

Live Auction Instructions

1. Once in the auction Zoom meeting, change your Zoom name to your actual first name/last name for identification purposes. To do this, right-click on your name in the Participants menu, then click on Rename.
2. All bids must be placed in Zoom's Chat box, since auction attendees will be muted during the auction. Our auctioneer will narrate the bidding and announce the winning bid. Make sure that your bids are directed to "Everyone" in the To: box, or they will be lost.
3. If more than one of the same item is offered, the winning bidder gets the first choice of quantity. If more items remain, the next highest bidders are allowed to purchase the extra(s) at the winning price, working backwards from their place in the bidding queue.
4. **If you are registered on Bidding Owl**, your live auction purchases will show up in your Bidding Owl account along with your silent auction purchases, and can be purchased with credit card or PayPal through Bidding Owl. You will need to log into Bidding Owl to pay for your items. We ask that you do this by end of day on Sunday, May 10. (Please note that silent auction items are still open for bids through 7 PM on Sunday, May 10.)
If you are not registered with Bidding Owl or prefer not to pay online, you may pay by check and mail to UUFOM, with "Auction purchase" written on the memo line. You should notify us that you want to pay off-line by sending an email through the "contact us" box on the front page of Bidding Owl. Your invoice will then be sent to you by email, and you can pay by check or cash:
 - To pay by check, write "Auction Purchase" on the memo line and mail the check for your invoice amount to UUFOM, 6220 Jefferson Ave, Midland, MI 48640.
 - To pay with cash, place the correct currency in a sealed envelope labeled "Auction Purchase", and deposit the envelope in the outside mailbox at UUFOM.
5. To obtain purchased items for both live and silent auction, pickup or drop-off should be arranged between the buyer and donor. Donors will be notified by email regarding who won their item.