How to Guide 2023 for Auctria, Our D4\$ Auction Site

Most Members and Friends have been preloaded as bidders. You may have received an email with an invitation to access the auction website. The email would have come to you from "First Unitarian Universalist Church of San Diego," so check your spam/junk email box if you have not seen one. The email will look like this:

View in browser | Unsubscribe Settings



Dear John Smith

Thank you for participating in Dining 4 Dollar\$ - 2023

You have been assigned bidder# 101X

Confirm Your Email Address

You can sign in at <u>auctria.events/D4D_2023</u> or into the <u>Auctria mobile app</u> using your personal access code

Your Access Code: ABC12345

You have two options to access the Auction site.

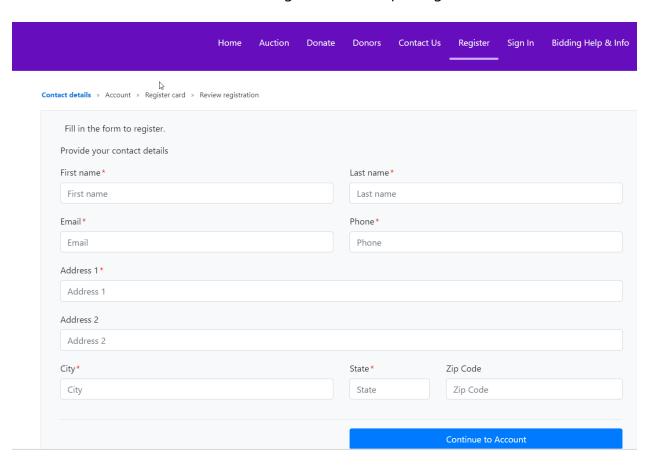
- 1. Click on the Access Website green button
 - a. Click 'Sign In' on the navigation bar at the top of the page.

b. The system will ask you to enter your password or create a new one. If you do not remember your password from previous auctions, click "Request an email to reset it."

2. Use your Access Code

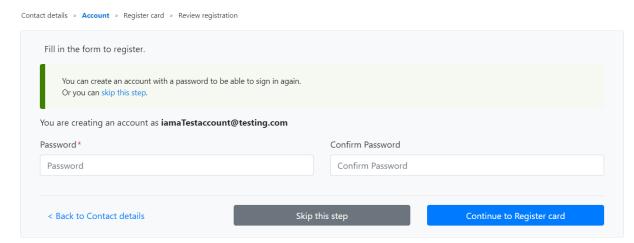
- a. Copy the access code in the email
- b. Open the auction site link
- c. Instead of logging in with your email, you can paste or enter the access code instead.
- d. Once again, you will be asked to enter your password, or create a new one. If you do not remember your password from previous auctions, click "Request an email to reset it."

If you have not received an email, you may need to register. Go To the Auction site <u>auctria.events/D4D_2023</u> and click 'Register' in the top navigation bar.



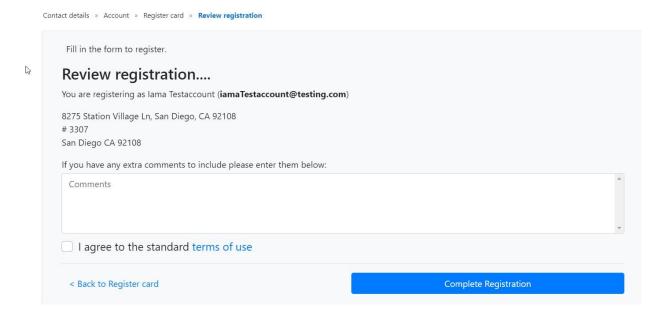
After completing the Bidder information, you will be asked to create a password.

^{*}Passwords are now required because most people store credit card information on their profile.

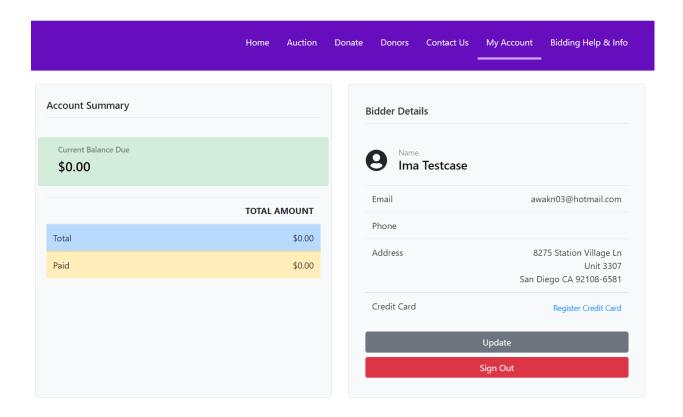


Next, you will ask if you want to add a credit card for easier checkout. This is not required, and you can skip this step if you wish. But, if you want to store your credit card, enter in the details and click "continue to review registration."

The last step will be to Review the registration information provided, agree to terms and conditions and complete the registration.



You can now review and update your account by selecting 'My Account.' This is where all your won items will be and also the invoice history.



If you're not going to be able to attend any of the events, or this is just not your thing, you can donate to the general fund by clicking on the 'Donate' link in the top navigation bar or the button on the home page.



Thank you for your donation!

To view items in the auction, click on the 'Auction' link in the top navigation bar or the button on the home page.

Thank you so much!