

DETAILS ON HOW TO PLACE A BID

Mobile and Desktop

1. Go to: <https://tinyurl.com/2p8r9ss4>
2. **Register for a new account.**
 - a. Please register using your **student's first and last name**. If you have more than one student at Balboa, please include both names in the First Name field.
 - b. Use the parent's email address for contact info.
 - c. Enter a bidder display name that is unique (or use your student's name).
 - d. Create a password.
 - e. Enter the rest of your contact information.
 - f. You will be given a choice to receive an email or text notification if you are outbid.
 - g. Click "agree to terms and conditions."
3. **Find an event.** To find an event, you can browse "All Items" from the "View Items" drop-down field in the upper left corner, or you can use the search bar field at the top of the page to search for a particular event by name. Click on a listing within that event.
NOTE: You will see multiple listings for each event.
4. **Enter your bid amount.**
 - a. The minimum bid amount shows as the default. You can start with the opening bid amount, or enter a higher amount in preset dollar increments.
 - b. You can set a **Max Bid Amount** so that the system will automatically bid on the event on your behalf if you are outbid, up to the maximum amount you specify.
 - c. If you are outbid, you will be notified by email and/or text with a link to enter a new bid amount.
5. Bidding closes on **Sunday, May1st at 9:30PM**. Winners will be notified at the close of bidding and will receive an invoice to pay for their event(s).
6. **You will have 48 hours to pay for your winning seat(s)**. Payment can be made via credit or debit card per the invoice instructions. If payment isn't received within 48 hours, the seat may be reassigned to the next highest bidder.
7. If you have any questions, please contact Tsering Pemba at tseringypemba@yahoo.com.

Thank you for supporting Balboa Spirit Club and our amazing teachers and staff!