

# How to Post an Auction Item Donation

## Scotties Rock Foundation Auction- Fall 2022

(Revised 8-22-2022)

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:



Donation posts will be accepted beginning August 31, 2022 through 11:59 p.m. Central Time October 10, 2022 on the Scotties Rock Foundation Facebook page.

- **BEFORE POSTING** contact any SRF Board member or Admin for an SR number (a code used to track auction 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 the group.
- Collage photos PLEASE!
- Post early– the number of donations accepted will be limited.

**Contact any Board member for assistance!**

## Aroos & Boos Fall Auction

Scotties Rock Foundation

October 12—October 16, 2022

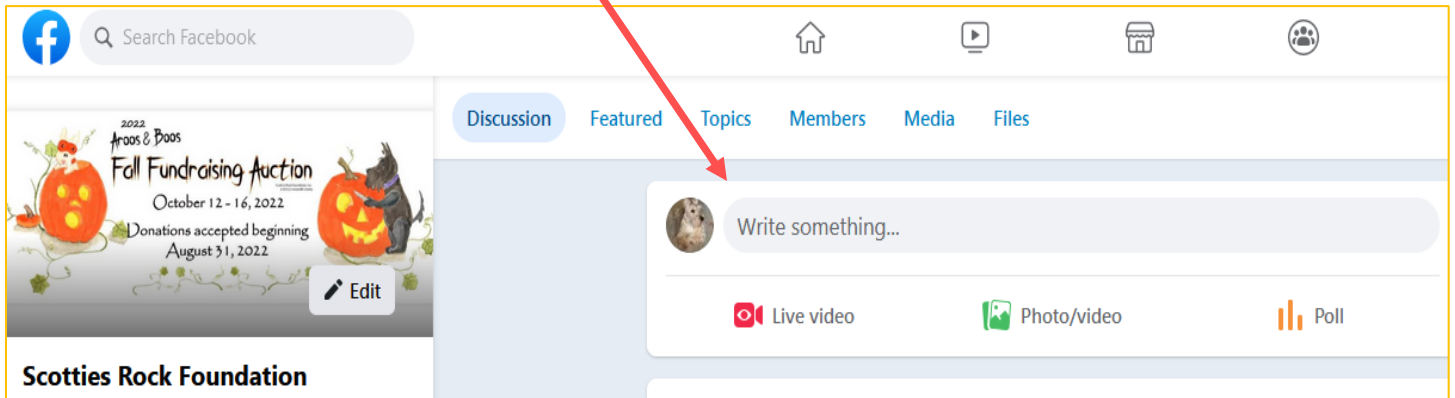
### How to Post an Auction Item

Please include this information, in this specific order:

- SR number assigned (with no spaces)
- Opening/starting bid amount (in U.S. dollars)
- Name of the item donor (contact a Board member if you want your donation to be anonymous.)
- Where the item will ship from (U.S. state? country)?
- Who pays for shipping (donor? winning bidder?)
- Item description– name, condition (new? gently used? vintage? Etc.), color, size, measurements... and so on.
- At the end of the description include one or more of these codes that best describes the item (useful for searching and bidding during the auction):

#accessories	#dogitems
#artwork	#handmade
#Boyd	#household
#clothing	#jewelry
#collectible	#miscellaneous
#Danbury	#Radley
#stationery	#seasonal
#decor	

