

Virtual Fund-A-Need Guide

Setting up the Fund-a-Need

1. [Create a single donation type package](#). The donation package name, description, and images will be visible to donors on the appeal page.
 - You may want this package in a Donation Package Section for reporting purposes, but unlike Online Bidding Auction Package Sections you do not need to configure the Donation Package Section for Online Bidding. This donation package will be set up through Online Bidding Settings instead.
2. [Enable Online Bidding to collect donations in Online Bidding Settings](#). Use the Suggested Donation Amounts field to create buttons for each Fund-a-Need level. Donors must be logged in to see the buttons.
 - Enable the “Appeal-only event” setting if you will not be using Online Bidding to sell additional packages or hold an auction. This will make the Appeal Page your only Online Bidding page.

Use Online Bidding to Collect Donations [ⓘ]
 Enabled

Package to use for Donations [ⓘ] Suggested Donation Amounts [ⓘ] Donation Label [ⓘ] Donation Goal [ⓘ]

Cash Donation (9000) 1000, 500, 250, 100, 50, 25 Donate Now! \$50,000.00

Appeal-only event (only allow donations, no bids) [ⓘ]
 Disabled

3. [Create a Giving Board Display](#). You can add a hyperlink to the live Giving Board Display within your donation package description field, include it in a text/email to your donors, and/or use it in your livestream.



Embedding the Livestream Video

You can embed your livestream video directly into the Online Bidding site if it is hosted on YouTube, Vimeo, or Facebook. It will appear in the Engagement Center on the right side of the page on desktop and at the top of the page on mobile. Once they start the video it will continue playing as bidders navigate through the Online Bidding site. You will need the URL for the video in order to [embed the video via Online Bidding Settings](#).

Red Carpet Affair

← **Appeal from the Heart**

\$5,000 \$2,500 \$1,000 \$500 \$250 \$100 \$50 \$25 Custom

GOAL
\$100,000

FUNDS RAISED
\$ **137,021**

THANK YOU TO ALL OUR DONORS

\$100	John Chase (3435)
\$2,500	Lynette Farrimond
\$100	Grant and Haley Yeadon (109)
\$1,000	Matt Gibson
\$1,000	Matt Gibson
\$1,000	Matt Gibson
\$25	Joshua Archer
\$25	Mrs. Suzette Quail
\$250	Grant and Haley Yeadon (109)
\$100	Grant and Haley Yeadon (109)
\$100	Debby Roth (3447)
\$25	Debby Roth (3447)
\$100	Debby Roth (3447)
\$100	Grant and Haley Yeadon (109)
\$100	Grant and Haley Yeadon (109)
\$500	John Chase (3435)
\$100	John Chase (3435)
\$100	John Chase (3435)

DESCRIPTION
View our Givingboard to see our progress.
Our organization counts on donors just like you to keep our doors open. The Red Carpet Affair Gala provides the funds for 40% of our programs and services. Please consider becoming part of our mission by making a tax deductible donation!

Sign Up To Bid - Greater Giving Online Bidding

Verify Email
A message has been sent to support@greatergiving.com
To complete your registration, please verify your email address by clicking the link in the email message sent to you. If you do not receive the email, please check your spam folder or contact our support team.

Check Your Email

Thank you to all our sponsors: Animal Clinic of North Topeka, Capitol Agency, Valley Isle Community, Need Assistance? Call or Text (503) 123-4567, Barrhaven TOYOTA, greatergiving A Global Payments Company

Monitoring the Fund-a-Need in Real Time

To monitor and display the donations in real time you must [turn on the Bidding History \(Regular Packages\) in your Online Bidding Settings](#). This will list the donation history on the public facing appeal page on your Online Bidding site. You will not need to refresh the page to see new donations come in, but you do have to be logged in as a donor to access the donation page unless the event is Appeal Only. If the event is set to Appeal Only within the Online Bidding Settings the Appeal Page and donation history will be viewable without being logged in.

