

How to Post an Auction Item Donation

Scotties Rock Foundation Auction- Fall 2021

Created by Colleen Rafatti, SRF Board Member/Webmaster (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.

Follow these guidelines when designing your post:



Aroos & Boos²⁰²¹
Fall Fundraising Auction
Scotties Rock Foundation, Inc.
a 501(c)(3) nonprofit charity

WEDNESDAY OCTOBER 13, 2021
THRU SUNDAY OCTOBER 17, 2021

Donations accepted beginning August 31, 2021.

Start posting your donations now!

Before posting contact any of SRF Board member or Admin for an **SR number** (a code used to track items.)

Organize your post following this standard format. A step-by-step guide, ***How to Post an Auction Item***, is available in the **Files** of this group.

Collage photos, please!

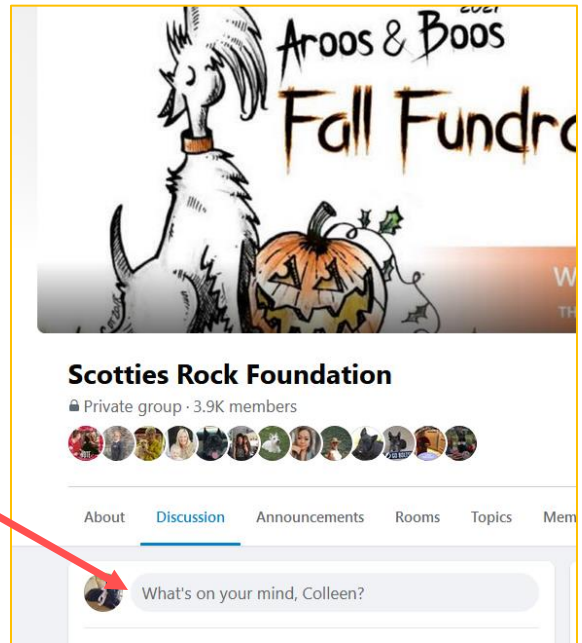
Contact any Board member for assistance!

Please include all of the following, in this specific order, in your post:

- SR number assigned (no spaces in number)
- Opening/starting bid amount (in U.S. dollars).
- Name of the person donating the item.
- Where item ships from (U.S. zip code and state, country) and weight if known.
- Who pays for shipping? (Donor or winner?)
- Item description: name, condition (new or gently used/ gently worn? vintage? antique?), color, measurements/ size, and so on.

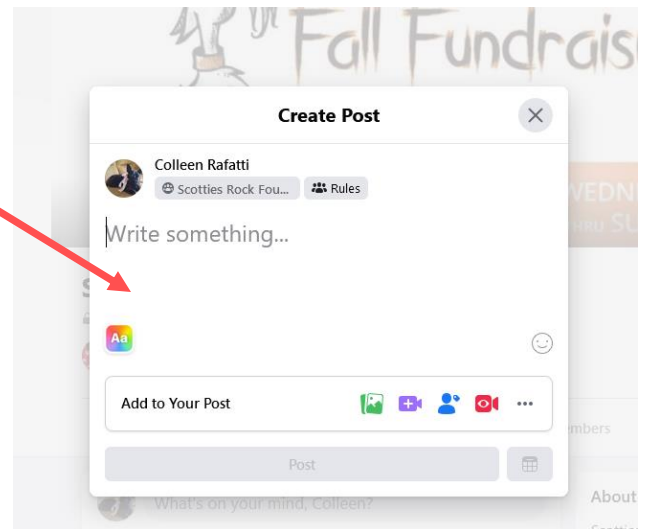
To begin- click on this box on the Scotties Rock Foundation page (it will say- What's on your mind... then your name):

Click in the box that says "What's on your mind..."

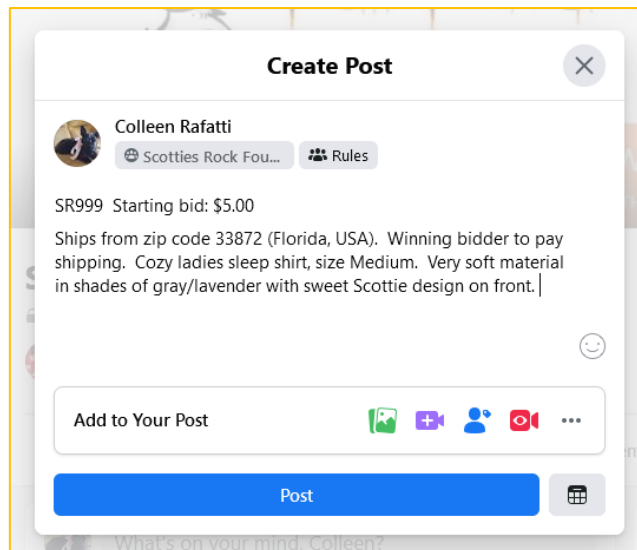


Now click on **Write something....** In the empty box that opens put in the details about your auction item. Be sure to include:

- The SR number.
- 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.



