


UNITARIAN UNIVERSALIST CHURCH OF THE MONTEREY PENINSULA (UUCMP)

HOW TO REGISTER AND BID
UUCMP SERVICE AUCTION 2024

1. Overview	<p>THANK YOU for participating in the UUCMP Service Auction 2024!</p> <p>This document explains:</p> <ul style="list-style-type: none">• How to register a login with our online auction service, Auctria;• How to register a credit card in Auctria (completely optional!);• How to use the online catalog in Auctria;• How to place online bids for catalog items (Silent Auction phase);• What email messages to expect from Auctria;• How the Live Auction is conducted;• How to pay for and receive your winning bids; and• How you can participate using paper if you prefer to not use web-based services. <p>Two web site addresses to remember (or, better yet, bookmark in your web browser):</p> <ul style="list-style-type: none">• UUCMP’s Service Auction 2024 main page in Auctria, to register, view Items, and bid, is https://auctria.events/UUCMP2024• UUCMP’s auction information web page, for how-to documents and forms, is https://uucmp.org/service-auction-2024
2. Register in Auctria	<p>Bidders may directly register at the web site, https://auctria.events/UUCMP2024, by clicking on the <i>Register</i> link. You will need to provide a valid email address that will be both your login ID and the destination for auction-related emails (e.g., status of your bids, your final statement). You will need to create a password for subsequent secure logins to your account.</p> <p>If you registered in Auctria for one of our previous Service Auctions, you do not have to do so again. Please check your Profile to confirm your contact information is current, especially the email address. If you have forgotten your password, the Sign In pop-up has a “Stuck?” link you can click; Auctria will email you a one-time access code so you can reset your password.</p> <p>Here is the series of screens to expect when registering in Auctria:</p> <ol style="list-style-type: none">1. The main screen – click “Register” at the top. A series of pop-up windows will appear.  <p><i>Continued on next page</i></p>

2. Register in Auctria, continued

2. Fill in Contact Details, then click “Continue to Account”.

Blocks with red asterisks are mandatory fields. Please also include your telephone number and street address.

The email address you provide will be your Auctria login ID. That address is also where Auctria will send your status messages.

3. Create a password for your Auctria account, then click “Continue to Register card”. To protect your account, please do NOT click “Skip this step”.

Your email address will appear where this image shows a green rectangle.

4. Having a credit card registered in Auctria can be a handy way to make payments. Note: UUCMP pays a service fee of around 3.5% on each credit card payment; see “Winning Bids: Payment and Delivery” below for alternatives.

If you would like to use this feature, fill in your card information. The card must be issued to the name and address for this Auctria account. Then click “Continue to Review registration”. Otherwise, click “Skip this step”.

5. On the final screen, click the checkbox for “I agree to the standard terms of use”, then click “Complete Registration”.

Test your new login ID and password to confirm they work as expected. If they do not, email a help request to ServiceAuction@uucmp.org.

This screenshot shows the 'Contact details' registration form. At the top, there are navigation links: Home, Donate Goods & Services, Donate Cash, Sign In, Register (highlighted), and Contact Us. Below the navigation is a breadcrumb trail: Contact details > Account > Register card > Review registration. The main heading is 'Fill in the form to register.' followed by the instruction 'Provide your contact details (items with a * are mandatory)'. The form contains several input fields: 'First name*' and 'Last name*' (both with red asterisks), 'Email*' (with a red asterisk), and 'Phone'. Below these are 'Address 1' and 'Address 2' fields. At the bottom, there are 'City', 'State', and 'Zip Code' fields. A blue button labeled 'Continue to Account' is at the bottom right.

This screenshot shows the password creation step. It has the same breadcrumb trail as the previous form. The heading is 'Fill in the form to register.' followed by a green box containing the text: 'You can create an account with a password to be able to sign in again. Or you can skip this step.' Below this, it says 'You are creating an account as' followed by a green rectangle. There are two input fields: 'Password*' and 'Confirm Password', both with red asterisks. At the bottom, there are three buttons: '< Back to Contact details', 'Skip this step', and 'Continue to Register card'.

