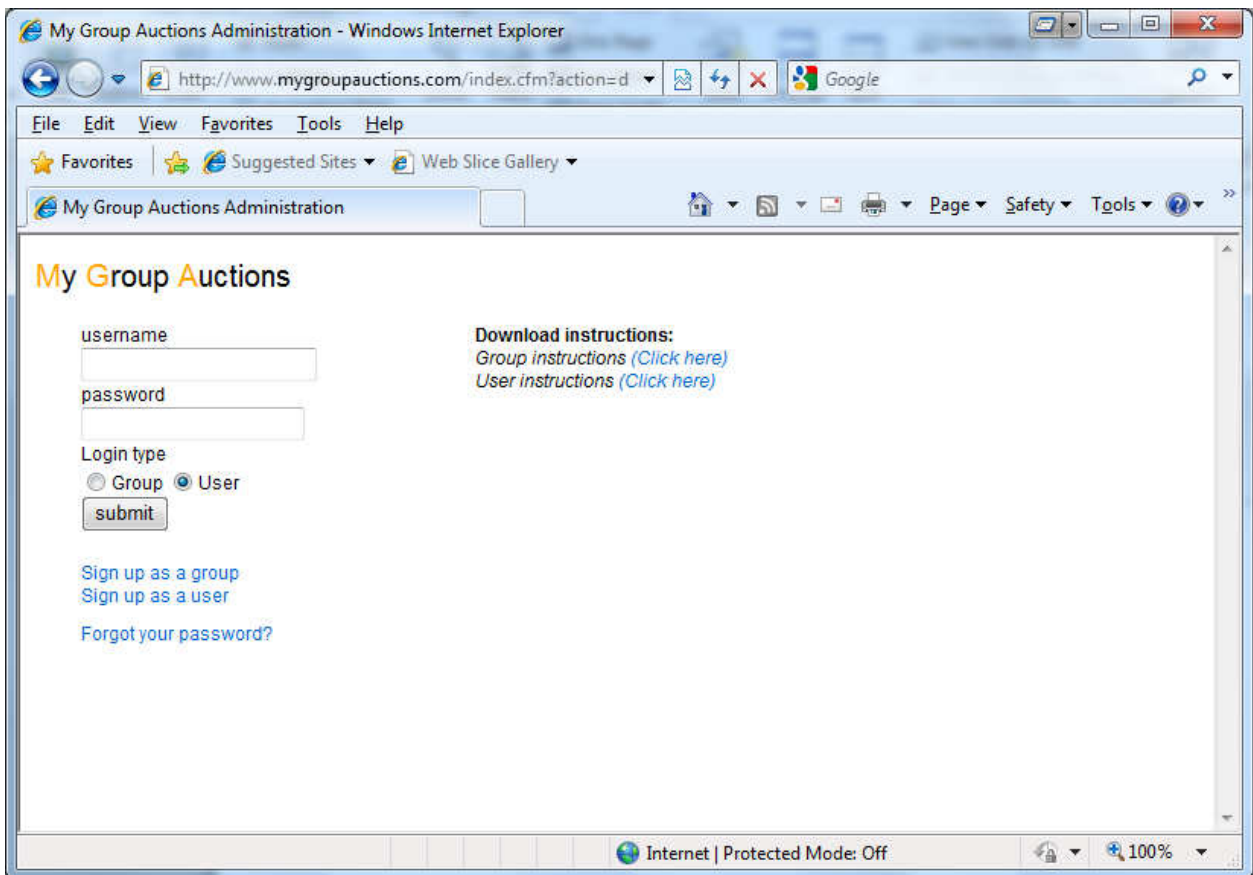


My Group Auctions – User’s Guide

Thank you for reading this manual! MyGroupAuction.com® is a website created for facilitating the auctions put on by clubs and charitable organizations. The key benefits for users of this site include:

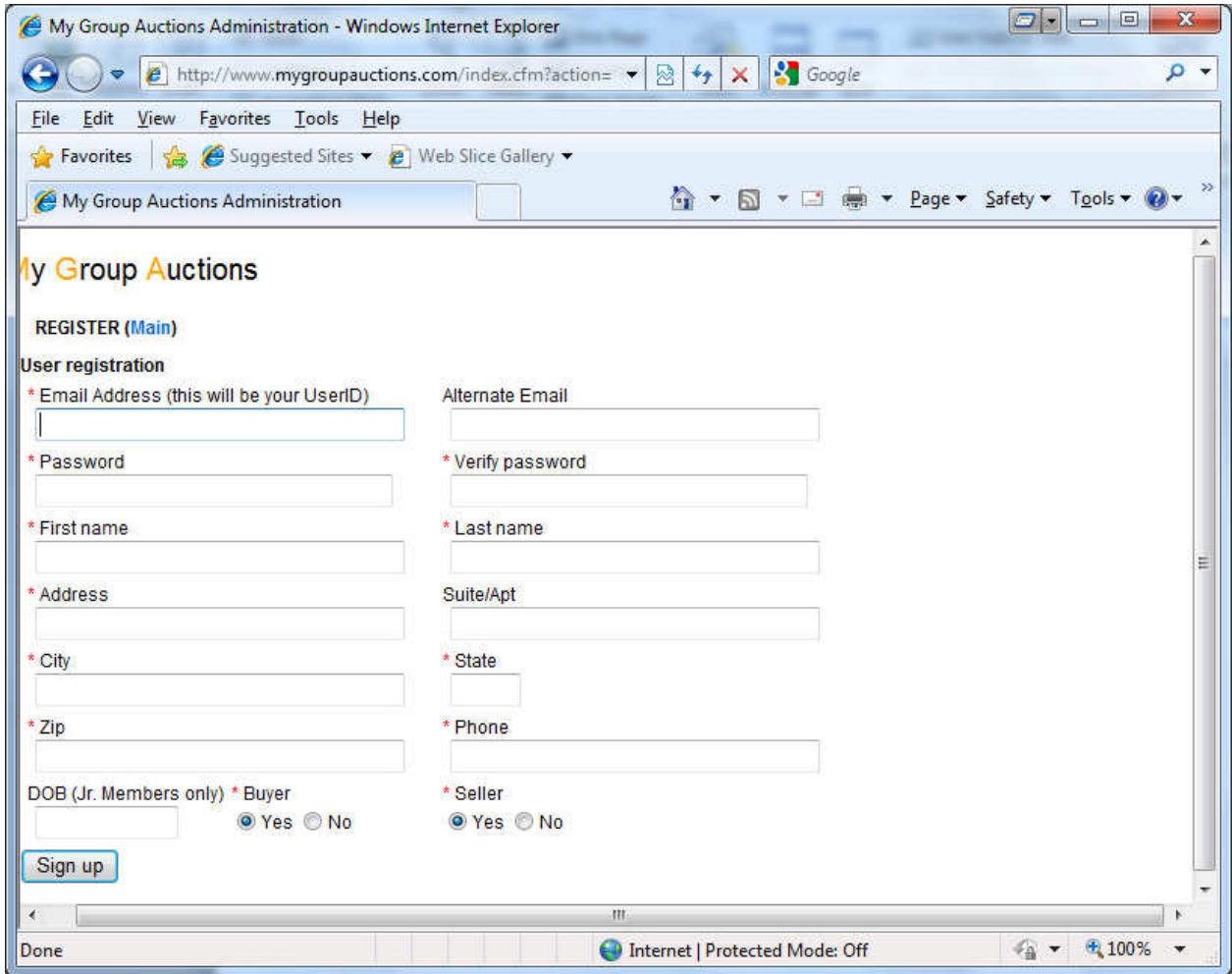
- You can post the items that you want to sell or donate in advance of the auction.
- If the group doesn’t do it for you, you can quickly print labels for the items you are selling.
- You can preview items posted by other donors or members.
- You can affiliate yourself with multiple groups.
- If you are selling items in a group auction, you can generate both live and after-the-fact reports about what you have sold.
- In some group auctions, you can generate reports about what you have purchased.
- Best of all, **there is no cost to you for this service.**

Let’s get started. Below is an image of the main landing page.