Add as much detail as you can to accurately describe the item:

For fabric items...

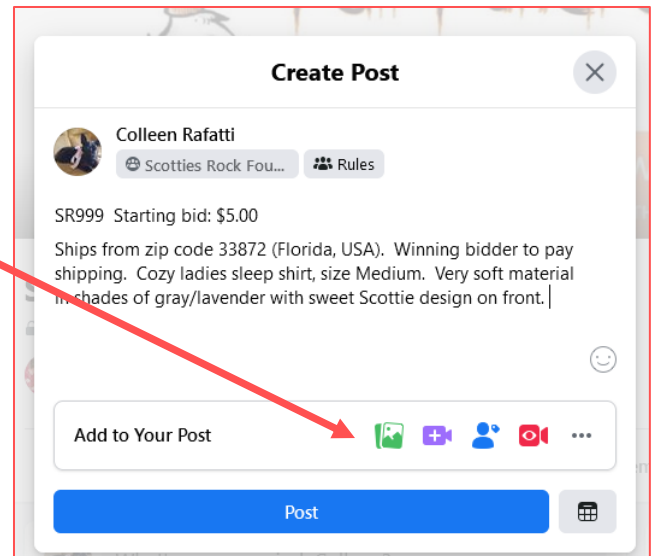
- Is the item new or used? If clothing, what is the size, color, etc.?
- If used, what is its condition? From a nonsmoking home?

For collectibles, decorative items, books, craft items...

- Is the item new or vintage/antique? Approximate age, if vintage?
- Note any markings or labels that identify the maker.
- Please carefully note any damage or imperfections (chips, cracks, glaze crazing, etc.)
- Size (height, width, depth) and approximate weight if the item is heavy (cast iron, etc.).

Step 3. Add the photo of the auction item.

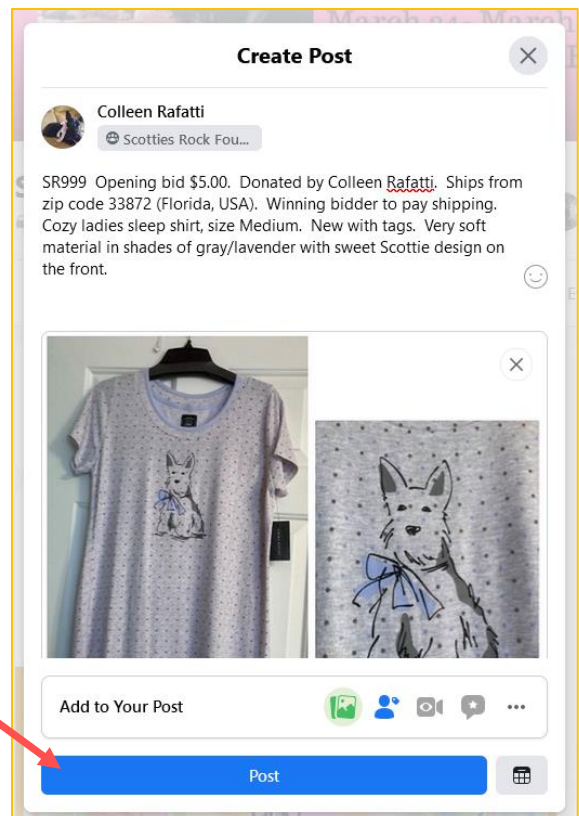
In **Add to Your Post**, click on the photo icon



Search your computer for where you stored the Picture of the item, click open.

A small image of your picture is now shown below your item description.

