

How to Post an Auction Item Donation

Scotties Rock Foundation Auction- Spring 2022

(Revised 1-19-2022)

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:



Scotties Rock Foundation Spring Auction!

Hop To It to Help Scotties in Need

March 23—March 27, 2022

How to Post an Auction Item

Donation posts will be accepted beginning February 16, 2022 through 11:59 p.m. Central Time March 22, 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!

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
#decor	#stationery

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 "Write something..."



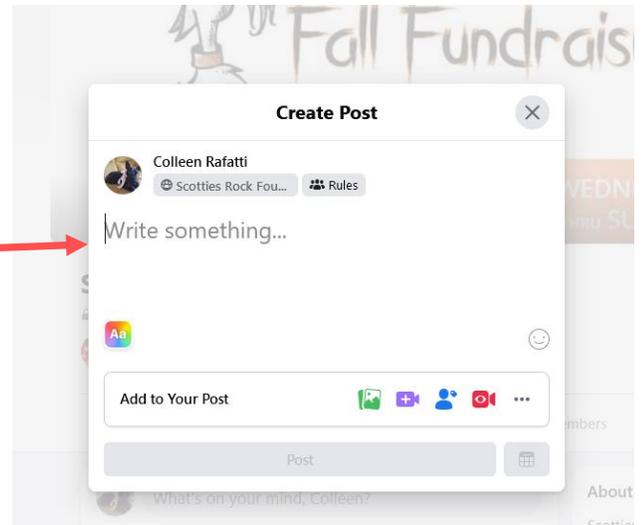
Scotties Rock Foundation

Private group · 4.1K members

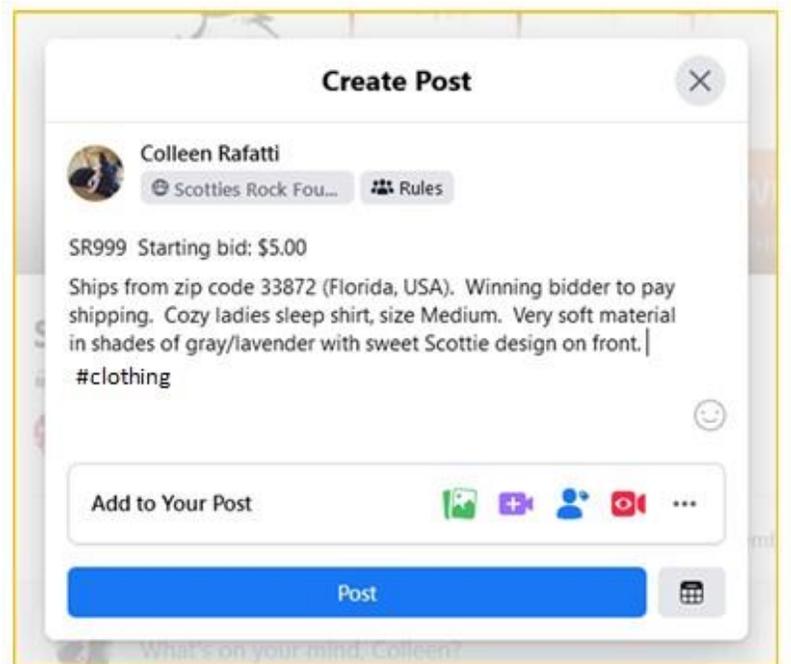


In that empty box that opens to Create Post type in the details about your auction item. Be sure to include:

- 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...

