

How to Post an Auction Item Donation

Scotties Rock Foundation Auction- Fall 2020

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/>

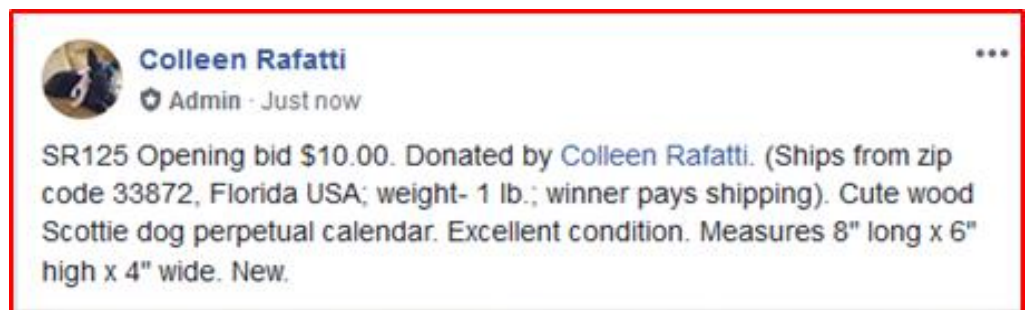
Step 2. Create the post for your auction item.



Click on **Write Post**. In the empty box that opens put in the details about your auction item. Be sure to include all these items- in the exact order listed below:

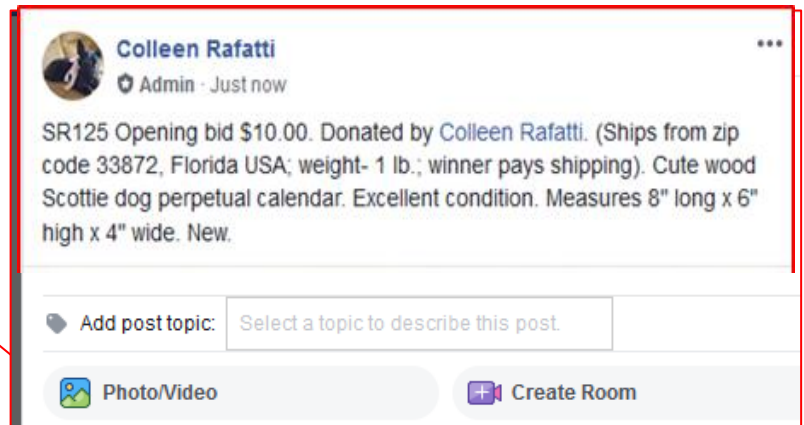
- The SR number of the item a unique code applied to each auction item; **contact any SRF Board member before you post your item(s) to receive the SR numbers for your items**).
- The opening/starting bid amount (in U.S. dollars).
- The name of the person donating the item.
- Where the item ships from (U.S. zip code and state, country) and weight if known.
- Who pays for shipping? (Donor or winner?)
- The name of the item and the item description that will add detail such as size, age (vintage? antique?), condition (new or gently used/gently worn?), color, measurements/ size, and so on.

