

**Website: [stbartholomewmanchester.org](http://stbartholomewmanchester.org) and click on header “Silent Auction”**

## **Welcome to St. Bartholomew’s 3rd Winterfest VIRTUAL Silent Auction!**

Since not everyone could attend our 2023 Winterfest last month, we would like to offer you a chance to bid on some of the remaining Treasures from the Doll Extravaganza. The Virtual Silent Auction is open for everyone 18 years and older. Since emails are dated & timed, we will be using them to validate identity and bids. Our process is similar to that of last year and we hope you still have FUN with the procedures outlined below.

### **How do I navigate the Silent Auction website?**

Our website shows an Item#-Description beside a thumbprint photo which is followed by a Starting Bid amount & Bidder Number area. If you click on the Description wording, a .pdf file will open to display a larger view of the item and other photo views, as well as item details, *Donated by* acknowledgements, *Starting Bid* requirement, *Increase Bid By* increment, & *Buy It Now* price. The photos in the .pdf file having zooming capability that you can utilize to see close-ups. To return to our listing, click on the “go back” arrow on your device.

## **Question & Answer Section:**

**How to obtain a Silent Bidder Number?** Initially, there will be two ways:

First Option-If you had a number assigned at Winterfest last month, the number would still be valid for this virtual portion. If you have forgotten your number, please contact the Silent Auction coordinator, Sandy Martin, through email at [martin9348@live.com](mailto:martin9348@live.com). Please designate in the Subject line “WF Bidder Number Request”. Several times a day she will check for requests & reply to you with your previously assigned Silent Bidder Number along with a copy of the general rules.

Second Option- Send an email indicating your request for a Bidder Number to the Silent Auction coordinator, Sandy Martin; the email is [martin9348@live.com](mailto:martin9348@live.com). If you do not have email, call the Silent Auction coordinator @410-374-9348.

Use “Bidder Number Request” on the Subject line of your email & provide your name, cell/home phone numbers, home address, and your email address. Several times a day she will check for requests & reply to you with your assigned Silent Bidder Number along with a copy of the general rules.

### **How to place a Virtual Silent Bid for an Item?**

At this time, our website does not support outside direct bidding that would automatically update.

Therefore, email your Virtual Silent Bids to [martin9348@live.com](mailto:martin9348@live.com) ; Use “Bid Changes” on the Subject line and include your bidder #, Item#/Description, & your bid in the email message.

Example: Bidder #101    Item#D4 Angelique    Bid of \$10  
                                 Item#D9 Chen                            Buy It Now \$30

Your email will provide the coordinator with date & time to ensure the accuracy of the highest bid submission. Throughout the day, the coordinator will update the website to reflect the new bids for viewing; you will receive an acknowledgment email when your request has been completed.

### **Remember, just like in-person bidding,.....**

-All bids must be in “whole dollar” increments.

- If you are the first to start the bidding on an item, you must use an amount that is equal to or greater than the “Starting Bid” designated for that item. Once your “Starting Bid” has been place, the coordinator will change the wording to reflect “Current Bid” and your Bidder # will be seen beside the item on the website.

-If you are increasing a Current Bid on an item, you must use an amount that is equal to or greater than the “Increase Bid by” increment.

-If you want to pay the BUY IT NOW price shown on the item, indicate that in your email and the coordinator will arrange to get your payment & you must make pick up of the item at the Parish Center **within 24 hours**. The Parish Center is located at 3071 Park Avenue, Manchester MD 21102; their normal hours are Monday through Thursday 8:30AM-4:30PM, Friday 8:30AM-Noon and sometimes closed for lunch & mail pickup between 12noon-1PM.  
-Any question, please ask prior to bidding by contacting the Silent Auction coordinator.

#### **When does the Virtual Silent Auction bidding start?**

It will start on December 4<sup>th</sup> at 10 AM., but you can request a Bidder Number earlier that same day.

#### **When does the Virtual Silent Auction conclude?**

Our Virtual Silent Auction will end on Thursday, December 14th at noon; all bids received prior to noon will be updated on the website.

**No bids received after Thursday, December 14th@12PM will be accepted.**

#### **Will there be an opportunity to physically view the items offered through the Virtual Silent Auction?**

Since all items were physically displayed at our Winterfest, there are no plans at the present to do so. If you cannot zoom into the thumbprint picture by each item# to see details, then contact the Silent Auction Coordinator to arrange to inspect an item.

#### **When will winning bidders be notified?**

After the Virtual Silent Auction website has been updated on December 14th with the highest bids, the winning bidders will be contacted. All winning bidders will need to make payment at the time of pickup by either cash or check payable to "St. Bartholomew Catholic Church". **Pick up must be made no later than 4:30 PM on Tuesday, December 19<sup>th</sup> unless arranged otherwise with Silent Auction Coordinator.** If no payment is received by that date, the next highest bidder will be contacted.

If you would like to use Parish Giving for payment sign into <https://stbartholomewmanchester.org>, click Parish Giving, scroll to the bottom, click on Create or log in to your Parish Giving Account. Once you have logged in or created account, under LINKS click Make an Instant Payment, Click Parish Collections, then select Virtual Silent Auction, enter Payment Amount and on Memo Line Type Item Number, Name of Item and Bidder # (ex. item #4 Ribbed Glass Canisters-Bidder #7).

#### **When will items be available for pickup?**

Items will be available for pickup as early as Thursday, December 14<sup>th</sup> 3PM at the Parish Center. Be sure to call 410-239-8881 prior to coming, so that all paperwork/items will be easily accessible. **Items must be picked up on or before Tuesday, December 19<sup>th</sup> @4:30PM.** The Parish Center is located at 3071 Park Avenue, Manchester MD 21102; their normal hours are Monday through Thursday 8:30AM-4:30PM, Friday 8:30AM-Noon and sometimes closed for lunch & mail pickup between 12noon-1PM.

Be sure to scroll to the end of our virtual "Treasures" listing so you don't miss out on all the beautiful Doll Extravaganza offerings we have left this year.

Our other remaining items will be displayed in the new church narthex for Last Minute Shopper Deals soon!

**A BIG THANK YOU to all our donors and bidders this year!**