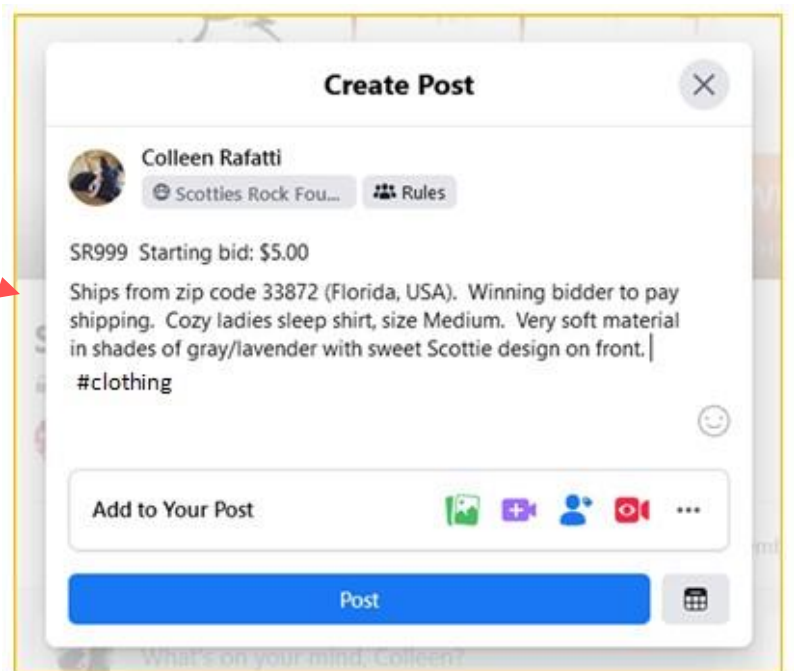
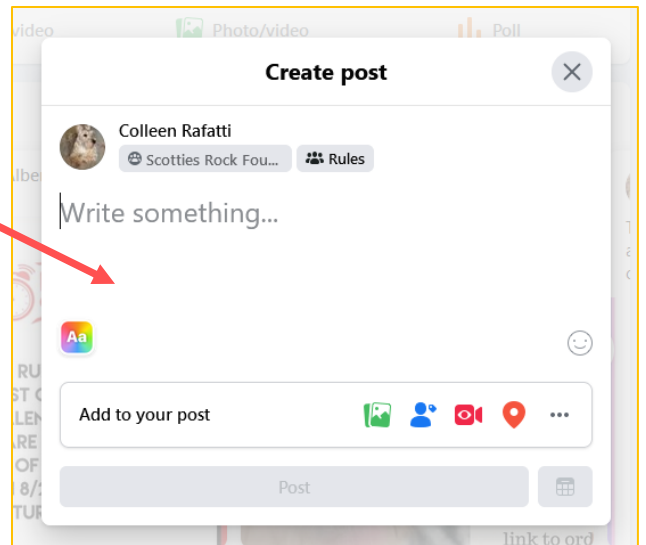
To begin- click on this box on the Scotties Rock Foundation page. Click in the box that says "Write something..."



In that empty box that opens to Create Post type in the details about your auction item. Be sure to include:

- The SR number.
- The opening bid
- Name of the donor (if not the person posting).
- Shipping information.
- Descriptive detail such as size, age (vintage? antique?), condition (new or gently used/gently worn?), color, measurements/size, and so on.
- One or more codes for searching purposes (#accessories, #clothing, #jewelry, etc.)

Here is a completed example.



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

For fabric items...

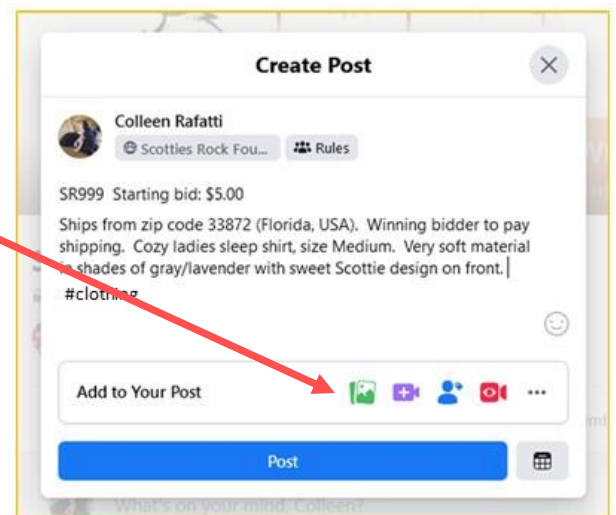
- Is the item new or used? If clothing, what is the size, color, etc.?
- If used or previously worn, what is its condition? Is it from a nonsmoking home?