Here is a completed example

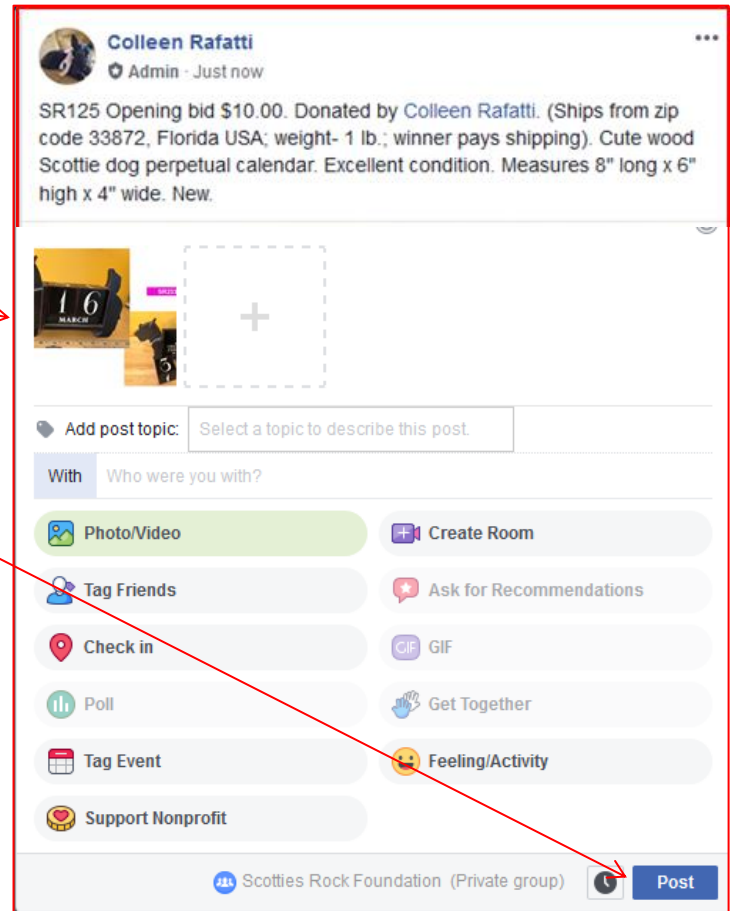


Step 3. Add the photo of the auction item.

- Click on Photo/Video.



- Search for the item where you saved it on your computer.
- A small image of your picture is now shown below your item description.



Now, click **Post**

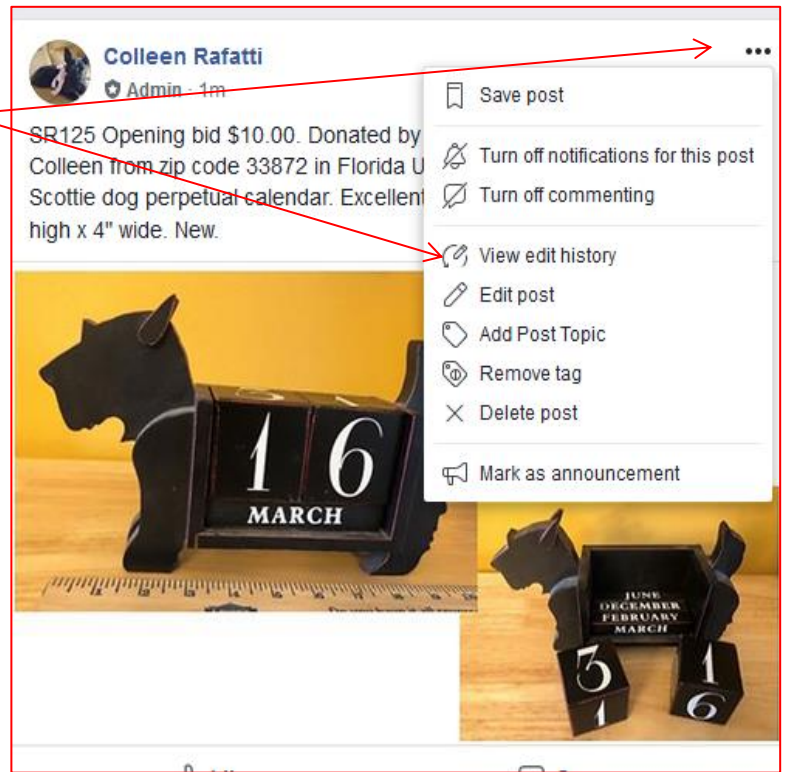


Step 4. Here is your finished post, which will be visible to visitors to the auction

If changes are needed in your post an auction admin will contact you OR may revise and repost your item

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**.