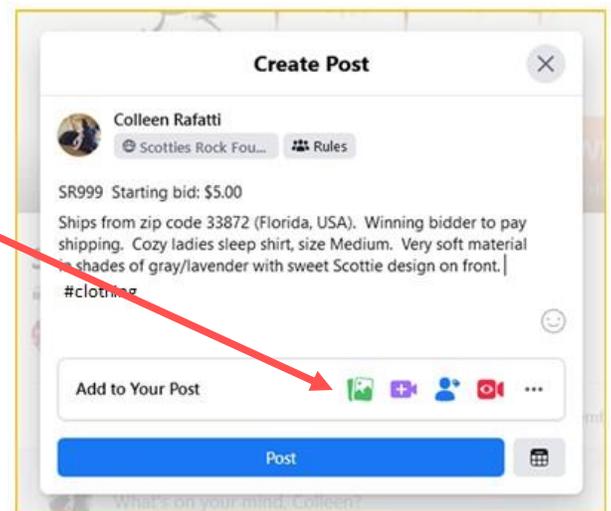
- Is the item new or used? If clothing, what is the size, color, etc.?
- If used or previously worn, what is its condition? Is it from a nonsmoking home?

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.

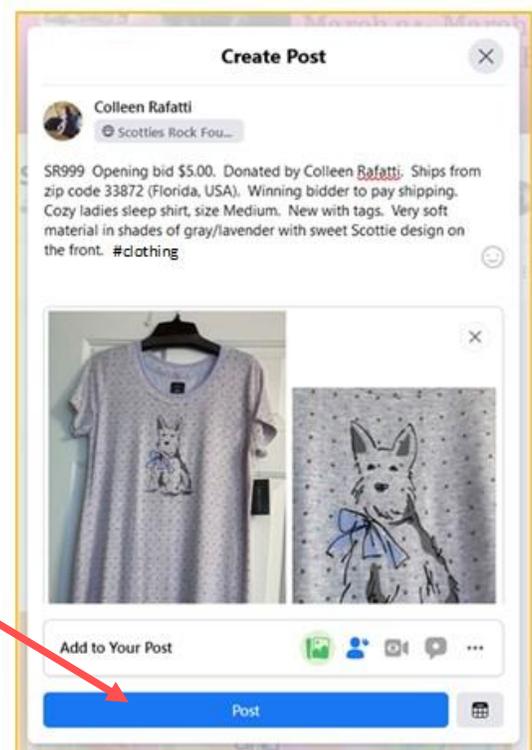
In **Add to Your Post**, click on the photo icon



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**

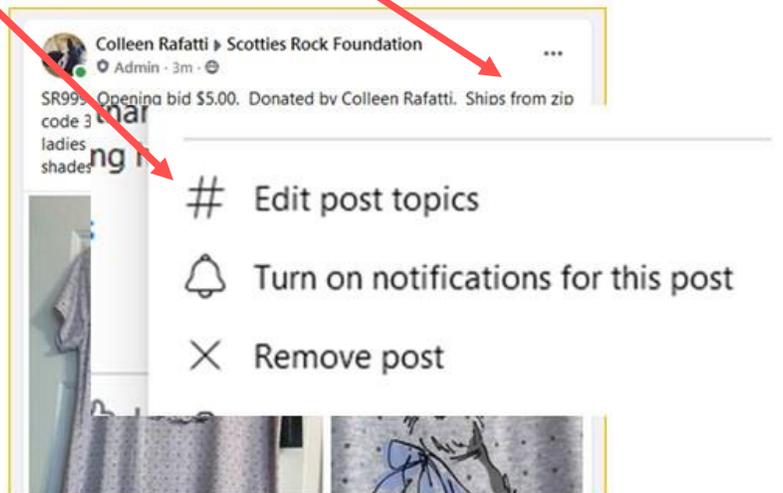


Step 4. Here is your finished post, visible to visitors to the auction page.

