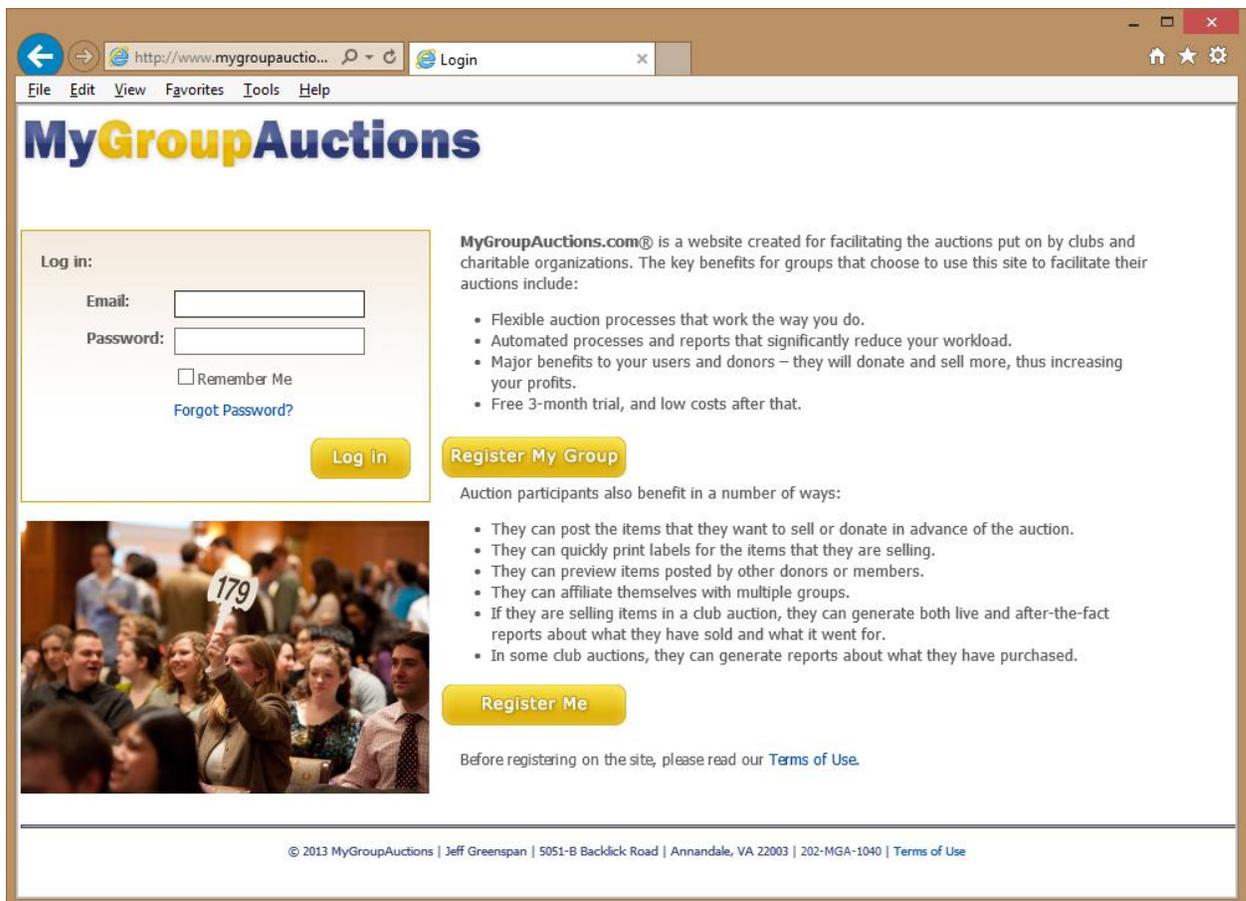


# My Group Auctions – User’s Guide

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:

