

# Admin Cheat Sheet

One person on your auction team should be designated as the **Text2Bid Troubleshooter**, and they should be provided with **this** cheat sheet. We don't expect you to need *all* the info on this sheet, but it's good to be prepared!



Most scenarios below reference the Text2Bid Auction Manager. The Auction Manager is a web site you login to at **http://text2bid.net** - write your Text2Bid Login Credentials here so you have them handy during the event:

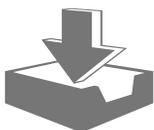
Username: \_\_\_\_\_ Password: \_\_\_\_\_

## Troubleshooting

Task/Issue	Solution
<b>The phone returns a short code error</b>	Text2Bid has a back-up number to use in these instances. Have the bidder text <b>YOUR KEYWORD</b> to <b>845-262-2243</b> .
<b>Change a bid number</b>	In the Text2Bid Manager, go to <b>During Event</b> , then <b>List Bidders</b> . Click the Edit button. 
<b>Reverse a Bid</b>	In the Text2Bid Auction Manager, go to <b>During Event</b> , then <b>View Leading Bids</b> . Click the Undo button. 
<b>Review Bid History</b>	To view the "digital bid sheet" go to <b>During Event</b> , then <b>View Leading Bids</b> . Click the magnifying glass. 
<b>Extend the Auction</b>	In the Text2Bid Auction Manager, click on During Event, then click Extend Auction. Choose the entire auction or just one section, and enter the desired number of minutes.

## Downloading Bids

1. On the main menu of MA, click **Text2Bid** on the top tool bar.
2. Verify your Keyword, Name, and Password are entered.
3. Click **Download Winning Bids from Text2Bid**.



*If you discover your internet connection is down, locate a person on your auction team that has a cell phone able to share WiFi internet and use their phone's internet to download.*