1. Upload Bidders from *Auction!* project to *A!Mobile*

Applies to: *Mobile Bidding Auctions and Premium Features with Auction! V4*. In a Mobile bidding event, you control who can use mobile bidding. You must register the bidders on the site and can then check them in on the as the arrive at the event. When you check the bidders in, a text will be sent to the cell phone(s) of record for each bidder that includes their PIN, Bid # and a link to the mobile bidding site. If you are selling tickets to your event using our online ticket site function, the bidders will be entered on the site automatically. If you are taking reservations another way, if you enter the bidders in the *Auction!* project, you can easily upload the bidders from *Auction!* to the mobile platform. The advantage to uploading bidders from *Auction!* to the mobile platform is that then records for all bidders will be in the *Auction!* project after the event is a completed and the results of winning bids are brought back into *Auction!*

Considerations:

    i.   Name entry in *Auction!*:

        a. If a couple will be using the same bid number, enter both their first names separated by an & in the Primary First name field.

        b. If couples will have separate bid numbers give them separate name records entirely especially if you are using EventPay! to capture credit cards from your guests and will be charging the credit cards through Auction!. REASON: **If you do not give** each spouse separate name records when using EventPay, all purchases will be charged to the credit card of record for the primary bid number, even if there is a card of record for the secondary bid number in the same name record**.**

        c. If you would like to send a pre check in email from the mobile site, be sure to include an email address in the address panel of the of the name entry form. A pre check in email will be needed if you do not have cell phone information from your guests.

        d. If couples in the same name record are using the same bid number and wish to both bid using their separate cell phone numbers, add the second cell phone in the Alt cell phone field. If there is not at least one cell phone number, the guest cannot receive a text to begin bidding. If a pre check in email is sent from the mobile site a few days prior to start of the mobile bidding event, the guest will be able to add their cell phone and a secondary cell phone as part of the pre check in process.

Your *Auction!* project for mobile bidding should have your items, item donors and Bidders. Bidders and their assigned bid numbers can be uploaded to the site and you will be able to do it yourself if you follow these steps below if all you need to add to the site is the bid number and name of the guest. If name and bid number is all you have in *Auction!*, in the Admin panel of the mobile site, when the guest arrives, you will be able to enter a cell number in their attendee record and then send a check in text via the site. They will log in from the text and complete any missing information you require such as email, physical address, and/or credit card info when taking credit card payments through the mobile platform.

If you have more information already entered in *Auction!* such as email and other contact information and/or additional cell phone numbers for spouses in the same name record, you will need to contact us at Auction Systems before the upload so we can help you modify the simple upload already in *Auction!* that only has bid number and name. If you will be sending a pre check in email from the site and have the email address of the guest in *Auction!*, you must contact us so we can help you include the email of record in the upload.

Step by Step Instructions for uploading bidders from *Auction!* to *A!Mobile*

1. In the *Auction!* project on the main Home task ribbon click **Data Exchange**.
2. In Data Exchange choose **A!Mobile & A!online**.
3. Click **Bidders to A!Online**.
4. Choose the **<-AMobile! Bidders->** format
5. Notice the list includes all Bidders with an Assigned Bid Number.
6. Click **Export Now**. Do not change the name of the file. **Save** to a location you can find again.
7. Go to https://admin.asimobile.net/ and sign in.
8. Click **Attendees & Tables** and choose **Import**s.
9. In **select Import Type** use the pulldown to select **Attendees**.
10. Click **Choose File** to browse to your saved export file.
11. Choose your saved file and click **Save**.
12. To see the list of Bidders that were imported, Go back to **Attendees and Tables** and choose **Attendees**.

In Attendees you will see to the right of any attendee that you can edit the attendee. When checking someone in at the event, add a cell phone number and if two people are using the same bid number, a secondary cell phone number. Click check in at the top of the page and then near the bottom click Send Welcome Text.

If emails have been entered or uploaded from a custom upload that we help you create, and you wish to send a pre check in email from the site a few days before the event, contact us and we will schedule the email to go out. You cannot do this yourself. The only reason to send a pre check in email is to get missing, required contact information and to collect credit cards for future purchases if you are taking credit card payments through the site. If you are not requiring more contact information like addresses etc that you already have in the Auction! project or are not taking credit card payments through the mobile site, there is no reason to send a pre check in email through the site.