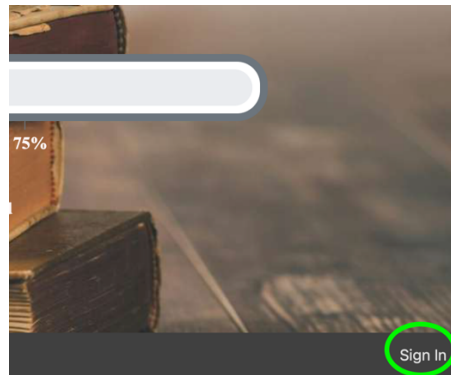
This screenshot shows the credit card registration step. It has the same breadcrumb trail. The heading is 'Fill in the form to register.' followed by the instruction 'Register a credit card for faster checkout:'. There is a single input field for 'Card number' with a small icon on the left and 'MM / YY CVC' on the right. At the bottom, there are three buttons: '< Back to Account', 'Skip this step', and 'Continue to Review registration'.

This screenshot shows the final 'Review registration' step. It has the same breadcrumb trail. The heading is 'Fill in the form to register.' followed by 'Review registration...'. It says 'You are registering as' followed by a green rectangle. Below this is a text area for 'Comments' with the prompt 'If you have any extra comments to include please enter them below:'. At the bottom, there is a checkbox labeled 'I agree to the standard terms of use' which is checked and circled in green. There are two buttons: '< Back to Register card' and 'Complete Registration'.

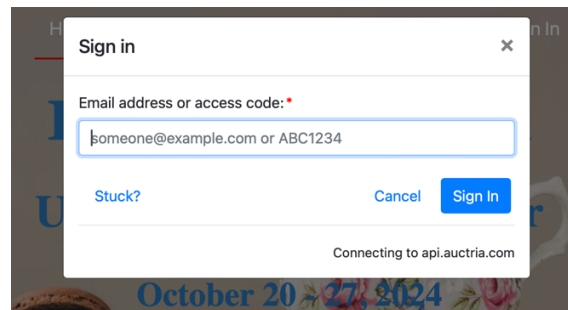
3. Signing In and Out of Auctria

You will need to sign in to Auctria to review the auction catalog and place bids, and then to sign out when finished.

1. You can click the Sign In link at either the top of the auction's main page, or in the lower right corner

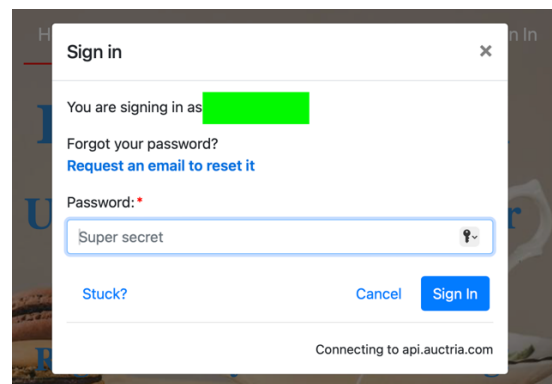


2. In the first pop-up window, enter the email address you registered, then click "Sign In".



3. In the next pop-up window, enter your account password.

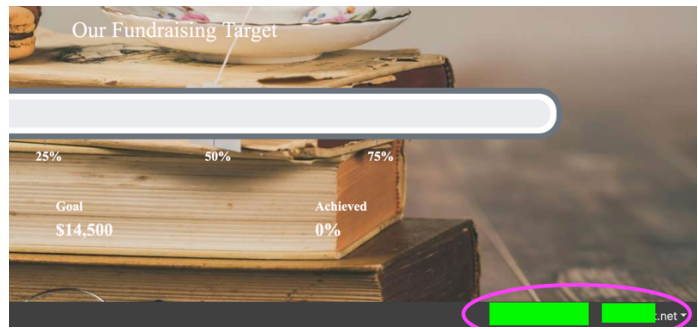
If you've forgotten your password, click "Stuck?" to receive an email with a one-time access code which will allow you to set a new password for your account.