Now, click **Post**

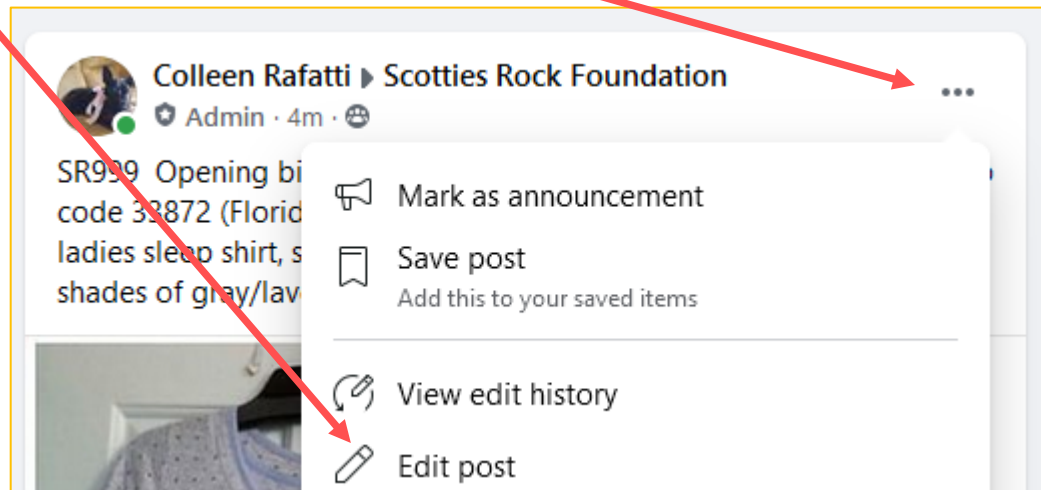


Step 4. Here is your finished post, visible to visitors to the auction page.

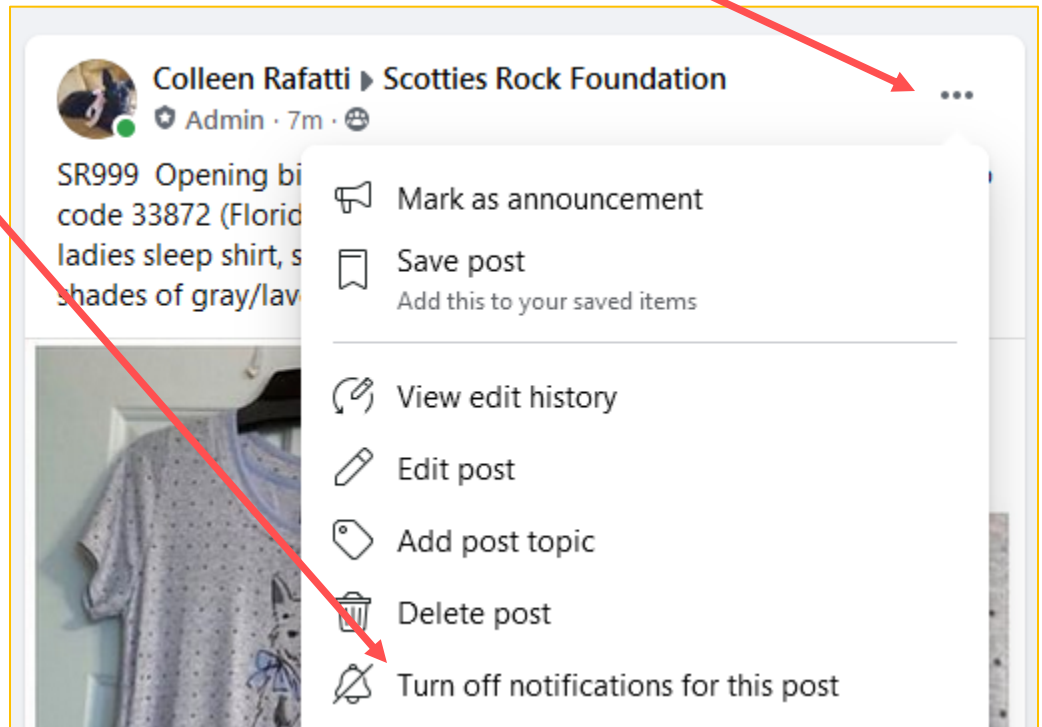


NOTE 1: If there are errors in the post or you want to change something in it, click the three little dots in the upper right corner, then click **Edit post**.

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



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**.