Registration

Click on the blue text “Sign up as a user.” **YOU MUST USE YOUR EMAIL ADDRESS AS YOUR MyGroupAuctions UserID.** Fill in the other fields on the screen and hit the Sign Up command button. That will bring you back to the main page, and now you can log in.



The screenshot shows a web browser window titled "My Group Auctions Administration - Windows Internet Explorer". The address bar shows the URL "http://www.mygroupauctions.com/index.cfm?action=". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The "Favorites" bar shows "My Group Auctions Administration". The main content area displays the "My Group Auctions" logo and a "REGISTER (Main)" link. Below this is the "User registration" form, which includes the following fields and options:

- * Email Address (this will be your UserID) [text input]
- Alternate Email [text input]
- * Password [text input]
- * Verify password [text input]
- * First name [text input]
- * Last name [text input]
- * Address [text input]
- Suite/Apt [text input]
- * City [text input]
- * State [text input]
- * Zip [text input]
- * Phone [text input]
- DOB (Jr. Members only) * Buyer: Yes No
- * Seller: Yes No

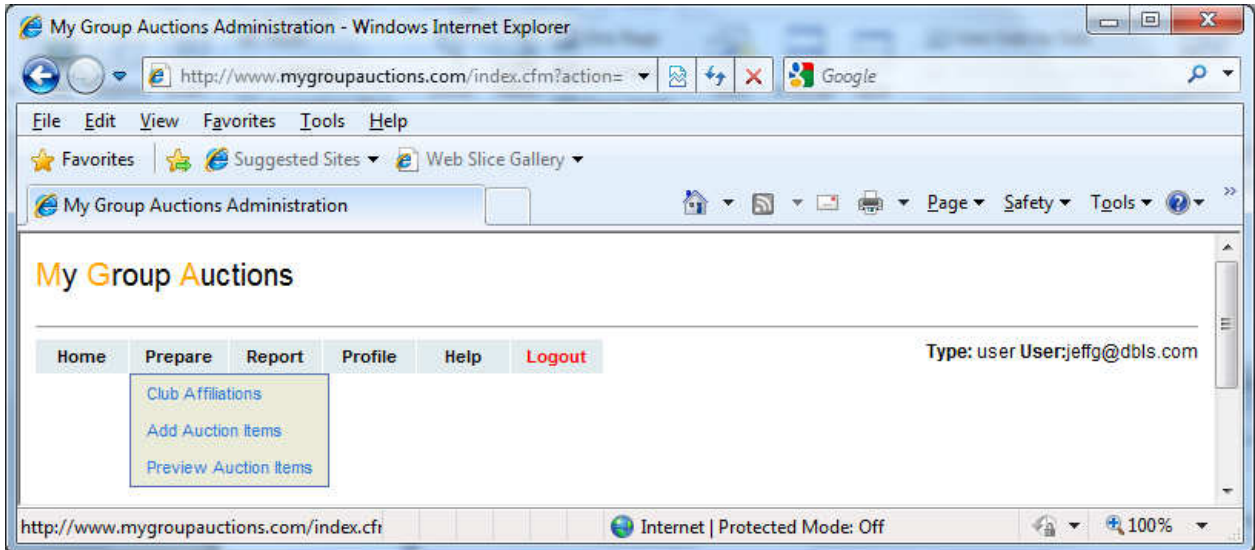
A "Sign up" button is located at the bottom left of the form. The browser's status bar at the bottom shows "Done", "Internet | Protected Mode: Off", and a zoom level of "100%".

Note: We only need your Date of Birth (DOB) if you are a junior member and plan to affiliate yourself with a club that has junior members.

If you forget your password, you can request that it be reset from the main page. The new password will be sent to the email address that is your UserID.

