



How to Bid on the SBN January Silent Auction Using Bidding Owl

January 19 - January 26, 2023

Bidding Owl is a great nonprofit website that helps nonprofits (such as us!!) set up an online auction site.

See the directions below on how to register and view items.

How to Register:

1. Go to [BiddingOwl - Sustainable Business Network of Massachusetts Auction](#)
 2. Click **Register** in the top right corner.
 3. Fill in your information- including a username and password.
 - a. **Note:** You will NOT put in payment information unless you actually win an item at the auction's close.
 - b. Be sure to include your email address - this is how we'll let you know if you've won.
 4. You'll receive an email to activate your account.
 - a. Find the email and click on the link to activate your account.
 5. You're signed up!
 - a. Be sure to log in to bid on items.
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How to Bid:

1. Go to [BiddingOwl - Sustainable Business Network of Massachusetts Auction](#)
2. Select 'View Items' on the top left of the page.
 - a. Select what category you want to view - 'All Items (20)' will show all of the available items.
 - b. Browse for items that interest you.
3. Clicking on items will give you more information.
4. For bidding, there are two options:



- a. One option is to select a single bid by entering an amount in the first box and click “Bid”.
 - b. The second option is to enter a maximum bid in the lower box and click “Max Bid”. This option allows the BiddingOwl system to continue the bidding process automatically by adding the minimum bid increment each time you are outbid up to the maximum amount you have entered.
5. Be sure to check back frequently and to make sure you weren’t outbid. By checking the “Receive Email Notifications” or “Receive Text Messages” boxes during sign up, you will automatically be notified when you have been outbid.
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End of Auction:

If you do not win, you will not be contacted.

If you do win, an email will be sent to you from Bidding Owl with a link to make a payment.

1. Follow the link provided in the email
 2. Submit payment information
 - a. Note: Please pay with a credit card, debit card, or through Paypal. This way we can send your items out faster.
 3. Once payment is received a member of the SBN staff will contact you to have the item mailed to you or to arrange for a pickup/ dropoff.
 4. Enjoy your prize!!
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Thank You for Participating in our Silent Auction!