



Donating an item to the St. John Academy Online Auction – How to Guide

You can enter an item directly into the “Bidding for Good” website, if you are either the business donor OR the person receiving the donation. Both parties enter the site using the following URL:

<https://www.biddingforgood.com/stjohnacademy>

Once the site has uploaded onto your PC, Mac, or Apple device, click on the icon on the left of the page



Donate Items

If you are the business donor, click: **I am the donor.**

If you are the person receiving the donation, click: **I am submitting items on behalf of a donor.**

Enter the Donor information (Business Name, URL website address, and a picture of the logo). If you do not have a picture of the logo, leave it black and the website administrator will complete this prior to publishing the item.

Enter the Contact Information (Person to whom any questions about the donation should be directed to or who will receive email confirmation of the donated item).

Enter the Item Information

1) Item Information

Please describe the item as thoroughly and accurately as possible. Be sure to include appealing details about the item to drive up bidding.

Quantity (how many similar items are being donated?)

Item Name (i.e., gift certificate; membership; or name of tangible item)

Item Description (be as specific as possible so the bidder knows what they are bidding on. You can also describe the business or highlight some of the businesses reviews, etc.)

Of Special Note (describe blackout dates, limitations, or expiration date)

Estimated Value (what would this item sell for retail?)

2) Item Images

Images can be up to 1MB and can be in any of the following image formats: .JPG, .GIF, and .PNG. (If you do not have any image, proceed with next step. The website administrator will complete this prior to publishing the item.

3) Delivery Information

Use the 'Additional Info' field to add any information the organization needs to know (expected delivery date, etc.). The information in these fields will only be viewable by the organization's administrators. Preferable the item will be sent directly to St. John Academy c/o Anne Brock or the item will be picked up by a member of the auction committee from St. John Academy. A tangible item such as a gift card, gift certificate on the actual item must be received before the item will be published to the site for bidding.

Final action: Click on **SUBMIT**.

The donor will receive a confirmation email once the website administrator has approved the item. If you have questions, please feel free to contact Kerry Digges - kdigges@verizon.net.