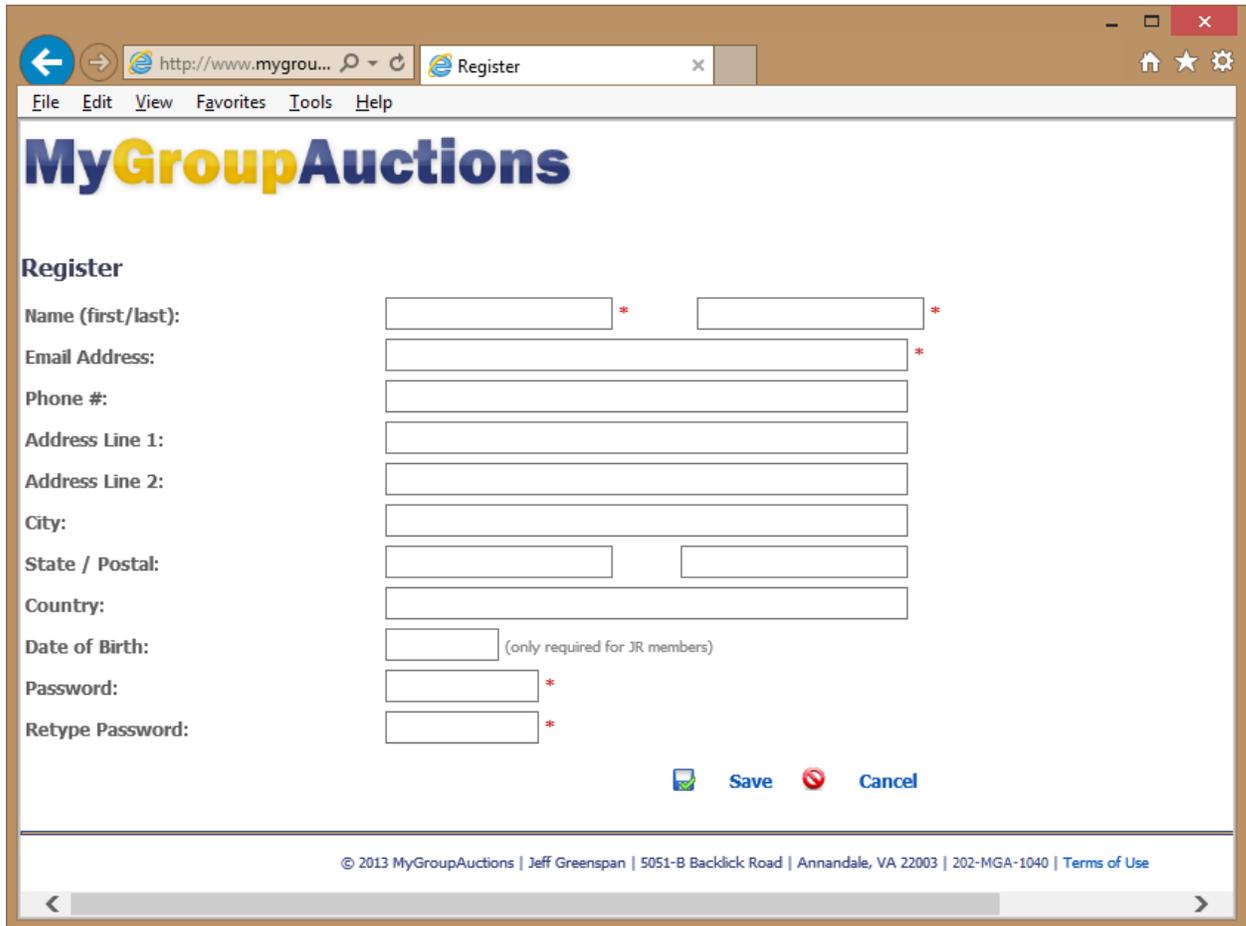
- You can post the items that you want to sell or donate in advance of the auction.
- If the group doesn’t do it for you, you can quickly print labels for the items you are selling.
- You can preview items posted by other donors or members.
- You can affiliate yourself with multiple groups.
- If you 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 gold button that says “Register Me.” **Be sure to fill in your email address correctly, as it is your ID to log into the system.** Fill in the other fields on the screen and hit the Save button.



The screenshot shows a web browser window with the URL <http://www.mygrou...> and a tab titled "Register". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The main content area displays the "MyGroupAuctions" logo and a "Register" form. The form fields are as follows:

- Name (first/last): Two text input fields, each with a red asterisk (\*) indicating it is required.
- Email Address: One text input field with a red asterisk (\*) indicating it is required.
- Phone #: One text input field.
- Address Line 1: One text input field.
- Address Line 2: One text input field.
- City: One text input field.
- State / Postal: Two text input fields.
- Country: One text input field.
- Date of Birth: One text input field with the note "(only required for JR members)".
- Password: One text input field with a red asterisk (\*) indicating it is required.
- Retype Password: One text input field with a red asterisk (\*) indicating it is required.

At the bottom of the form, there are three buttons: "Save" (with a green checkmark icon), "Cancel" (with a red 'X' icon), and a "Save" button (with a red 'X' icon). The footer of the page contains the text: "© 2013 MyGroupAuctions | Jeff Greenspan | 5051-B Backlick Road | Annandale, VA 22003 | 202-MGA-1040 | Terms of Use".