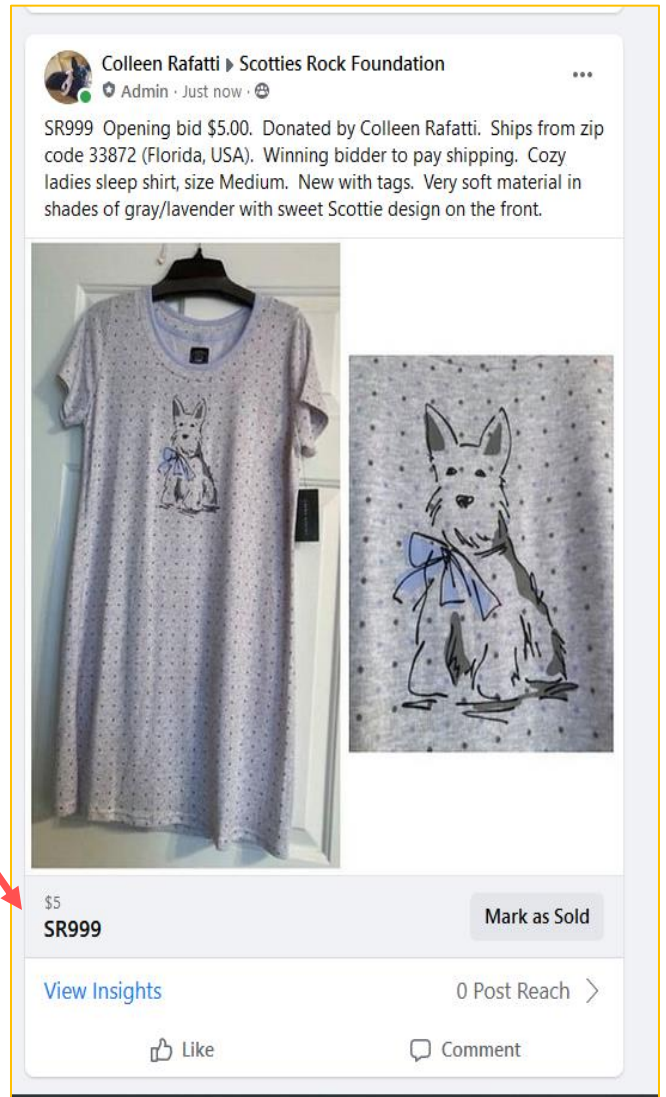


NOTE 3: Please be sure to “collage” photos if you have multiple views of an auction donation to show. Do not post more than one photo of the same item- it causes confusion on the auction site for bidders. This is an example of a “collage” photo.

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

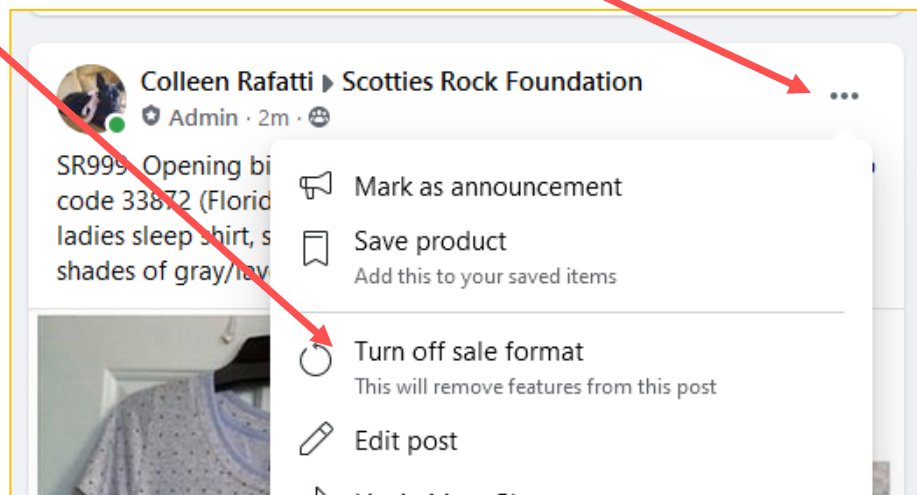


NOTE 4: Sometimes Facebook randomly turns on the **Sale Format**, showing your opening bid amount as a fixed sales price. You need to turn that off for all auction postings!



Click on the three dots again, and in the menu that opens click **Turn off sale format**. Click **Save** post again.

If you don't see this change on your post, refresh the page and check it again.



Posting Deadline:

All auction donations must be posted to Scotties Rock Foundation Facebook auction page by **11:59 pm Central time Tuesday October 12, 2021**.

Any donations submitted after this time will be saved for the Spring auction in 2022, with the donor's permission.

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!

-END-