

My Group Auctions – Mini Auction User’s Guide

My Group Auctions - Windows Internet Explorer

http://www.mygroupauctions.com/

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My Group Auctions

Group Login	User Login
Group Name: <input type="text"/>	User Name: <input type="text"/>
Password: <input type="password"/>	Password: <input type="password"/>
<input type="button" value="Login"/>	<input type="button" value="Login"/>
<input type="button" value="Sign Up"/>	<input type="button" value="Sign Up"/>
<input type="button" value="Forgot Password?"/>	<input type="button" value="Forgot Password?"/>
<input type="button" value="Group Instructions"/>	<input type="button" value="User Instructions"/>

Done Internet | Protected Mode: Off 100%

Thank you for reading this manual! MyGroupAuction.com® is a website created for facilitating the auctions put on by clubs and charitable organizations. This Guide is specifically for Mini Auctions, where cash is collected for an item as soon as it is sold.

The key benefits for users of this web site include:

- You can post the items that you want to sell or donate in advance of the auction.
- 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 club auction, you can generate both live and after-the-fact reports about what you have sold and what it went for.
- In full auctions, you can generate reports about what you have purchased and who the seller was.
- Best of all, there is no cost to you for this service.

Let's get started. The key steps are:

1. Register;
2. Affiliate yourself with a club or group;
3. Enter the items that you are selling;
4. Print labels; and
5. At the end of the auction, get paid!

I Register

Go to the web site at <http://www.mygroupauctions.com>. Under the User column, click on Sign Up. The following form is displayed:

The screenshot shows a web browser window titled "User Sign Up Form - Windows Internet Explorer". The address bar shows the URL "http://www.mygroupauctions.com/UserSignUp.aspx". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar shows various icons for navigation and utility. The page content features a green header with "Home | Contact Us | Sign Out" links and a large "My Group Auctions" logo. Below the logo is the "User Sign Up Form" title. The form contains several input fields with asterisks indicating they are mandatory. The fields are: * User ID, * Password, * Verify Password, * First Name, * Last Name, * Entry Date (pre-filled with "1/5/2011 6:27:15 PM"), Date of Birth (pre-filled with "01/01/1900"), Alternate Email, * Address1, Address2, * City, * State, * Zip, * Phone, * Buyer (radio buttons for Yes and No), and * Seller (radio buttons for Yes and No). Each field has a small orange question mark icon to its right. At the bottom of the form, there is a note: "Note: '*' indicates the field is mandatory." and a "Sign Up" button. The browser's status bar at the bottom shows "Done", "Internet | Protected Mode: Off", and a zoom level of "100%".

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My Group Auctions

User Sign Up Form

* User ID : ?

* Password: ?

* Verify Password:

* First Name:

* Last Name:

* Entry Date: 1/5/2011 6:27:15 PM

Date of Birth: 01/01/1900 ?

Alternate Email:

* Address1:

Address2:

* City:

* State: ?

* Zip:

* Phone: ?

* Buyer: Yes No ?

* Seller: Yes No ?

Note: '*' indicates the field is mandatory.

Sign Up

Please use your email address for your User ID. All of the other fields are obvious. Hit "Sign Up" when the form is complete.

II Affiliate yourself with a club or group

After you sign up, you need to log in. here is the page that you will see. Click on “Club Affiliations.”



1. In the drop down box, select your club.
2. If you are a member or junior member, select the checkbox.
3. Click on “Insert.”
4. Click on “Back to User Main Menu.”

III Enter the items that you are selling

1. Click on “Enter Auction Items.”
2. Select your Group from the first drop down box.
3. Select the upcoming auction from the Auction ID Box.

4. If you have already entered items, they will be displayed at the top part of the screen. The bottom section is for entering new items.

Enter Auction Items - Windows Internet Explorer
http://www.mygroupauctions.com/AuctionItems.aspx

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My Group Auctions

User ID: jeffg@dbls.com User Name: Greenspan, Jeff

Auction Items List

Group ID: PVAS , Potomac Valley Aquarium Society Auction ID: 6, January Mini Auction, 01/08/2011, 3:00PM

Your existing auction items

There are no items that you have entered before

Add New Auction Item

Minimum Bid:	\$ 0
Item Description:	
Donation?:	<input type="checkbox"/> Yes
Picture:	<input type="button" value="Browse..."/>

[Insert](#) [Cancel](#)

NOTE: The user can either have no picture info, or upload a picture.

[Print Labels \(Avery 5160\)-30 Per Page](#) [Print Labels with Picture \(Avery 5395\)-8 Per Page](#) [Print Labels with Picture \(Avery 5164\)-6 Per Page](#)

[Back to User Main Menu](#)

To enter a new item:

1. Specify the minimum bid amount if there is one.
2. Type in the item description. You can be as detailed as you like, but long descriptions will not fit on the Avery 5160 labels.
3. If this is a donation to the club or group, check the checkbox.
4. If you have a picture, you may select it by hitting the browse button. You will need to print either on Avery 5395 or 5164 labels (you can also print on paper and cut it).
5. Click Insert.
6. Repeat as many times as needed. If you have two identical items, that is OK...just enter them twice.

IV Print labels

When you are done entering items, print your labels. You can print as many sets and as many types of labels as you like, but all of your items will print on each label set.

If you wish to purchase self-adhesive Avery (or other) labels, that is fine. You can also print to regular paper and cut it into pieces. If you are dealing with items that may get wet, you may want to cover the label with clear packing tape after affixing it to your item.

Please note: we use ActiveX for printing. You may need to make some changes to your Internet Explorer settings. Note that you may see slightly different options depending on your version of IE, so don't panic if all of these choices are either not there or worded a little differently.

From the IE menu:

Choose Tools -> Internet Options -> Security -> Custom Level or Custom Settings (button)

Go down to the "ActiveX controls and plug-ins" section.

1. Set Automatic prompting for ActiveX controls to ENABLE
2. Set Only allow approved domains to use ActiveX without prompt to ENABLE
3. Set Run ActiveX controls and plug-ins to ENABLE
4. Set Script ActiveX controls marked safe for scripting to ENABLE
5. Click OK and OK. Close Internet Explorer and re-open it.

V Get Paid

At the end of the auction, the club/group can print a quick report of your sales items and your commission.

VI What else can I do?

From the User Main Menu, click on "Preview Items." You will see every item that has been entered so far.

You can also review your Seller's Report. If you run this report before the auction, it will give you a list of all of the items that you have entered. After the auction you will also see your sales price.