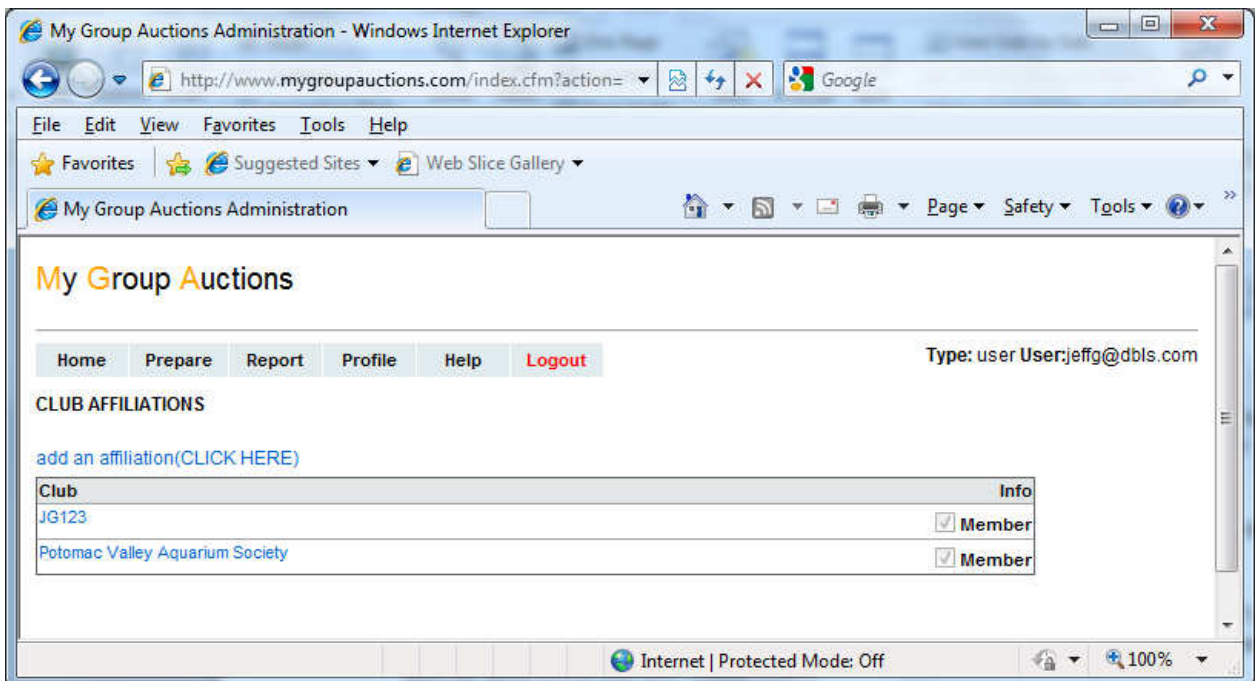
User Main Menu

To select an action from the Main Menu, just position your mouse over one of the options (like Prepare) and then move down to select an action.



Club Affiliations

We hope that there will be hundreds of clubs and charities using our system. **You must affiliate yourself with a group** in order to donate items, sell items, or register as a buyer at their auction. You may affiliate yourself with an unlimited number of groups.