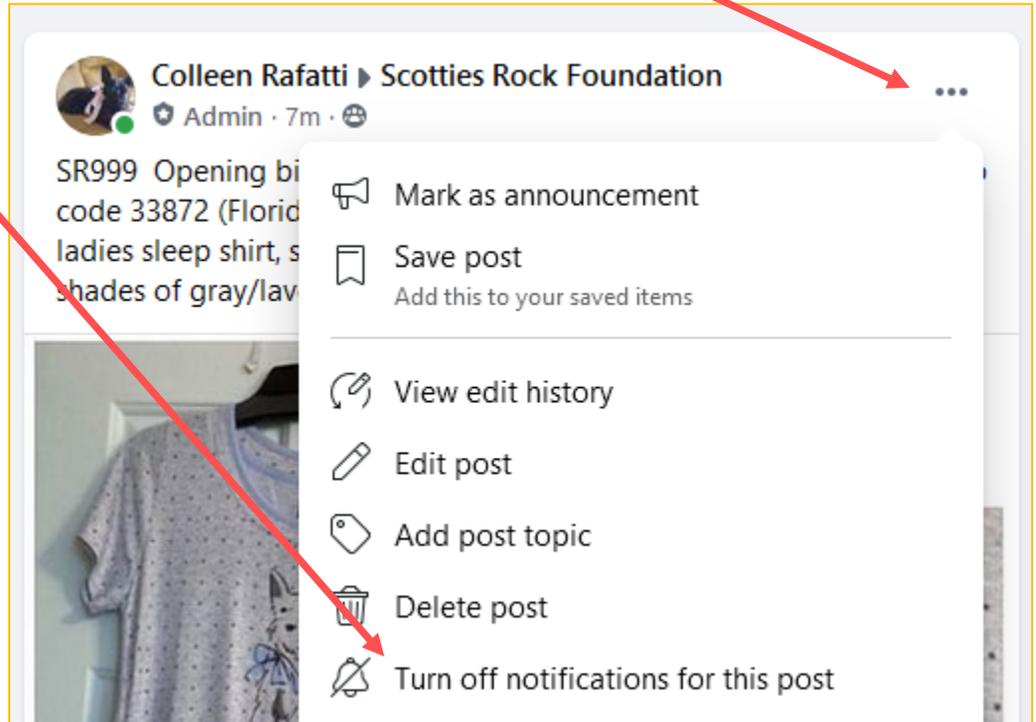


NOTE 1: If there are errors in the post or you want to change something in it, click the three little dots in the upper right corner, then click **Edit post topics**.

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!

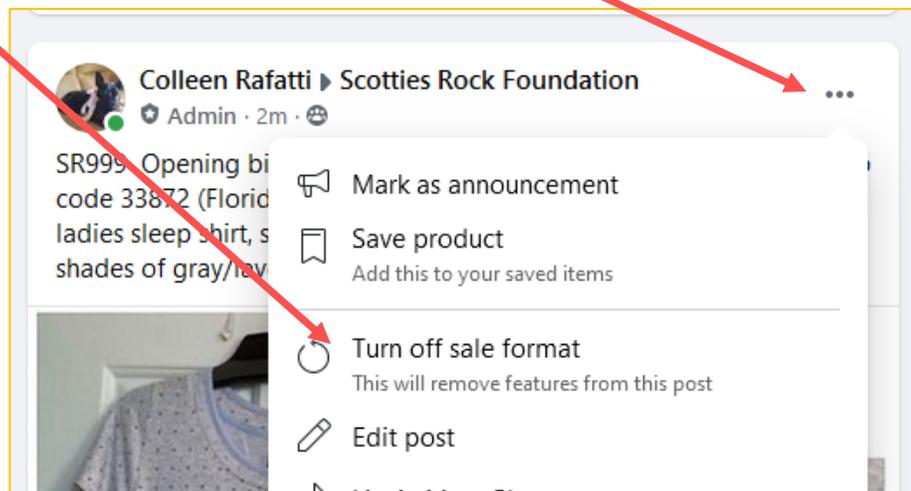


NOTE 4: Sometimes Facebook randomly turns on the **Sale Format**, showing your opening bid amount as a fixed sales price. You need to turn that off for all auction postings!



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 March 22, 2022.**

Any donations submitted after this time will be saved for the Fall 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-