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

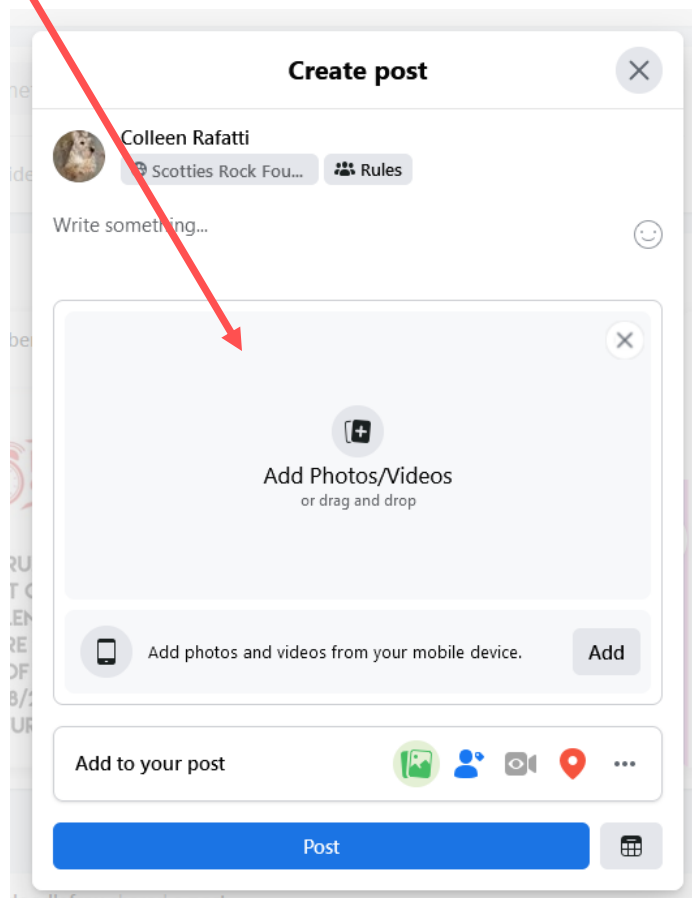
- Is the item new or vintage/antique? Approximate age, if vintage?
- Note any markings or labels that identify the maker.
- Please carefully note any damage or imperfections (chips, cracks, glaze crazing, etc.)
- Size (height, width, depth) and approximate weight if the item is heavy (cast iron, etc.).

## Step 3. Add the photo of the auction item.

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

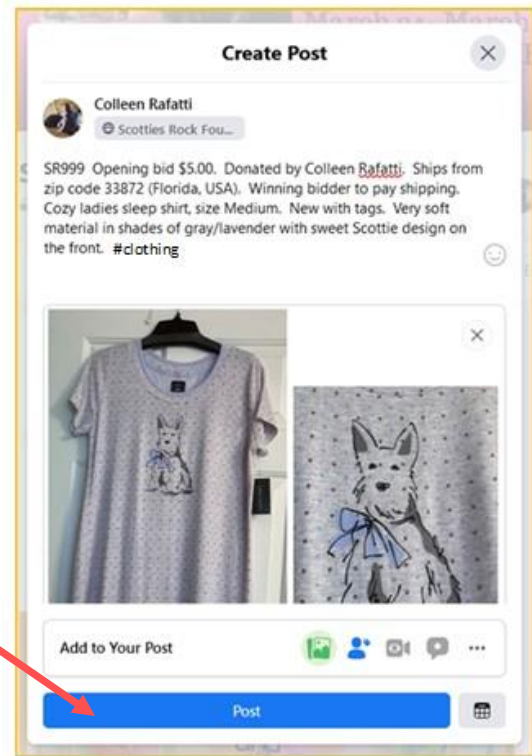


Search your computer for where you stored the Picture of the item, click open.



