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Supporter Donation System Quick Tips
Create Multiple Items for Sale of the Same Item for an Auction

This option can be used for Sponsor a Youth or drink tickets where you are selling many of the same items.

1. Click on Campaign/Appeal/Sub-Appeal
2. Choose Campaign – General
3. Choose Appeal – Example: Gala for Kids 2019
4. Choose Sub-Appeal - StepOut19 - Sponsor A Youth
5. Click Auction Items For Sale tab at the top
6. Click Add Auction Item For Sale button on bottom
7. Click Continue
8. Click Continue
9. Fill in Item Name – Sponsor A Youth
10. Optionally fill in a Category
11. Optionally fill in a Storage Location
12. Optionally check if you need a certificate
13. Fill in starting Item # such as 101
14. Leave Declared Value, Selling Price and Minimum Bid Increase $0
15. Fill in Description such as Sponsor a Youth Membership
16. Optionally fill in Courtesy of
17. Click Save
18. Answer Yes if you want to Duplicate the item
19. Fill in how many duplicates you want
20. Click OK
21. Answer Yes at the Really add…
22. Click OK at the Duplicate Items Added
23. Answer Yes or No to Add another Item for Sale accordingly