DISPLAY

Project Display Name: Red Carpet Affair

Show Sponsor Tiles: Enabled

Information to Display on Packages

Item Donor Name(s): Enabled

Value: Enabled

Bidding History (Regular Packages): Enabled

Bidder Name Display

Show bidder's name and bidder number
Example: John Smith (101)

Show bidder's number
Example: (101)
Bidders will appear as "Anonymous" if no bidder number is assigned.

Browse Page Sort Order

By package number

By package's class

Cash Donation

GOAL: \$15,000

FUNDS RAISED: \$6,100

THANK YOU TO ALL OUR DONORS

\$1,000	Nancy Grado
\$1,000	Nancy Grado
\$25	Lisa Payne
\$100	Demo Danny (102)
\$150	Rachelle Agostini
\$100	Demo Danny (102)
\$475	Debbie B
\$150	Jenny
\$400	Anonymous
\$500	Sam Smith (108)
\$250	Rachelle Agostini (101)
\$1,000	Self Registered Bidder Test

DESCRIPTION: This is the package description! It can be customized by going into View Packages and editing the package. Click here to check out our Giving Board Display!

If you do not want to publicly display the donation history on the appeal page, the Online Bidding Dashboard can be used to view the donation history. It does not update in real time, however. You must manually click the refresh button in your browser to update with new donations.

greatergiving Red Carpet Affair | Online Bidding Dashboard close

Package Information

Appeal from the Heart (9000) [View All Packages](#) [Export](#)

Details

Opening: 12/31 4:00 PM

Status: Open

Price: \$0

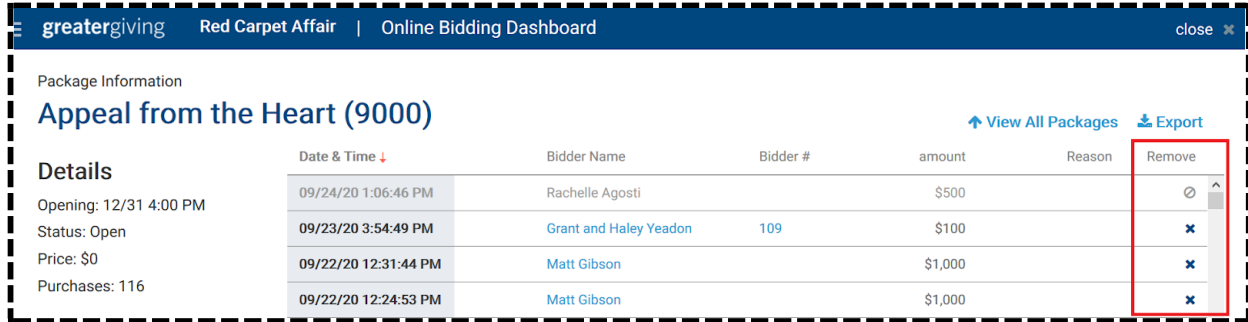
Purchases: 115

Date & Time	Bidder Name	Bidder #	amount	Reason	Remove
09/10/20 10:25:40 AM	Lynne Zink	3546	\$500		✕
09/10/20 10:25:19 AM	Matt Gibson		\$1,000		✕
09/10/20 10:24:10 AM	Debby Roth	3447	\$19		✕
09/09/20 2:26:03 PM	Suzy Domingo	3539	\$20,000		✕
09/09/20 10:23:44 AM	Auctioneer Freddie Silveria		\$50		✕
09/09/20 9:26:01 AM	Matt Gibson		\$100		✕
09/09/20 8:16:28 AM	Debby Roth	3447	\$50		✕

You can also view Online Bidding statistics like Total Donations and more in the [Online Bidding Dashboard](#).