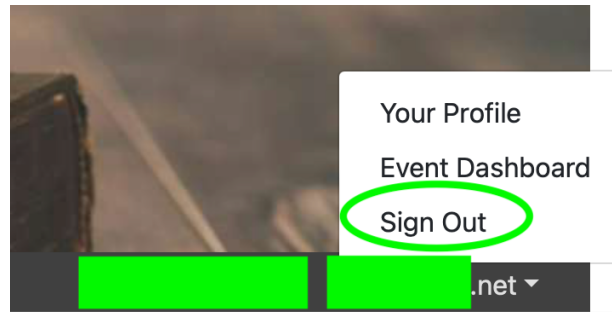
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3. Signing In and Out of Auctria, continued

4. When you sign in, your name and email address will appear on the lower right corner of the page.



5. To sign out, click the email address there, then click "Sign Out" in the pop-up window.

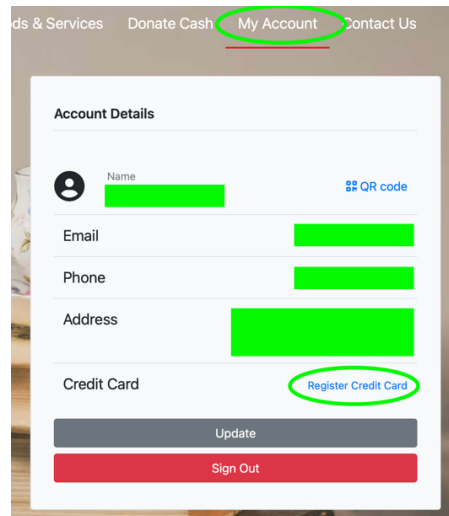


4. Register a Credit Card in Auctria

Auctria allows, but does not require, your registration of a credit card within the system. With a registered credit card, you will be able to pay for winning-bid Items by clicking the *Checkout* button at the bottom of the emailed Bidder Statement which will be sent to you by Auctria. Note: UUCMP pays a service fee of around 3.5% on each credit card transaction; see "Winning Bids: Payment and Delivery" below for alternatives.

If you registered a card when first establishing your account, you are all set. If you did not, and wish to later, or need to change card information, sign in to Auctria and do the following:

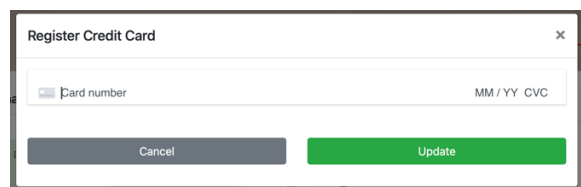
1. Click the "My Account" link which now appears at the top of the main page.

