Facebook

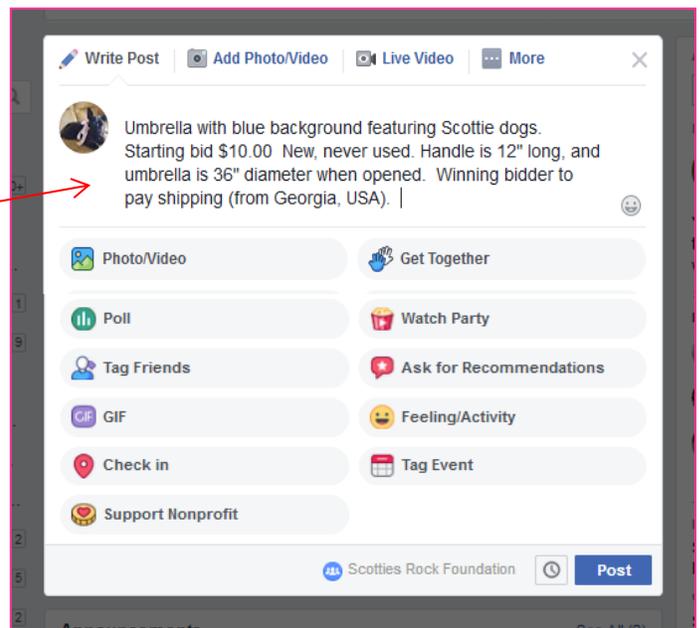https://www.facebook.com/groups/ScottiesRockFoundation/

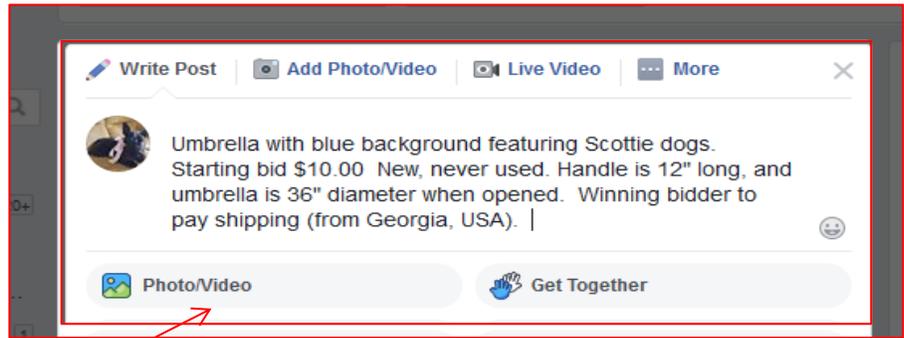## Step 2. Create the posting for your auction item.

Click on **Write Post**. In the empty box that opens put in the details about your auction item. Be sure to include:

- The name of the item.
- The starting bid.
- Any other descriptive items that will add detail such as size, age (vintage? antique?), condition (new or gently used/gently worn?), color, measurements/size, and so on.
- Information about who will pay the shipping costs, and where the item will be shipped from (State, USA… country if Canada, UK, Australia, etc.)
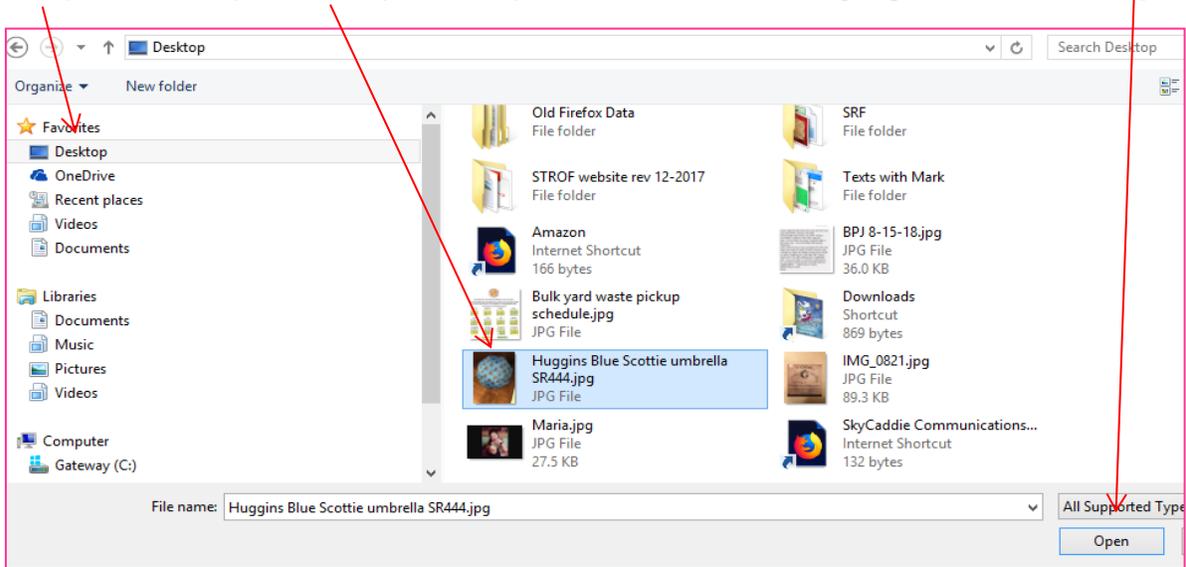
Here is a completed example.
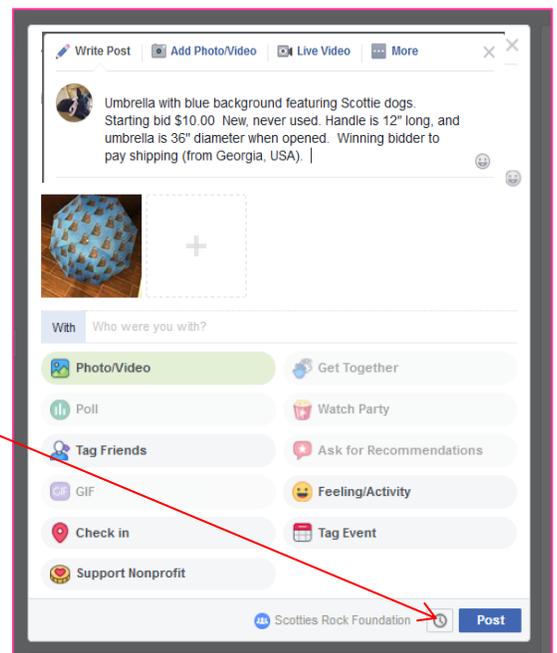

