

Use your company's internal platform, like Google Docs or OneNote, as virtual bid sheets

- I. General implementation strategy
 - a. Create a pdf of auction items
 - i. Input auction items and images into a pdf with package descriptions,
 - ii. Include the minimum raise for each item as well as the minimum bid for each item. Consider adding a "Buy now" option at a large donation amount for bidders who simply cannot part with an auction item.
 - b. Create a google sheet, for example, to serve as virtual bid sheets
 - i. Add the package names and package number of each auction item as individual pages in the sheet.
 - ii. On each auction item sheet, add the name of the package, minimum bid, minimum raise, and spaces for bidders to add their name and bid amount.
 - c. Open the auction
 - i. Send the pdf and google sheet to employees when bidding opens and let employees know when the auction will close.
 - ii. Bidders type their name and bid amount in the sheet on the auction items they hope to win. The sheets update in live time as more employees place their bid.
 - d. Close the auction
 - i. When the auction is scheduled to close, the admin that created and owns the sheet will adjust the sharing settings so that no one beside the admin is able to edit the sheet.
 - ii. Send a follow-up email for employees with winning bids to complete a pledge form or pay for their auction items right away.

Resources to support implementation:

- Utilizing Google Forms
 - This video by Dr. Amanda Smith depicts how to incorporate Google forms to further streamline the process. <https://www.youtube.com/watch?v=QMokxVJndvo>
 - This is a video by the same user, Dr. Smith, with more information about how to implement the auction: <https://www.youtube.com/watch?v=2PnvMWhrM2E>