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Supporter Donation System Quick Tips Receive Items to Resell at an Auction

In order to hold an auction you must first process the items you receive from your donors...

First Create the Appeal and Sub-Appeals to have a place for the items and money

1. Click on Campaigns/Appeals/Sub-Appeals
2. Create a new Appeal within your current Campaign for your Auction/Event EX: 2016 Gala
3. Create the Sub-Appeals EX: Silent Auction, Live Auction, Corporate Sponsors, Table Sponsors, etc.

Then begin receiving the items from your supporters

1. Go to Supporters on the Main Menu
2. Type the Supporters last name or business name in the Search box, find the name, push enter
3. Click on the In-Kind tab at the top
4. Click on the Add In-Kind Donation button on the bottom of the screen
5. Choose the new Cam/App/Sub-Appeal from the dropdown
6. Fill in Comment, Solicitors, Recognition or Unit as needed
7. Click on Add Items button on the bottom of the screen
8. Fill in the Item Description EX: Diamond Cocktail Ring
9. Fill in the Extended Description with as much information as you like
10. Choose Item Type, Fill in Serial # if you have it
11. Fill in a Declared Value
12. Click on Received For Resale if you will be reselling this item at your auction
13. Fill in a Selling/Asking Price and Minimum Bid Increase
14. Check the Create an 'Item for Sale'
15. Click on the Save button on the bottom of the screen
16. You can add additional items if needed in this same area or you can print a Thank You Letter
17. If you are receiving many items from numerous people that you will be combining into a larger auction items, then follow steps 2 through 13 for each of these items
18. After you have received most of these items and are ready to begin assembling the larger packages then go to the Campaigns/Appeals/Sub-Appeals
19. Go to your Appeal and Sub-Appeal and click on the Items for Sale tab
20. Click on Add Item For Sale button on the bottom of the screen
21. Give the item a name in the Item Name box

22. Click on the Components tab you will see all of the available in-kind items on the right
23. Choose which of the available items you want in your new item for sale by clicking on the name of the item and clicking on the Add button
24. Click on the Recalculate All button on the bottom of the screen – this will calculate the total of the declared value, selling price and bid increase, fill in the description and who gave each of the items
25. Click on Add Item to create another combination item for sale for your auction and follow steps 21 through 24 for each additional large item that you wish to create

Print Thank You Letter

1. If you want to print a Thank you letter or Receipt click on the Thank You Letter button on the bottom of the screen
2. Click Yes at the Print letter now prompt?
3. Double click in the blank Document box and find your receipt
4. Click on the Marked checkbox on the left of your line
5. Click on Print Letters (All Marked) on the bottom left of the screen
6. The Letter/Receipt will print and you will be asked if you want to flag all of the marked letters as having been printed Yes or No. It is recommended to choose yes so those letters do not appear on your list and so your supporters Comment area receives a record of a Letter/Receipt having been sent.

NOTE: The Thank You Letter or Receipt should be setup ahead of your event.