Step 3. Add the photo of the auction item.
- Click on Photo/Video.

- Search for the item where you saved it on your computer. I saved this umbrella picture on my Desktop. Find the picture on your computer, click it once to highlight it, then click **Open**.

- A small image of your picture is now shown below your item description.
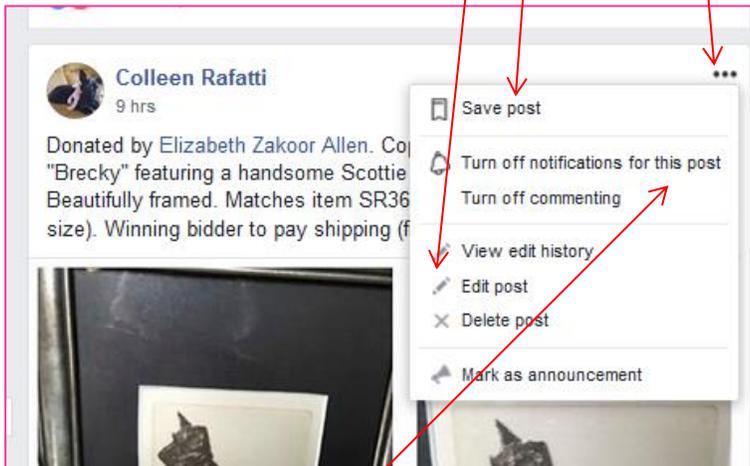
Now, click **Post**

!

Step 4. Here is your finished post, visible to visitors to the auction page.

Colleen Rafatti
Just now

Umbrella with blue background featuring Scottie dogs. Starting bid $10.00 New, never used. Handle is 12" long, and umbrella is 36" diameter when opened. Winning bidder to pay shipping (from Georgia, USA).

NOTE 1: If there are errors in the post or you want to change something in it, click the three little dots in the upper right corner, then click *Edit post*.

The post reopens on the screen so you can make changes. When finished, click *Save.*

Colleen Rafatti
9 hrs

Donated by Elizabeth Zakoor Allen. Co...
"Brecky" featuring a handsome Scottie
Beautifully framed. Matches item SR36
size). Winning bidder to pay shipping (f...

- Save post
- Turn off notifications for this post
- Turn off commenting
- View edit history
- Edit post
- Delete post
- Mark as announcement

NOTE 2: If you do not want to receive a notification in your Facebook every time someone bids or comments on this post, you can click *Turn off notifications* for this post". When finished, click *Save*.

NOTE 3: Please be sure to "collage" photos if you have multiple views of an auction donation to show. Do not post more than one photo of the same item- it causes confusion on the auction site for bidders. This is an example of a "collage" photo.

Any Admin will be happy to help you collage your photos!

NOTE 4: Sometimes Facebook randomly turns on the Sales Feature, shows your opening bid amount as a fixed sales price. You need to turn that off for all auction postings!

Click on the three dots again, and in the menu that opens
click *Turn Sales Feature Off*. (If you don't see that option there look at the bottom of the post… there may be a button there to turn Sales off). Click *Save* post again.

The deadline for posting donations is 12 Midnight the night before the auction opens (11:59:59PM Central time on October 15, 2019).

Contact any Scotties Rock Foundation Admin if you need assistance posting your items.

An Admin will automatically add a special code (an "SR number) to your post which helps to identify your item for tracking before, during and after the auction as the first comment for your donation.

Thank you for donating to help raise funds for Scotties in need of vet care!

-END-