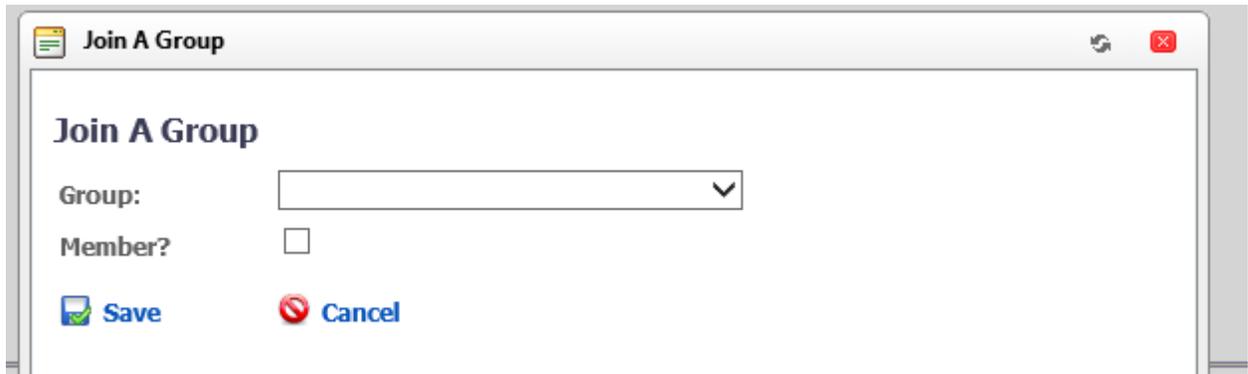
Note: We only need your Date of Birth (DOB) if you are a junior member of a club that has junior members.

You will see a screen thanking you for registering, and a Welcome message with your credentials will be sent to the email address that you provided. You should now press the “Join a Group” button to affiliate yourself with a group. If you are the group administrator, press “Proceed to Home Page,” then Logout and register your group. Once your group has been created by the site administrator, you can log back in and manage it.

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

## 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 join an unlimited number of groups.



The screenshot shows a window titled "Join A Group". Inside the window, there is a heading "Join A Group". Below the heading, there is a "Group:" label next to a drop-down menu. Underneath that is a "Member?" label next to an unchecked checkbox. At the bottom of the form area, there are two buttons: "Save" with a floppy disk icon and "Cancel" with a red circle and slash icon.

Just select a group from the drop-down box and hit Save.

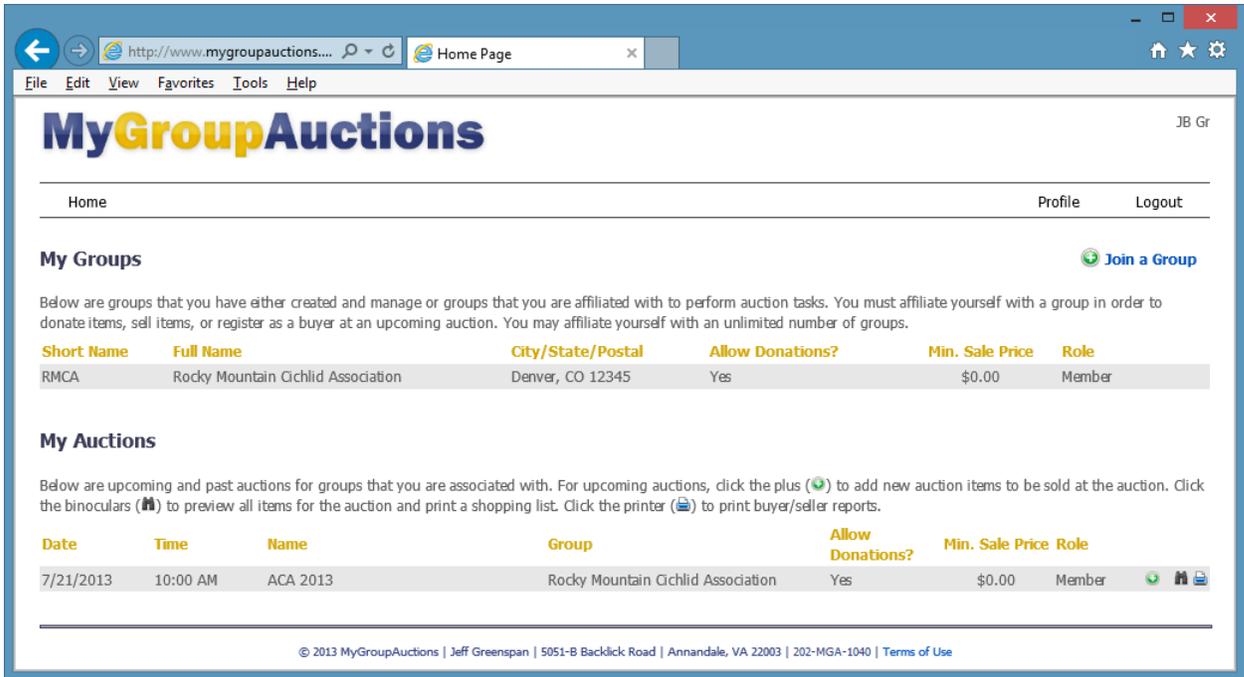
When you choose a group, be sure to check the “Member” box if you are a member of the group. This may entitle you to benefits.

