



We are excited to tell you that our silent auction has gone mobile this year! **Figawi Charity Ball 2017** will be using HANDBID, a mobile silent auction platform that allows you to bid from your smartphone.

Save time at check-in by getting setup and Bidding BEFORE YOU ARRIVE! **Online ticket purchasers proceed to STEP 3.**

STEP 1: DOWNLOAD THE HANDBID APP

If you have an iPhone or Android, you can download the Handbid app from the Apple [iTunes App Store](#) or the [Google Play store](#).

Please note we strongly recommend you “Accept notifications from this app” when you open it and join an auction. This will allow you to get push notifications for “Outbid” messages during the auction.

STEP 2: Tap GET STARTED & CREATE ACCT

Next you can create an account. From the App home screen, tap on “GET STARTED” and complete the information (please use your cell phone as the phone number). Tap NEXT.

Handbid will text you a 5-digit code. Enter this code to login. A credit card will be required to create an account on the Handbid app for the silent auction.

STEP 3: SELECT AUCTION FROM LIST & START BIDDING

Select **Figawi Charity Ball 2017** from the list of auctions and swipe left to enter the auction. Once you're in the auction, swipe left/right to access categories and up/down to access items and more information. The auction is open for Preview until it is Open for Bidding at 6pm on Saturday, May 20, 2017.

Whether you're bidding online or in the Handbid App, here are some easy tips to help:

- **MAX BID:** This is the max you are willing to spend for an item and Handbid will automatically bid for you until you reach your max. Set a max bid and enjoy your evening!
- **NOTIFICATIONS:** If you have downloaded the Handbid App and accepted push notifications, you will be notified by push notifications when you are outbid on an item. If you don't have the app, you will receive text messages from Handbid.
- **DASHBOARD:** Monitor what you are currently winning and losing on the Dashboard screen in your app or online.

No smartphone? No problem! Need help? Ask a Volunteer!

Volunteers with iPads will be able to place bids for you if you don't have your smartphone. They can also assist you with using Handbid on your smartphone!

If you are having issues with downloading the app or registering, please contact Handbid at service@handbid.com or pjudge725@gmail.com

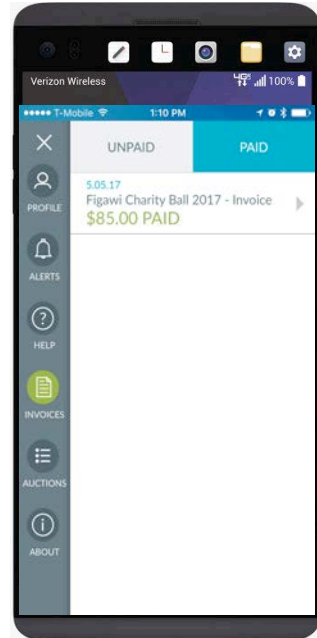


Online ticket purchasers: Please be advised that we will not send you an actual Ball ticket.

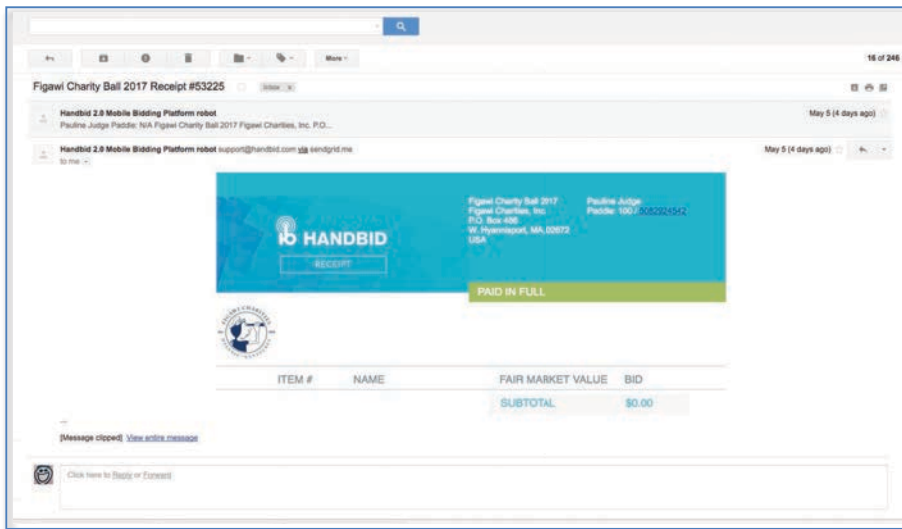
When you arrive at the Ball, proceed to **Online Tickets** and check in. You might consider having your Handbid app open on your smartphone. Click on INVOICES and then PAID (see screenshot to the right).

Not bringing your smartphone? No problem! We will have a listing of all online ticket purchases and will check you in prior to entering the Ball.

If you purchase tickets for attendees who will be arriving at the Ball separately from you, please email pjudge725@gmail.com so we can note arrival times and names.



You should have also received an email after your ticket purchase. If you want to print and bring this with you to the Ball or have the email open on your smartphone, it may speed the check-in process. But, fear not! We will have all ticket purchases made at the **Online Tickets** check-in.



If you have any questions at all, please email pjudge725@gmail.com

See you at the Figawi Charity Ball on Saturday, May 20, 2017!