



**Welcome to the Greenfield On-line to the Future Auction 2020! We are thrilled you're joining us from your home to celebrate our school and our children, as we raise funds for school technology. Whether you are here to bid or just to socialize, we are so glad to have your support.**

### **Bidding**

- If you registered to bid you should have received an *Invitation to Bid*. The link in YOUR email is unique to YOUR bidder account, please do not share this email.
- **TO BID** online, click on an item to access the *Item Bid Page*. This page includes *the current bid, the minimum raise* (increment necessary to increase the bid) and the *next minimum bid*.
  - Enter the Max Amount you would like to bid. If your Max Bid is higher than the current bidders max, the current bid will increase, and you will be declared "High Bidder!"
  - A ticker will display each item's current bid - *in real time* - during the auction!
- **IF OUTBID** - you will be notified via text or email. The notification will contain a link that will return you to that item's Bid Page.
- **SPAM** - Some text services' spam filters may filter auction text notifications. Please check your email and the auction ticker video until you are confident text notifications are being received.
- **BIDDING ENDS AT staggered times** for all auction items - the high bid at that closing time will be the winner.

### **Auction Item Distribution/Pickup**

The Auction Team wants to distribute your items in a timely manner in these uncertain circumstances. We ask for your patience and understanding. Many auction items will be sent via email within four weeks of the auction to the email listed on file. Some items will be available for pick-up at various homes and some items will be delivered to your home. The remainder of the items will be picked-up at school on a designated day (TBD) in the future. *Auction T-shirts will be available for purchase at the beginning of the 2020 School Year!*

### **Check-Out Procedure**

- *Please consider adding a monetary donation to your account or simply round up your purchase amount prior to checkout.*
- You can check out from your cart or by using the personalized link that will be sent to your email address at the end of the evening. Please DO NOT share this email - the link contained is unique to your bidder number!
- **Complete your order** by charging your vaulted (or enter a new) credit card. Please note all purchases will be completed by credit card.
- Once you've checked out, **you will be emailed a receipt** of purchases & donations. You will want this receipt for **tax** purposes.
- **If you forget to check out** - *don't worry!* Automatic check out will occur the following day by closing all accounts with your vaulted credit card - *a benefit of the digital auction!*

### **Credit Card Fees**

Please note that credit card transactions incur an additional 3% processing fee *on top of your winning bids*. If you would prefer to avoid these fees, after the auction you may arrange payment by check or Venmo by emailing Kristin McKenna at [greenfieldhsa.president@gmail.com](mailto:greenfieldhsa.president@gmail.com) and we will refund your card.

**Our sense of community is even more exceptional in this time of uncertainty.  
Thank you for your continued support, both spiritual and financial, of our school and every Greenfield student.**

**Schedule of the Evening- Saturday, May 9 @ 6:00 - 10:00 p.m.**

<u>Time</u>	<u>Software</u>	<u>Facebook/Zoom</u>
6:00	All Bidding continues	Zoom Party opens - Message from Principal Lazar Auction Ticker shows trending bids
7:00	<b>All Regular Items close</b> at 7:00, except Restaurants	Unveiling of Auction T-shirt on FB and Zoom Post your selfies to social media with #gfauction2020
7:15	<b>All Restaurants close</b>	Classroom Art Videos on Zoom
7:30	<b>Kindergarten Classroom Art close</b>	Teacher Experience Videos on Zoom
7:45	<b>Grades K - 2 and Special Teacher Experiences close</b>	Auction Ticker shows trending bids on Zoom
8:00	<b>Grades 1 &amp; 2 Classroom Art close</b>	HSA President Kristin McKenna Toast on Zoom
8:15	<b>Grades 3 &amp; 4 Classroom Art close</b>	Auction Ticker shows trending bids on Zoom
8:30	<b>Grades 3 - 5 Teacher Experiences close</b>	<i>We Miss You!</i> Teacher Video on Zoom
8:45	<b>Grades 5 – 7 Classroom Art close</b>	Auction Ticker shows trending bids on Zoom
9:00	<b>Grades 6 – 8 Teacher Experiences close</b>	Premium Items Video on Zoom
9:15	<b>Premium Items close</b>	Checkout Reminder, Thank You & Good Night on Zoom
9:30	<b>Checkout Begins</b>	Please follow checkout instructions as listed below