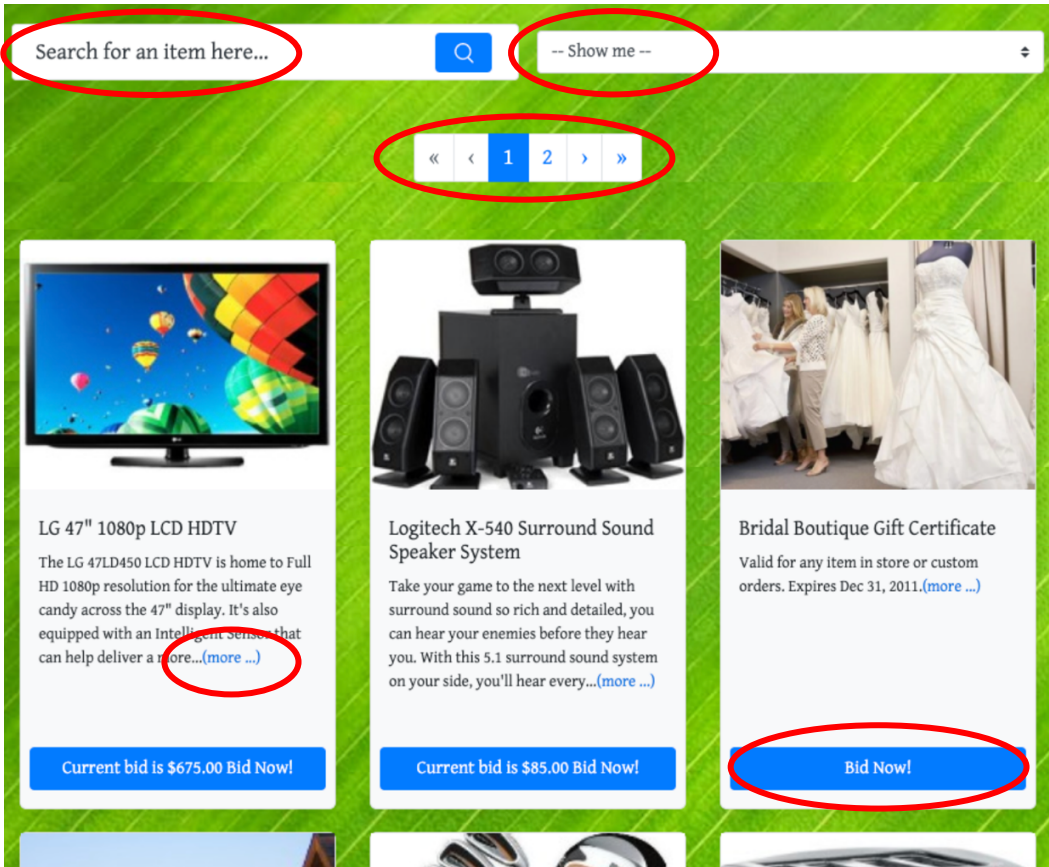


2. In the pop-up window, click "Register Credit Card".

(You can also update your contact information in this screen – click "Update".)

3. Enter your card information. The credit card must be issued to the name and address in your Profile. Click "Update".



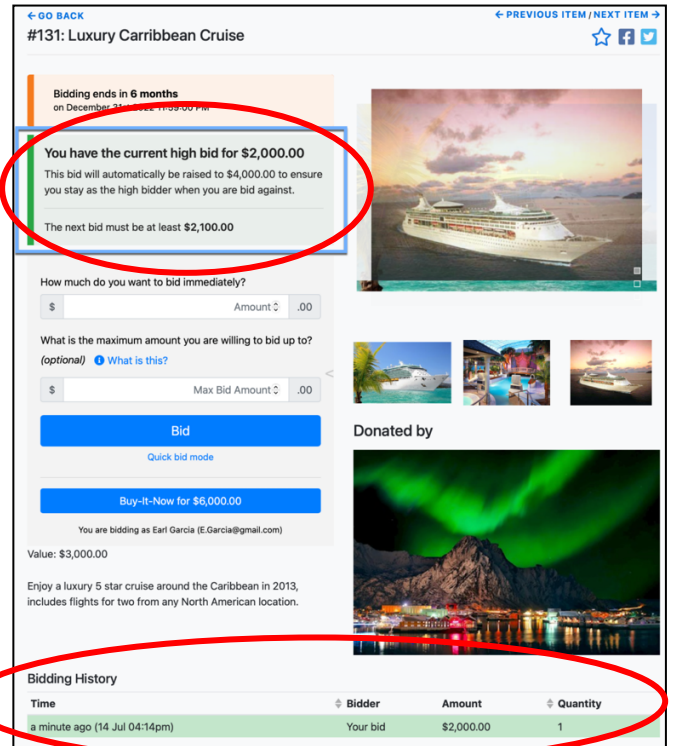
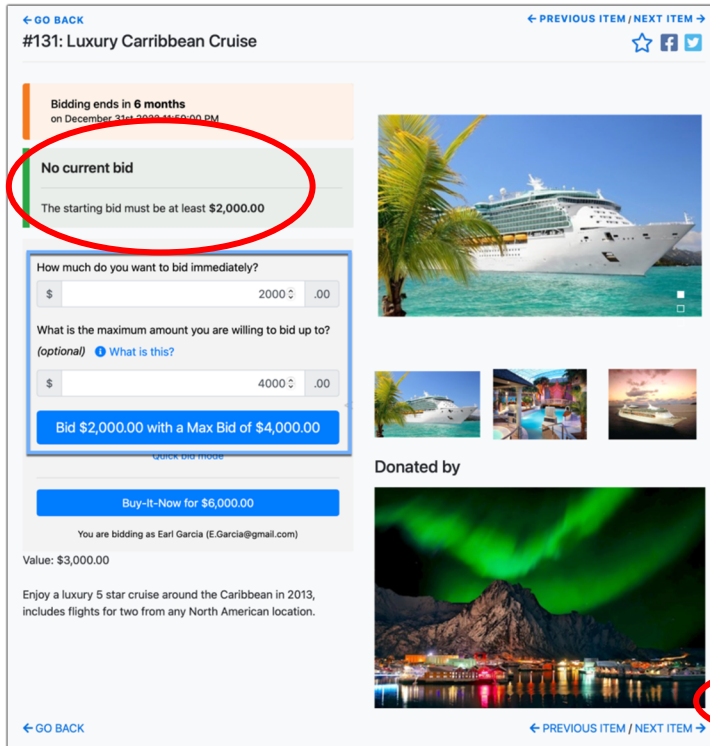
<p>5. Auctria App Is Available</p>	<p>The steps and images above and below presume you are logging into Auctria through a web browser. Auctria also provides self-contained apps for Android and iOS (Apple) mobile devices. The apps provide the same access and functionality as provided when using a web browser. Search for “Auctria” in your app store to download the free Auctria Mobile Bidding App.</p>
<p>6. Auctria Online Catalog</p>	<p>Each Item donated for bidding in the UUCMP Service Auction will appear in the online catalog within Auctria. Access the catalog by clicking the “Catalog” link at the top of the auction main page. (If you prefer a non-Auctria version, a .pdf file of the catalog can be downloaded from https://uucmp.org/service-auction-2024. The file version contains, for each Item, its catalog number, declared value, title, donor, description and one photo.)</p> <p>Catalog Items have unique identification numbers, grouped as follows:</p> <ul style="list-style-type: none"> 100 series Live Auction Items – info only, not available for Online (Silent) bidding 200 series Food 300 series Goods 400 series Services 500 series Get-Together <p>Here is a sample catalog provided by Auctria. Note the elements at the top of the page: a Search bar; a “Show me” filter drop-down (examples: “Food”, “Items Without Bids”); and a selector for which catalog page screen is in view. Clicking on “more...” for an Item reveals complete Item information and allows placing bids, as covered in the next section. Or click “Bid Now!” to bid.</p> 