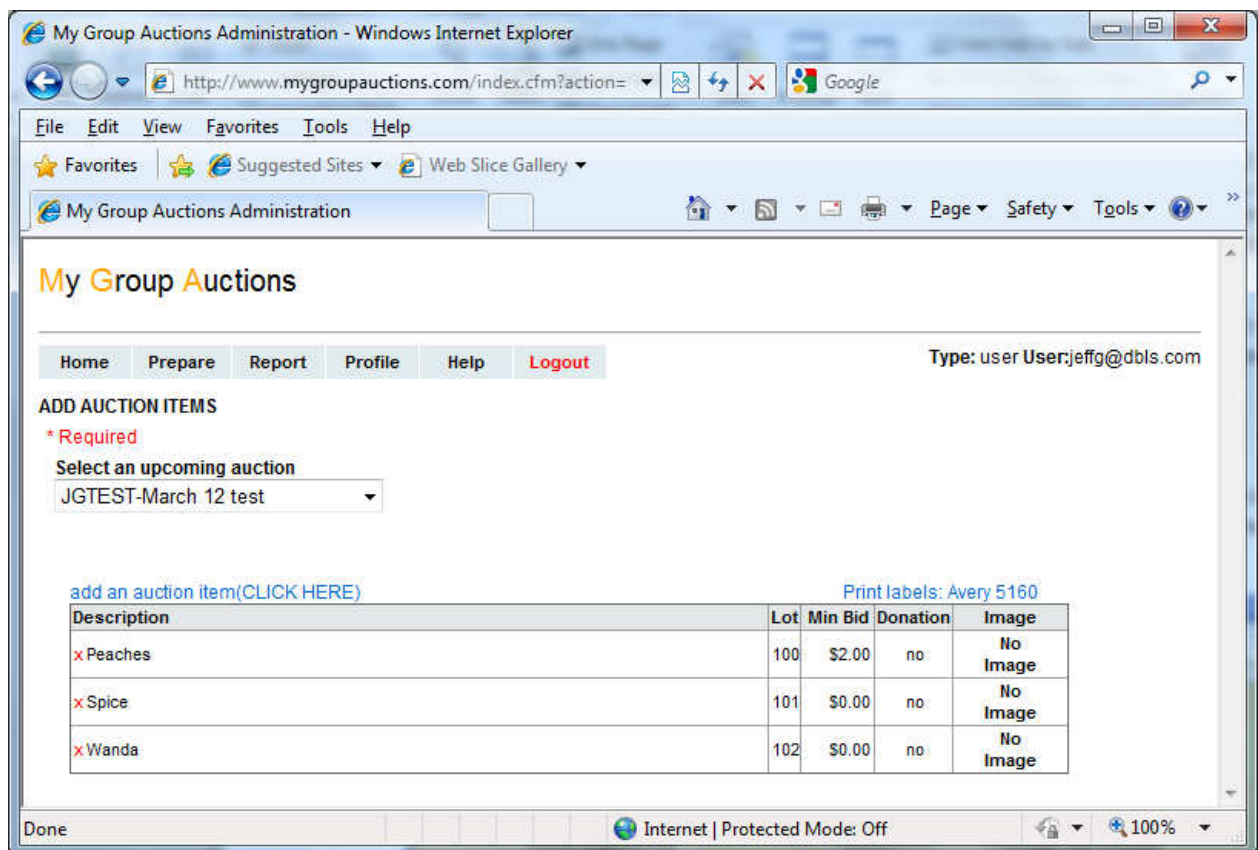
The screen is divided into two sections. In the middle of the screen you can see groups that you are affiliated with. You can select new groups by clicking the blue text “add an affiliation.”

When you choose a group, be sure to check the “Member” box if you are a member of the group. This may entitle you to benefits.

Groups must be entered into the system by authorized representatives of the group. If you know of a club or charity that holds auctions but they are not listed, please contact them and tell them about this site. Thank You!

