

# Helpful Hints

## Viewing the Items

- Click **Catalog** on the header or the **View Auction Catalog button** to see the auction items. (On your smartphone, click **menu & catalog** to view art.)
- You may view the items individually, by category (SHOW ME), or you may search by title.
- To bid/purchase, you'll need to register. You may click **Register** inside an item you're viewing or click **Online Registration** from the menu or header bar.

(After you have registered, you just need to **sign in** each time.)

## There's an App for That! Using your smartphone to bid

The auction site, Auctria, has an app you can download through your phone's app store. You will need to register as a bidder online before using, though.

Or, if you prefer, you can simply go to BosqueArtsCenter.org in your phone's web browser, and click the e-BAC auction site link from the Big Event page or news article on home page. (You will need to sign in to bid.)

## Text to Bid

You can also text your bids on a smartphone or regular cell phone.

1. Text "hello" to phone number: **762-309-1234**

*You will be automatically registered. (If you have already registered and bid, be sure your cell phone number--with a 1 in front--is included in your registration so you don't create 2 bidder ID's and accidentally bid against yourself. Call 254.386.6049 if you need help with this function.)*

2. Type "**Bid \$(amount) for item#**"

Example: **Bid \$2000 for 105**

(You will need to access the auction catalog to know the number of your item.)

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## Help!

Contact the Bosque Arts Center if you have questions or need help: **254-675-3724** or **254-386-6049** (after hours). You can also email **office@bosqueartscenter.org**

## Assorted Notes

1. Registration: As you type information in blanks, you may see warning messages in red until you finish filling in the blanks. (“Registration not complete,” “password requires more letters,” etc.) Just ignore and complete the blanks.
2. Don't type HELP (or other questions) in a text. If you are having trouble using the text feature, call the Bosque Arts Center at 254-675-3724 or email office@bosqueartscenter.org for assistance. (After hours call 254-386-6049.)
3. Bidding Tip: Always leave **proxy** checked if you want your bid to go up by minimum increments. (Unchecking will cause the full amount you entered to be bid all at once.)

Proxy bidding will let you enter the maximum you are willing to bid to for an item so that you don't have to continually raise your bid each time you are outbid. (Auction administrators are not able to see your proxy bid, only the amount the bid is raised each time.)