

Appendix C - Event Manager Licensing

Event managers use *Auction!* on behalf of more than one organization. Under normal circumstances, the primary licensed organization name appears on all event documents. Event managers may need to have each specific charity listed on documents, and change this every few months or weeks, or even daily, depending on the number of clients served.

Event manager license keys enable this additional organization imprint capability, and provide event-day pager support for licensed client events.

Event managers may choose to simply use their own organization name on all documents. In this case, there are no additional charges, and licensing is consistent with non-profit organizations using the software on their own behalf.

Event Manager Client Name Imprint

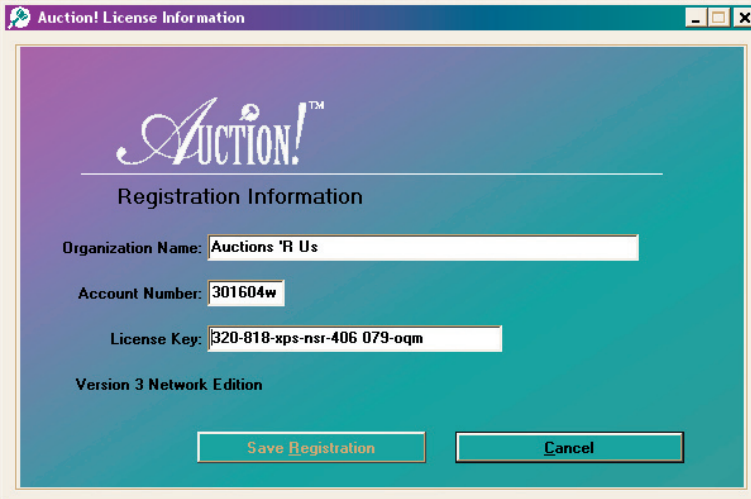
To take advantage of organization name imprint for multiple organizations, these prerequisites must exist:

- Technical support must be currently in force. Event manager licensing capability is only enabled while in support.
- The event manager must purchase a client license key for each specific client. Each client key is valid for one year from activation date, while technical support is in force.

When technical support expires, event manager licensing returns to standard client mode until technical support is reinstated; the event manager organization name imprints on all documents.

Event Manager Registration

1. Start *Auction!*
2. If any projects are open, click **File, Close Project**.
3. Click **Help, Register Auction!**



4. Enter **Event Manager Organization Name** in the first text entry box. The organization name must be spelled exactly as provided on the registration card.

Tip

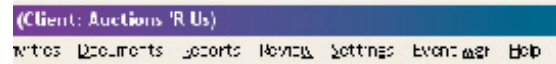
If you need to revise the spelling of an organization name, contact Auction Systems for updated keys.

5. Enter **Account Number** in the second text entry box.
6. Enter **Event Manager License Key** in the third text entry box. All characters must be entered correctly. The key is not case-

sensitive; you may enter uppercase or lowercase letters. Dashes and spaces do not affect the key; they improve legibility.

- When the keys are entered correctly, click Save Registration. If Save Registration is disabled, the organization name, account number or license key is mis-typed.

When keys are entered and saved, an Event Manager menu is added to the screen, near the Help menu. The event manager organization name is shown on the title bar.



Selecting a Client

When *Auction!* starts, **Client Selection** is displayed after the license splash screen.

When *Auction!* is already running, click **Event Manager**, **Select Client** to switch to a specific client.



Event managers have several options on **Select Client**. For day-to-day data entry, it may be most convenient to simply run as the licensed organization. Click **Use Event Manager Organization Name** and proceed.

Whenever printing reports or documents on behalf of a licensed organization, choose the specific organization. Select the desired organization name and click **Use Selected Client**.

ClientName	Expiration	Valid
Rocky Mountain Chorale	11 Nov 2015	



Adding Clients

Congratulations! You've landed a new client for your event management business. Clients are added on the Client Selection form. The form is displayed when *Auction!* starts, after the license splash screen.

- Contact Auction Systems to activate purchased client keys.

Provide exact client organization name spelling; your key is provided in moments. A client key is valid for a full year while event manager technical support is in force.

- On **Select Client**, click **Add Client Key**.



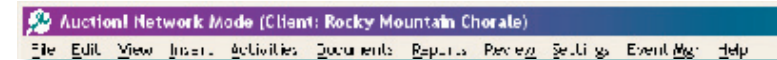
- Enter client organization name.

- Enter client key provided.

The new client is added to the list of client choices; expiration date is shown in the right column.

Click client organization name to select a client, then click **Use Selected Client**.

The client organization name is shown on the title bar.



Reports and Documents printed while client name is selected will show the client name at the top or bottom of each page.

Note:

Nametags and address labels are the exception; the client organization name is not shown due to space constraints.