7. Placing a Bid: Online (Silent) Auction

UUCMP Service Auction donors have historically provided a wide variety of foods, goods, services and events from which to choose when placing bids. Auctria provides instant updates of each Item’s bid status as new bids are placed, both in the catalog and via email to involved bidders (see the next section). Bid increments are proportional to the starting bid level of each Item; for example, a starting bid level of \$20 may automatically increment \$1 for each successive bid, where a \$120 starting bid may automatically increment by \$10.

With online bidding, your identity is confidential; only you will know the status of your own bids.

Here are some sample catalog detail screens from Auctria for an impressive fantasy Item. Note the change in available information from the point of before an initial bid has been placed (left image), to a point after bidding has started:



8. “Buy-It-Now”

What is “Buy-It-Now”? Each Item in the catalog has a “Buy-It-Now” option, typically set at 2.5 times the declared value of the Item, which represents its maximum bid amount. You can click this to guarantee a purchase – it closes bidding on that Item, and immediately generates a Bidder Statement sent to you via email.

9. Bidding on Multiple Quantities

How to bid on more than one item in multiple-quantity offerings (e.g., two seats at a concert or dinner): After you place a bid for one seat, when you click "Bid" again it gives you the choice of updating your existing bid (for example, to increase the amount of the bid) or to bid for an additional item. Click in the little "Please select" box, and choose "Place a new bid". Note that a higher bid which arrives later from someone else may displace one of the bids you made, but not the other – *the multiple bids you place are not identified within the system as being linked together*. In this example, you will need to increase your bid on *both* seats to surpass a bid from someone else that “bumped” one of yours.