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!

## Your Home Page

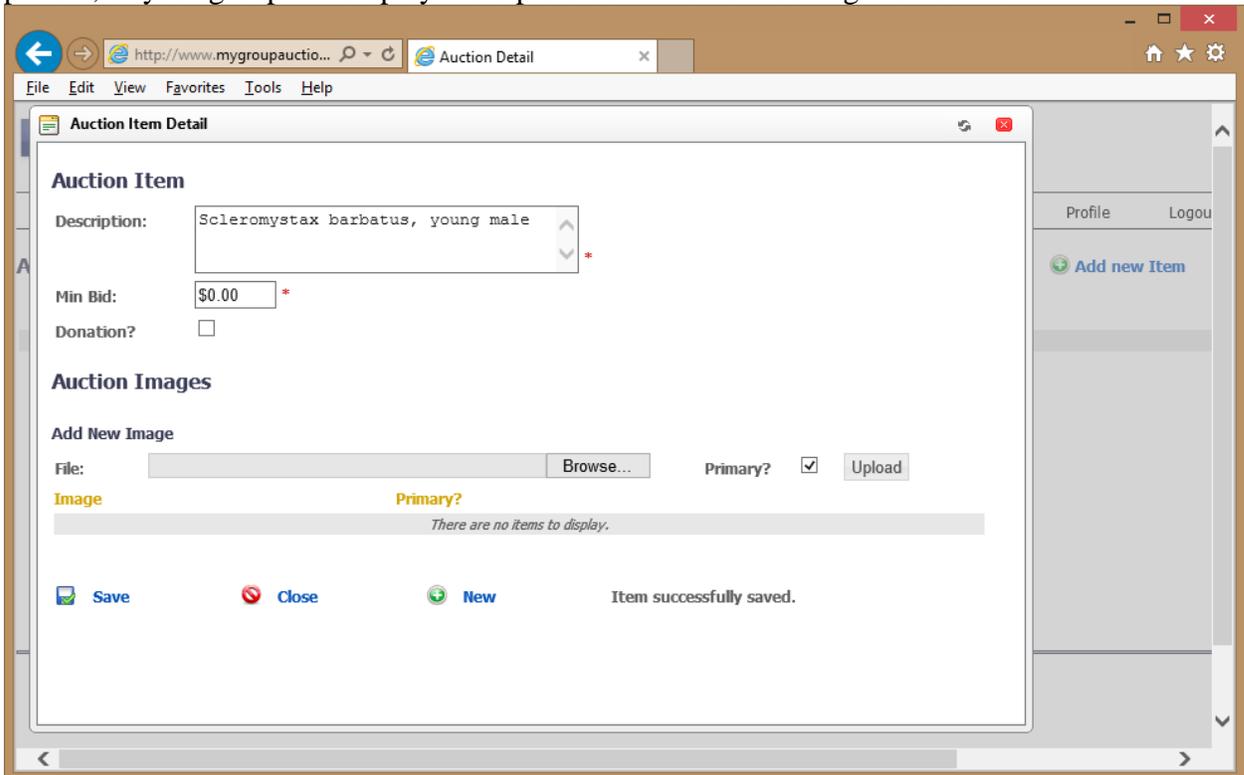
After you have joined one or more groups, please Proceed to the Home Page. This is where you will start on subsequent logins. Here you will see a list of the groups that you have affiliated yourself to, as well as a list of auctions (both past and present) associated with them.

This screen has instructions on how to perform basic functions. Note that you will see some additional choices if you are an administrator of a group.



## Enter Auction Items

Click the plus (+) to add new auction items to be sold at the auction. On the next screen you will see and be able to add new items; you can also edit (or delete) any items that you have already entered. When adding items, we strongly recommend adding at least one picture, as your group can display these pictures on a screen during their auction:



1. Click “Add new Item” at the top right;
2. Enter a description, as detailed as you wish;
3. Enter a Minimum Bid if appropriate, to prevent the auctioneer from selling your item for less than this amount;
4. If your item is a donation, please check the box;
5. Hit Save. This creates the Lot number.

You can now add pictures.

1. Hit Browse to find your image file: only JPEG and PNG files are allowed;
2. Click Upload;
3. Repeat as Needed;
4. When you are done adding pictures, hit Close.

When you are done entering items, you can print labels for those items. The options for labels are above the items.

### Preview Auction Items

Click the binoculars () to preview all items for the auction and print a shopping list.

### Print Reports

Click the printer () to print buyer/seller reports. If you are a group administrator, you will see some additional items.