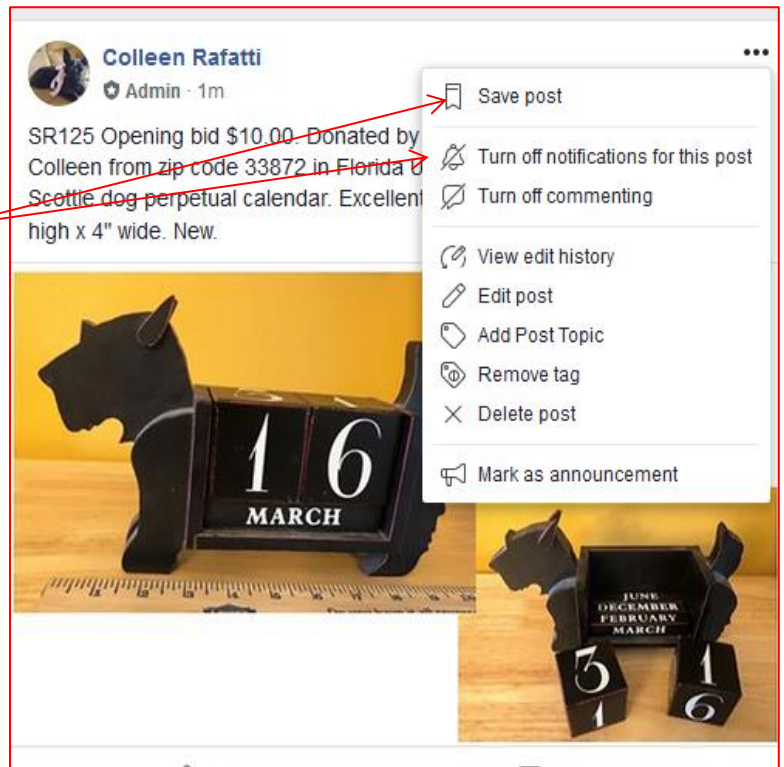
The post reopens on the screen so you can make changes. When finished, click **Save post**.



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 post**.

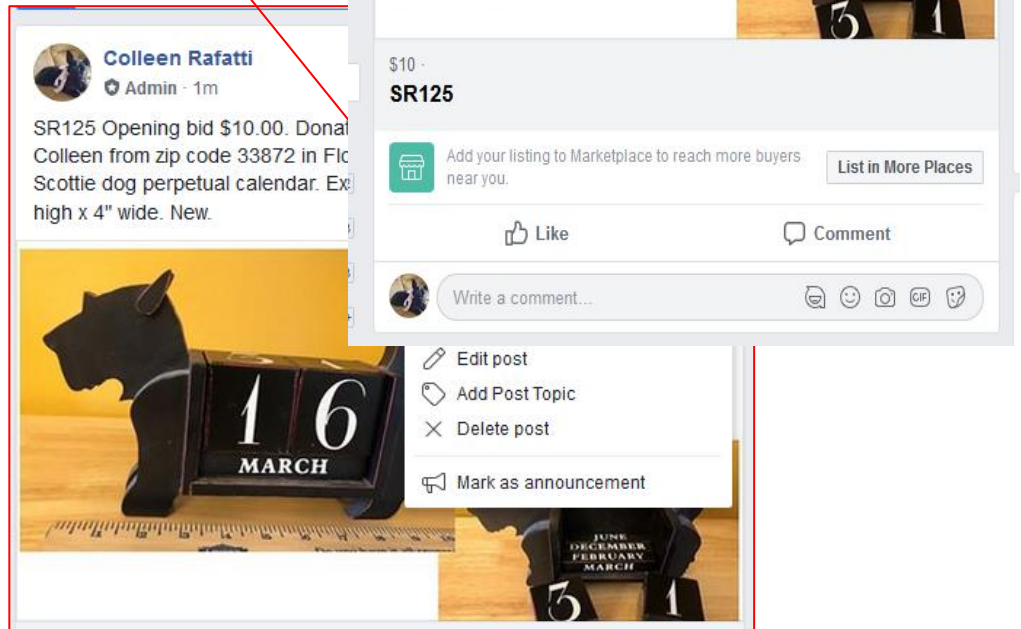
NOTE 3: Please be sure to “collage” photos if you have multiple views of an auction donation to show. Do not post more than one photo of the same item- it causes confusion on the auction site for bidders. This is an example of a “collage” photo.

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



NOTE 4: Sometimes Facebook randomly turns on the 'fixed price' option for items. You must turn that off for the item to be eligible for donation.

Click on the three dots again, and in the menu that opens you will see that option there look at the bottom of the post... then click **Save** post again.



The deadline for posting donations is 12 Midnight Central Time the night before the auction opens – which is October 21, 2020.

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

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

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