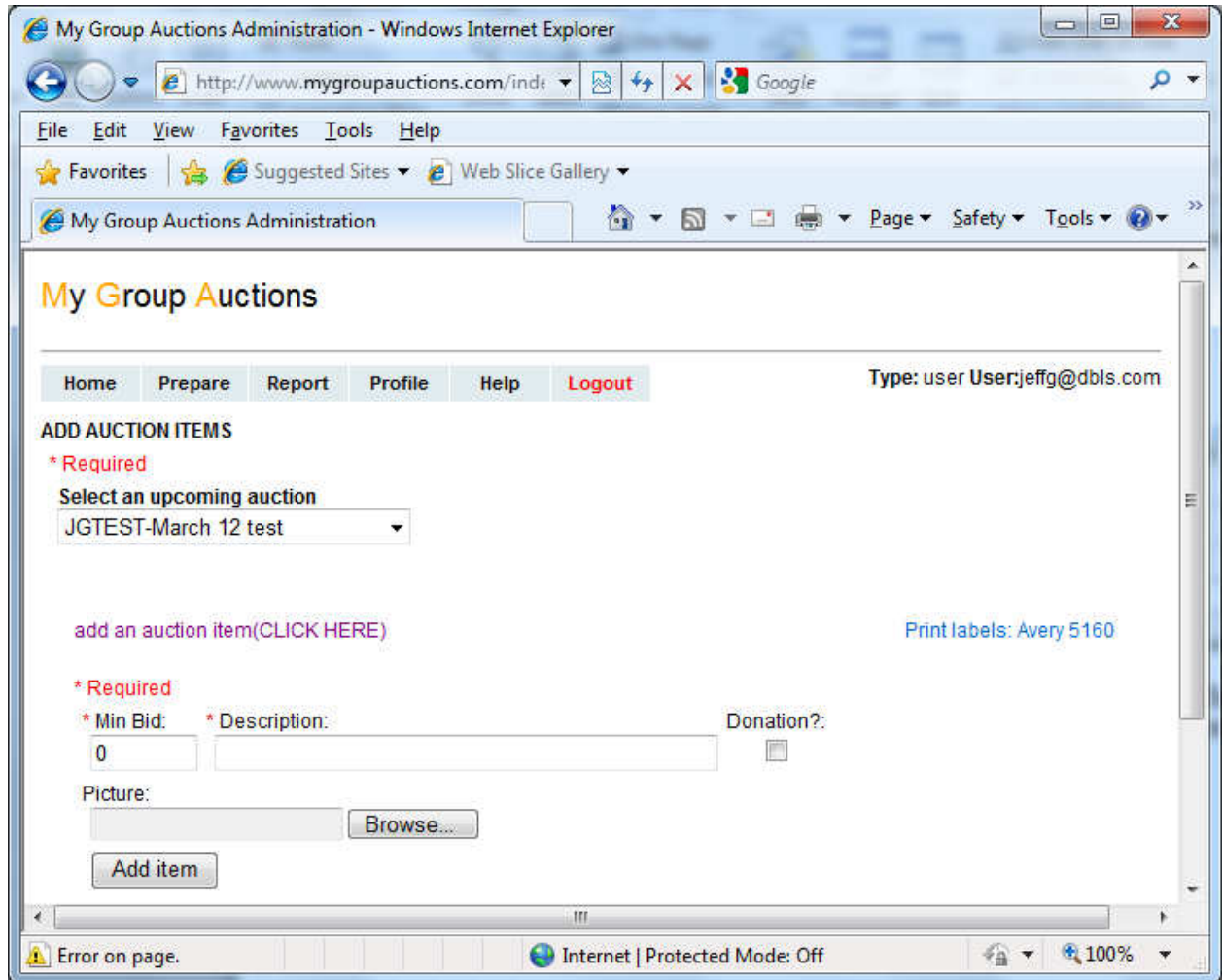
Enter Auction Items

First, select the auction in the top left combo box; you will only see auctions for groups that you are affiliated with. Any items that you have already entered will be displayed, and new items can be added. To add a new item, click on the blue text “add an auction item.”



When you are done entering items, you can print labels for those items.

Adding a new item is simple and fast. If you have a minimum bid price, enter it. Put in a description, up to 200 characters. Optionally, upload a picture. Then hit the command button “Add item.”

