

Adding an Auction Item

Last Modified on 20/02/2017 4:46 pm AEDT

When adding an item for Auction, you first set it up in the Lots listing, allowing you to add items ahead of time before they are listed, as well as check over the information before you list the item.

Quick Steps: Go to Auction > Lots > Add

Adding an Auction Item:

1. Within the Management Console, select **Auction** from the top menu, then **Lots** from the left menu.
2. Click **Add** at the top of the page and complete the details for the item.

When completing the information for the item, make sure to include: Start Date and End Date for the item, and the Opening Bid and Reserve price, as well as including some detail on the item so that bidders know what they're bidding on.

The screenshot shows the 'Adding an Auction Item' form in the 'STG SAMPLE - Club' management console. The user is logged in as 'System Administrator'. The navigation menu includes Home, Website, Members, Subscriptions, Shop, Auctions (selected), TicketDesq, Events, Registrations, Competitions, Tools, Administration, and SportsTG Noticeboard. The left sidebar contains a list of menu items: Lots, Listings, Categories, Subcategories, Postage Options, Members, Email, History, Transactions, Settlements, Additional Information, and Options. The main content area is titled 'Lots' and features a 'Save' button and a 'Cancel' button. The form is divided into tabs: General, Detail, Images, Postage, and Other Information. The 'General' tab is active, showing the following fields:

- Category:
- Subcategory:
- Title:
- Start Date:
- Start Time:
- End Date:
- End Time:
- Opening Bid:
- Reserve:
- Buy Price:
- Verification Bid:
- GST Applicable: No Yes
- Manufacturer:
- Certificate:
- Keywords:
- Special Notes:

3. Once you've completed all information for the item, click **Save**.

When adding Auction Items, always include at least one image of the item that is up for auction to ensure that bidders have a clear understanding of what they're bidding on.

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