



Client Pre-Auction Walkthrough Checklist

Use this checklist and follow along with the Pre-Auction Walkthrough Video

- Review the 'Edit Auction Details' section within the auction to confirm all information is correct
- Check that the registration link, keyword, and QR code are working properly
- Register for your auction
- If conducting a Silent Auction, confirm that Buy-it-Now is priced higher than Starting Bid
- Make sure all tangible items are toggled to 'tax' (excluding vacations, experiences, and services)
- Check that Fund-A-Need is properly programmed and confirm you know how to use it - adding tiers, activating, and deactivating tiers
- Confirm you understand how and when to contact ZGIVE for during-auction tech

IMPORTANT REMINDERS:

- Do not adjust your keyword after creating the event
- Engage via text with your participants and send out the Auction Participant Tutorial Video prior to start time - preferably the day before the event
- ZGIVE will send out reminder emails to your registered participants 30 min and 10 min prior to start time
- The Z-RESOURCES site URL is www.zgiveresources.com
- *AUCTION PRO ONLY* - ZGIVE will bill you for the 5% Performance Fee after the conclusion of your event

Have questions?
Email support@zgiveresources.com