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

Now, click **Post**

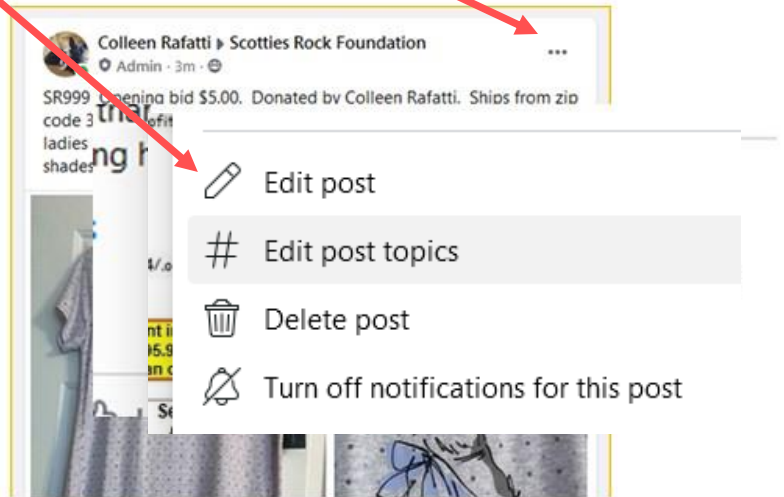


**Step 4.** Here is your finished post, visible to visitors to the auction page.

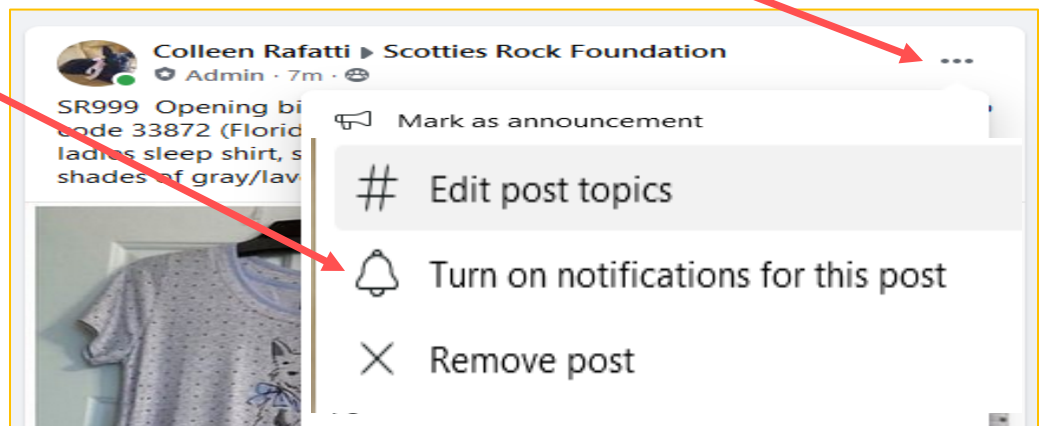


**NOTE 1:** If there are errors in the post or you want to change something in it, click the three little dots in the upper right corner, then click **Edit post topics**.

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 (3 images in a single photo).

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



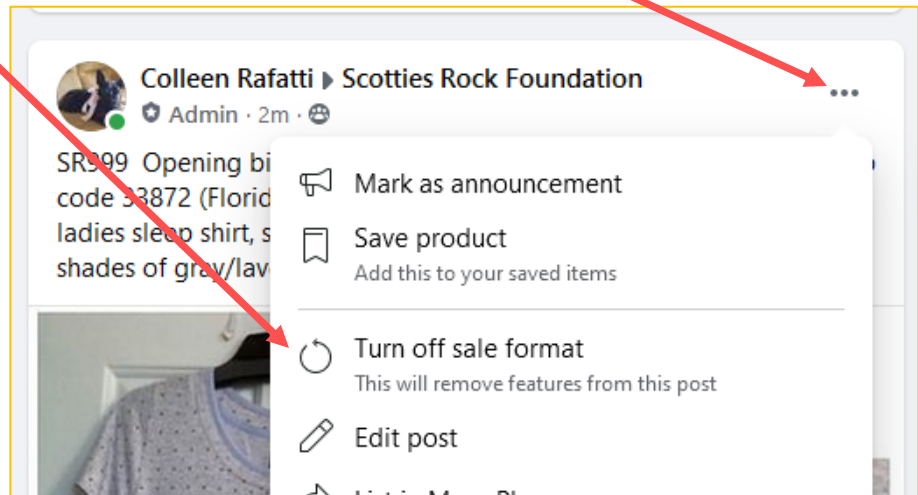
**NOTE 4:** Sometimes Facebook randomly turns on the **Sale Format**, showing your opening bid amount as a fixed sales price. That needs to be turned off for all auction postings!



First, try to turn that off yourself. In your post, 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.

If that option is still not available to you contact any Admin for assistance.



### **Posting Deadline:**

All auction donations must be posted to Scotties Rock Foundation Facebook auction page by **11:59 pm Central time on Monday, October 10, 2022**.

Any donations submitted after this time will be saved for the Spring auction in 2023, with the donor's permission.

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

Penny Standley  
Donna Alberici O'Conner  
Cindee Swalina Bagwell  
Colleen Rafatti  
Joanna Chen Ancelet  
Becky Wayne Bratten  
Jane L. Bruner  
Carmen Folk

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

-END-