10. Emails from Auctria

Auctria automatically sends you emails to advise you of status changes with your bid(s). The email will come from the address "noreply@auctria.com" with display name: 'UUCMP' www.auctria.com. If you place a bid and do not see an email about it shortly, please check your email spam folder.

When bidding closes at 10:00 PM on Sunday, October 27, the Auctria system will automatically email all winning Bidders a statement showing their bids, payments and balances due. Those statements will include Donor contact information for each Item on their list. Anyone who bids a "Buy It Now" amount will receive an automated statement right away, just for that Item.

Here is a list of the events for which Auctria will send you an email.

As the check-box format suggests, you can control which types of email you want to receive.

To change the default "send me everything" settings, on the auction main page, click your email address in the lower right corner, then click "Your Profile" in the pop-up menu.

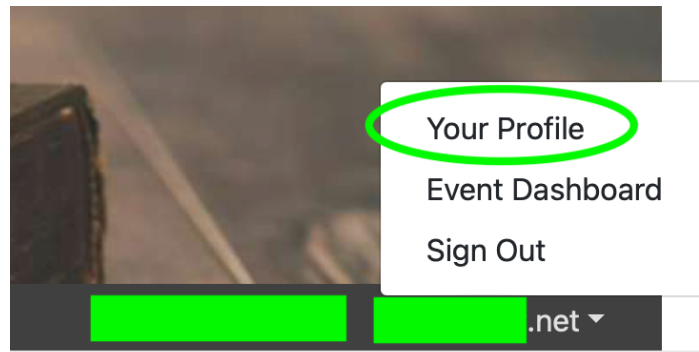
Messages you will receive:

Event emails

- Notification when you place a high bid on an item
- Notification when a proxy bid is automatically raised
- Notification when you are out bid for an item
- Notification when an online item is won
- Invitations to events from organizations that enter your email address
- General notices relating to events you are participating in

Auctria emails

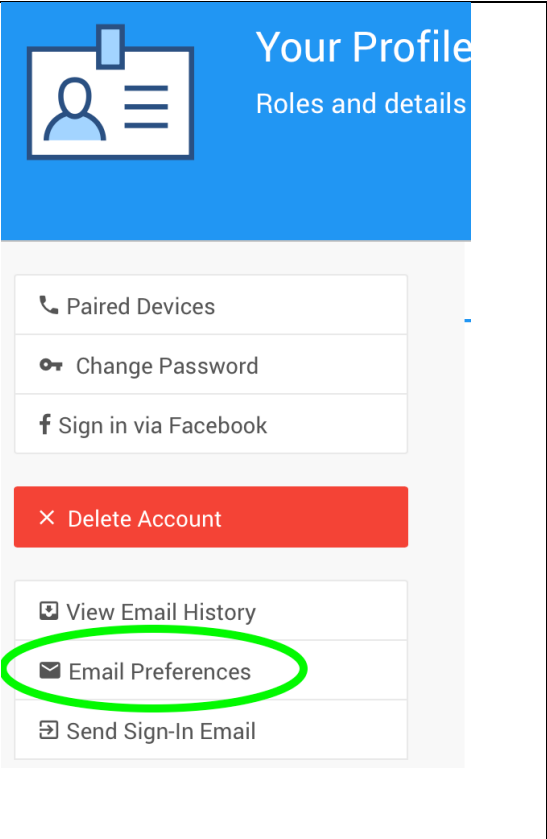
- Auctria newsletters
- Important system emails relating to your account



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10. Emails from Auctria, continued

On the “Your Profile” screen, click “Email Preferences” to see the check-box list above. Make changes as you desire, then click the “Save Preferences” button on the left side.



11. The Live Auction

Certain Items are selected for bidding during the Live Auction on the evening of Saturday, October 26. These are shown in the catalog to let you review them in advance, but are not available for Online (Silent) Auction bidding.

During the Live Auction, people in the room have their bids recognized by auctioneers at the podium. Zoom attendees are able to place bids through Zoom chat, which is monitored by in-person proxy bidders at the church.

If you will be unavailable to participate during the auction period, but would nevertheless like to bid on Items in the catalog, you can request Proxy bidding. Please submit a Request for Proxy Bidding form, as attached (last page), available at the church, or available by .pdf download from the auction information web page, <https://uucmp.org/service-auction-2024>. Submission details are on the form.