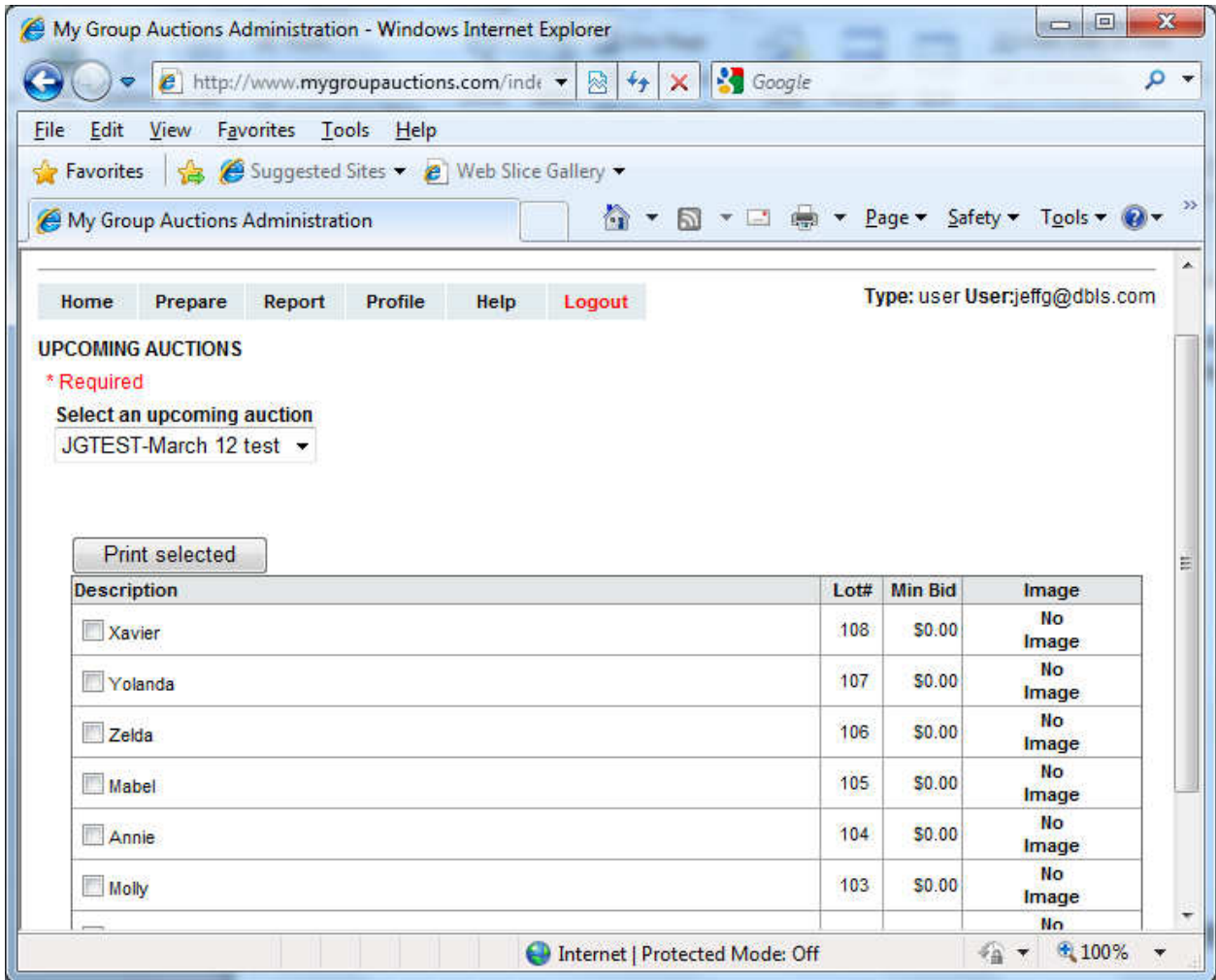


Preview Auction Items

If you would like to see what items are currently in the system for sale, use this option.

First, select the auction in the top left combo box; you will only see auctions for groups that you are affiliated with. All items that have been entered for this auction will be displayed.

You can create a shopping list from this screen! Select the items that interest you and click the command button “Print selected.”



Register as a Buyer

Some organizations will require that you pre-register for their auctions.

Buyer's Report

For a list of what you bought at a specific auction, click this command button.

Seller's Report

For a report on what you sold and how much commission you made, choose this option.