

UNC Eshelman School of Pharmacy Silent Auction Instructions

1. Go to the Bidding document (Document with photos)
 - a. This will be released at noon, Wed. February 15th, 2017

2. From that document, you will have TWO options:
 - a. Click the link to submit a bid
 - i. This will take you to the Google Form to **submit** a bid

OR

 - b. Click the link to see the highest current bid
 - i. This will take you to the Google Sheet to **view** the highest current bid

3. **The Google Form** will prompt you to answer three questions:
 - a. "First and Last name"
 - i. This entry will not be viewable by anyone except for senate executives
 - b. "Student Senate ID"
 - i. Create your "Student Senate ID" by using your first initial, last initial, and last four digits of your phone number (Example: BB0288)
 - ii. This number will help you identify yourself as the highest bidder while keeping your bid anonymous.
 - c. "Place Bid" – **READ THIS**
 - i. Notice the \$5.00 interval – this will change per item so please pay attention.
 - ii. In this case, your bid must be \$5.00 *or more* than the current highest bid (found on Google Sheet).

Place Bid

Bid \$5.00 or more than current highest bid

Your answer

- iii. **If your bid isn't in the appropriate interval, it will be rounded down to the nearest 5.**
 - 1. **Example:** If, In this case, one submits \$6.00, the bid shown in the Google Sheet will be \$5.00. If one submits \$27.00, the bid will be rounded down to \$25.00. If the current bid is already \$25.00, you will not be listed as the winner because someone has already beaten you to that bid.
 - 2. One could always bid higher than the minimum amount (listed interval).
 - 3. All BIDS ARE BINDING.
 - 4. If you submit something by mistake, please contact your class treasurer immediately so that they may remove your submission.

d. ***The Google Sheet***

- i. This link will take you to an excel page specific to the item you're trying to bid on, per the master document of items.
- ii. It will have a box that looks like this, with a current Senate ID of the highest bidder (the winning bid of current), and their bid:

| Winner | |
|-------------------|------------|
| Student Senate ID | Bid |
| sb1778 | \$5,500.00 |

- iii. ^That is an example bid – don't panic
- iv. Use the number in the "Bid" column to inform your decision making for further bidding!

4. FAQ

- a. Bid associated with your name is not amount submitted?
 - i. Did you submit in the proper interval? If not, the number has been rounded to that nearest interval.
- b. Submitted what you thought would be the highest bid?
 - i. This auction will be running live 24/7 so people will be bidding at all times. Make sure to check the sheet before submitting a bid.

5. Troubleshooting:

- a. If you are faculty, staff, or Ph.D. student, contact the Senate Treasurer at btbeal@email.unc.edu

b. If you are a pharmacy student, please contact your respective class treasurer.

c.

6. HAPPY BIDDING!!