## **Registration for Virtual Events**

Our best practice for virtual events using Online Bidding is to use only the Online Bidding page to register bidders and donors for the event. Both options described below allow you to register bidders prior to the opening of the auction, to run reports on and send emails to registered bidders, and to sell multisale packages like raffle tickets ahead of time.

Online Bidding	<b>Project Website</b>
Link format: virtualevent.ggo.bid	Link format: orgname.ejoinme.org/register
Image: Control to the control to t	Register for your free admission below. Be sure to enter a quantity for the number of people who are registering to participate on our virtual event.         Virtual Event Demo Saturday, December 12, 2020         Package Name       Amount       Cuantity       Subtotal         Virtual Event Ticket       \$0.00       0       \$0.00         I would like to make a donation       0.00       0       \$0.00         Total:       \$0.00       0       \$0.00         As a convenience, you may pre-register a credit card on the submission page to charge your purchases at event Virtual Event Demo.       I submission page at event Virtual Event Demo.
Process     Staff sets up <u>Online Bidding URL.</u> Bidder <u>registers through Online Bidding page.</u>	<ol> <li>Staff builds <u>Project Website Registration Page.</u></li> <li>Staff sets up <u>Online Bidding URL.</u></li> <li>Staff sets up <u>Self-Registration Invitations.</u></li> <li>Bidder registers for admission.</li> <li>Staff imports registration through <u>Import Online Purchases &amp; Registrations.</u></li> <li>Bidder receives Self-Registration Invitation.</li> <li>Bidder registers through Online Bidding page.</li> </ol>
<ul> <li>Pros</li> <li>Bidders only have to register once</li> <li>Only one website to manage</li> <li>Bidders can preview packages before registering</li> <li>Easy tools to text and email registered bidders</li> <li>Guarantees that they have a credit card on file</li> <li>Cons</li> <li>Cannot customize registration questions or requirements</li> </ul>	<ul> <li>Pros</li> <li>Best option if your auction is not public and bidders must pay to participate in the online auction</li> <li>Can add custom questions</li> <li>Cons</li> <li>Bidders have to register twice, but many bidders will assume they already registered</li> <li>Requires more staff time to manage and set up</li> <li>More likely to result in duplicate supporters</li> <li>Guests may not choose to save credit card initially</li> </ul>