Assisting Donors

If you need to [delete or retract a donation](#) made in error you can do so from the Online Bidding Dashboard by navigating to that donation package and clicking the X on the donation you wish to delete. You will also need to go into View Sales to delete the sale.



greatergiving Red Carpet Affair | Online Bidding Dashboard close x

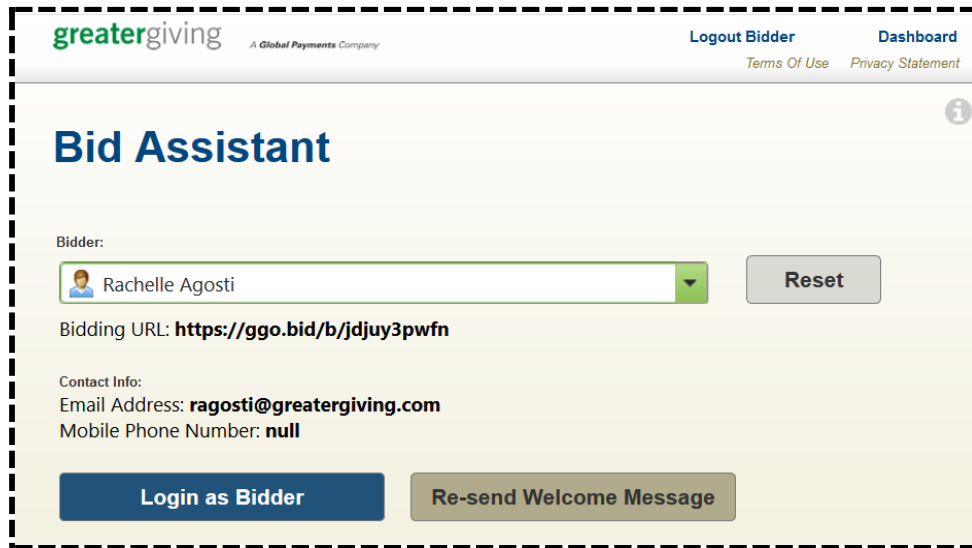
Package Information
Appeal from the Heart (9000) [View All Packages](#) [Export](#)

Details

Date & Time ↓	Bidder Name	Bidder #	amount	Reason	Remove
09/24/20 1:06:46 PM	Rachelle Agosti		\$500		
09/23/20 3:54:49 PM	Grant and Haley Yeadon	109	\$100		
09/22/20 12:31:44 PM	Matt Gibson		\$1,000		
09/22/20 12:24:53 PM	Matt Gibson		\$1,000		

Opening: 12/31 4:00 PM
Status: Open
Price: \$0
Purchases: 116

You can place donations on behalf of a donor using the [Bid Assistant tool](#) in Go Time. This will create a sale.



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Terms Of Use Privacy Statement

Bid Assistant

Bidder:

Bidding URL: <https://ggo.bid/b/jdju3pwfn>

Contact Info:
Email Address: ragosti@greatergiving.com
Mobile Phone Number: null

Adding Offline Donations

You can use the [Giving Board Acknowledgment tool](#) found in the Online Bidding Dashboard to add additional names and amounts to the Giving Board and Online Bidding Appeal Page. **This will not create sales.** This is perfect for offline donations, pre-committed amounts, or donors who wish to remain anonymous.

The screenshot shows the 'Online Bidding Dashboard' for 'Event Name 2020'. The main section is titled 'Bidders' and shows 'Showing (13)' bidders. A red box highlights the 'Giving Board Acknowledgment' form and the 'Amounts Entered' table.

Giving Board Acknowledgment

Bidder Name: _____
Bid #: _____
Amount (required): _____

UPDATE RESET

Amounts Entered

Bidder	Bid #	Amount	Remove
Rachelle Agosti		\$150.00	x
		\$950.00	x
Jenny		\$150.00	x
Anonymous		\$400.00	x

1 - 4 of 4 items

Showing (13)

Bidder Name ↑	Bid #	History	Table	Email
BJ McCauley	104			
Christy Olinger	106			
Debbie B				
Demo Danny	102	6 Bids	2	
Grant Yeadon				
John & Jane Smith	107			
Lisa Payne				
Mickey & Minnie Mouse	105	1 Bids		
Nancy Grado				
Rachelle Agosti	101	2 Bids		
Sam Smith	108			
Self-Registered Bidder Test		2 Bids		
Tiffany Lill	103			