

## Instructions for Auction Guests

When the invitation is first sent, look for an email with a subject line that includes, “Your Ticket Invite.”


*The Subject will be “Your Ticket Invite for Riverside’s Virtual Gala”*

| From                          | Subject   | Received |
|-------------------------------|---|----------|
| <input type="checkbox"/> Qgiv | Your Ticket Invite for Totally 80s Auction [Kimber's Video Visuals] | 3 hours  |

In the body of the email, you’ll see the name and email address of the person who sent the invitation and a link to **Accept Ticket**.

**You've been invited to **Totally 80s Auction [Kimber's Video Visuals]!****

*Brand Communications [Please Do Not Use for QA]*



Invited by: Susie Qgiv (susieq123@mailinator.com)

We need a few more details to complete your registration.  
Please click the button below to accept this ticket and finish registering for the event.

**Accept Ticket**

This is an automated notification from Qgiv. If you have any questions, please contact the Customer Experience team by email: [support@qgiv.com](mailto:support@qgiv.com).

Clicking the Accept Ticket link will take you to the auction site to complete your registration. Here, you can verify or edit the information provided by the person who invited you. When you’re ready, click **Save Details**.

**Registration Details** → Thank You

**About the Event:**

[Totally 80s Auction \[Kimber's Video Visuals\]](#)  
Hosted by **Brand Communications [Please Do Not Use for QA]**  
You were invited to this event by Susie Qgiv

**Update Your Registration**

First Name

Last Name

Email

Cell Phone Number

Use the phone number for the device you'll be using to bid.  
We'll send you a text message with some helpful information about bidding at the event!

**Save Details**

After saving your details, you'll be taken to a confirmation page, where you'll find your auction ticket code. You'll use that code to enter the auction and bid on items. You can enter the auction from this screen by clicking the link that says, "Enter your ticket code to start bidding online now."

### You're registered for this event.

Your confirmation for [Totally 80s Auction \[Kimber's Video Visuals\]](#) has been sent to [jeffq123@mailinator.com](mailto:jeffq123@mailinator.com)


### Here's what you need to do next:

#### STEP 1



### **givi**

#### Download Givi and start bidding!

Use Givi to check-in, bid, and more right from your phone!



- Check-in with a mobile ticket
- Place bids *fast* right from your phone
- Get notified when you're outbid



#### Not interested in downloading an app?


That's okay! You can still participate in the auction without downloading Givi.

[Enter your ticket code to start bidding online now](#)


#### STEP 2

### Enter Your Ticket Code in Givi

Add your ticket to Givi to check-in and bid on items during the auction.




PK8Y2C



#3

Jeff Qgiv  
Table Sponsorship

 [Print Your Ticket](#)

You'll also receive an email with your ticket information. Look for "Your [Auction Name] Ticket" in your inbox.

*The Subject will have "Your Riverside's Virtual Gala Ticket"*

| From                          | Subject   | Received |
|-------------------------------|---|----------|
| <input type="checkbox"/> Qgiv | <a href="#">Your Totally 80s Auction [Kimber's Video Visuals] Ticket: Table Sponsorship</a> | 4 min    |
| <input type="checkbox"/> Qgiv | Your Ticket Invite for Totally 80s Auction [Kimber's Video Visuals]                         | 3 hours  |

In the body of the email, you'll find your ticket code and a link that will allow you to enter the auction.

Once you've entered an auction on the web, you can switch over to the Givi app using the same ticket code and the email address and password you used to create your account on the web.