


Auction Source » Event Timeline

One-on-one training and telephone support



JANUARY						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				January 1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

“Our Auction Source rep guided us every step of the way. Their organization and efficiency was most helpful.”

Dallas Catholic High School

One-On-One Training

and unlimited telephone support help take the stress out of your fund-raising event!



Getting Started with Auction Source

- Database conversion and import for first-time clients
- Online software setup
- Introduction to Auction Support Representative (ASR)

Auction Source Event Management and One-On-One Training

- Solicitation letters and contact sheets
- Items data entry training and letter system training for thank-you/tax letters
- Online Preview Catalog setup
- Digital image upload training for Online Preview Catalog
- Planning meeting with Auction Support Representative (ASR) (Chairperson[s]/Committee Heads)
- Online Event Registration site setup
- Reservations data entry training
- Preproduction/event checklist emailed to auction chair
- Production day(s) – printing, collating
- Checkout chair training
- Follow-up chair training

Auction Day

- Auction Source technical team arrival and equipment setup
- Last-minute on-site item and reservation data input
- Check-in training
- Checkout training
- Final reports prepared (follow-up and post-auction analysis)

Week Following Event

- Follow-up takes place using final reports
- Credit card processing
- Thank-you letters