In addition to the bidding, the Live Auction evening for Service Auction 2024 will feature literature-themed games for group participation. Start thinking about your favorite fictional character; a costume (optional!) makes it more fun.

Attendees are responsible for their own refreshments. Children will be welcome in the church sanctuary under supervision by their parents/guardians, but there will be no organized child care or special programs for children or youth.

Live Auction winning bidders will be posted in Auctria right away.

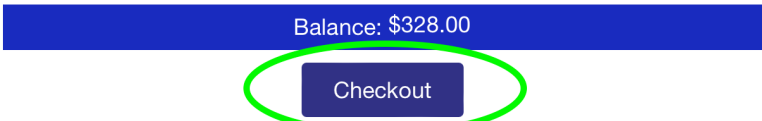
12. Winning Bids: Payment and Delivery

Auctria allows Bidders to register credit cards within the system to directly pay for their winning bids through their emailed Bidder statement, by clicking the “Checkout” button. UUCMP allows other forms of payment, as well: cash (in a labeled, sealed envelope, delivered to the church office or the Sunday collection plate), personal check, bank direct payment (bank-issued check), PayPal, or a credit card you registered and use in the separate Breeze data system. See the church website, uucmp.org, *Donate* link, to use PayPal.

If you wish to pay by credit card registered in Auctria, you must click the “Checkout” button which is at the bottom of your Bidder Statement email.

Auctria will not automatically issue a credit card payment, just because you have registered a card in the system.

Total Owed:	\$328.00
Total Paid:	\$0.00



NOTE FOR CREDIT CARD PAYMENT: To make payment with a credit card you have registered with the auction website, please CLICK THE CHECKOUT BUTTON to proceed. Your credit card will be charged only at your specific direction, not automatically due to its being registered. A service fee of approximately 3.5% will be paid by UUCMP for your credit card purchase. Cash and check payments do not incur a service fee.

Please contact your donor(s) for pickup or delivery of your item(s), or for coordination of event(s). If delivery service by a church volunteer is needed, please contact the Service Auction team by email (ServiceAuction@uucmp.org) or telephone (831-595-8295).

Thank you for contributing to the success of this auction and the Unitarian Universalist Church of the Monterey Peninsula!

If you pay by credit card within the Auctria system, the auction team will have a record of which items or additional donations are being covered by that payment. *For any payment method outside of the Auctria system, please include a note or check memo with “Auction 2024, Item # nnn”, citing the Catalog number(s) of the Item(s) covered by the payment.*

If your payment is delayed for more than three weeks after the end of the Auction, please expect follow-on contact from the auction team, by email and/or telephone.

Pickup or delivery of Food and Goods, and scheduling of Get-Togethers and Services, are to be coordinated directly between the Donor and the winning Bidder(s). Contact information for each is provided on both Donor and Bidder statements. If the Donor and Bidder(s) encounter impassable transport difficulties, please contact the auction team for assistance (email ServiceAuction@uucmp.org, or telephone as indicated in the “Questions?” section below).

<p>13. Participation Without the Internet</p>	<p>You may participate in UUCMP’s Service Auction 2024 without having access to email or web pages. It’s perfectly fine if you have a trusted friend with internet access who can register and bid online, on your behalf. (If they happen to have a second email address, they can register your Auctria account using that, instead of the primary address they use for their own Auctria profile.) Otherwise:</p> <p>Bidder Registration. Please complete a UUCMP Service Auction Bidder Registration form, as attached on the next page. Submission details are on the form.</p> <p>Paper Catalog. If you put “None” for an email address on your Bidder Registration form, we will deliver or surface-mail you a paper version of the catalog.</p> <p>(If you <i>do</i> have internet access, please use the Auctria online catalog or download your own .pdf copy from https://uucmp.org/service-auction-2024, instead of obtaining a printed version from UUCMP. This will help the church minimize the cost of color photocopying.)</p> <p>Proxy Bidding. When you identify one or more catalog Items on which you would like to bid, please complete a Request for Proxy Bidding form, as attached on the last page. Preparation and submission instructions are on the form. The Auctria system will be set up to automatically place your bids for Items you select, starting at the minimum (starting bid) level for each Item, and incrementing higher only if you are outbid by someone else; your automated bidding will cease when the Maximum Bid Amount, you have defined on the form, is reached.</p> <p>If you want to bid during the Live Auction and can attend in person, please do so – in that case, you will not need to submit a proxy-bidding request form to cover Live Auction Items.</p>						
<p>14. Questions?</p>	<p>UUCMP Service Auction team contacts:</p> <table border="0" data-bbox="472 1186 1299 1255"> <tr> <td>Lauren Keenan</td> <td>831-595-8295</td> <td>ServiceAuction@uucmp.org</td> </tr> <tr> <td>Steve Johnson</td> <td>831-402-7601</td> <td>ServiceAuction@uucmp.org</td> </tr> </table>	Lauren Keenan	831-595-8295	ServiceAuction@uucmp.org	Steve Johnson	831-402-7601	ServiceAuction@uucmp.org
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Steve Johnson	831-402-7601	ServiceAuction@uucmp.org					

Rev 2024/08/29

UUCMP SERVICE AUCTION BIDDER REGISTRATION

NOTE: IF YOU REGISTER THROUGH AUCTRIA WEBSITE (preferred), please do NOT submit this form

BIDDER NAME	
MY CONTACT INFO IS CURRENT IN THE BREEZE DATA SYSTEM OR PRINTED UUCMP DIRECTORY, JAN 2024 Circle one: YES / NO / NOT SURE IF "NO" OR "NOT SURE", PLEASE COMPLETE <u>ALL</u> OF THE FOLLOWING:	
ADDRESS (street or P.O. Box)	
CITY, STATE/PROVICE AND ZIP/POSTAL CODE	
TELEPHONE (include area code)	EMAIL ADDRESS

Return completed form **before October 13, 2024** by one of these methods:

- (a) Place completed form in Sunday collection basket;
- OR (b) Send scanned image of completed form, via email to: ServiceAuction@uucmp.org
- OR (c) U.S. mail to: UUCMP, Attn: Auction 2024, 490 Aguajito Rd, Carmel, CA 93923

UUCMP SERVICE AUCTION 2024 – FABULOUS FICTION

REQUEST FOR PROXY BIDDING

If you will be unable to attend the Live Auction event on Saturday, October 26, 2024, or prefer not to use the Auctria online service for bidding on items in either the Online (“Silent”) or Live portions of the auction, please complete and then deliver or mail this form, to arrive no later than **Friday, October 18**, for Online (“Silent”) bidding, or **Friday, October 25**, for *just* the Live Auction, to:

UUCMP Church Admin, ATTN : AUCTION PROXY, 490 Aguajito Rd, Carmel, CA 93923

You may instead scan the completed form and email it as an attachment to: **ServiceAuction@uucmp.org**

You will be registered for automatic (“proxy”) bidding for the item(s) you list below. You **MUST** provide an *upper limit* (MAX BID AMT) on each item – what is the *most* you would be willing to pay? The system will start your bidding at the minimum level allowed, then as other bids are received, it will incrementally increase your bid to the point where it is the highest bid offered, but not to exceed your MAX BID AMT.

If you provide an email address, the Auctria system will send you notification whenever a bid is posted on your behalf, and whenever that bid is surpassed by another bidder. If you do not have email, you will be contacted by the auction committee to inform you of your bidding results after bidding concludes.

If there are not enough spaces below for all your intended bidding targets, you may submit more forms.

NAME	TELEPHONE (w/ area code)	EMAIL ADDRESS

CATALOG NUMBER	ITEM TITLE (Is the title a long one? The first 6 words are enough)	BID QTY *	MAX BID AMT (each, if QTY > 1) *

* **BID QTY:** If more than one unit is offered for an item, specify how many of those you desire. The MAX BID AMT will be per individual unit shown in the BID QTY (e.g., for “2 dinner seats at up to \$50 each”: BID QTY = 2, MAX = \$50)