



Friends of STM Catholic School:

STM Catholic School's premier fundraiser, the *Mane* Event, is on Saturday, November 9, 2019!! It's an evening of dinner, dancing, and a live and silent auction to raise funds for the operating budget at STM Catholic. All bidding is done online, so registered attendees still need to set up an account to participate in the auction. Please use the following instructions to create an online bidding account. The site works on both mobile and desktop devices, but you will want to make sure you're set up on your phone for the night of, and that you've got SMS messages enabled and a fully charged battery!

- Go to <https://aesbid.org/STM19>.
- Click on the Login button on the bottom left of the screen.
- A prompt will appear asking for your bidder number. Underneath that, the screen reads, "Don't have a bidder number yet? Register here." Click the "Register here" link.
- A prompt will appear asking for credit card information. The Mane Event must have a payment method on file in order for you to bid on items. Click the Continue button to register and add the credit card you would like to use at the Mane Event.
- A Registration prompt will appear. Fill in your first name, last name, email address, cell phone number, and address. **Click the "I am attending the event" checkbox. A box will appear asking for the company you are attending with. You can leave this blank.**
- Click the Register button.

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- If you had not previously registered a credit card, a Credit Card prompt will appear. Please fill in your credit card information. **Our auction website is powered by Auction and Event Solutions and is a secure platform that will keep your personal information secure.** After entering in your credit card information, click the Process Card button.
- An SMS Text Notifications prompt will appear. If you wish to receive auction updates via text message, check the box to Enable SMS Text Notifications. Text messages are very helpful as they will give you real-time auction notifications, let you know if you get outbid on an item, and let you know when the auction is about to close. If you do not wish to receive text notifications, you may uncheck the box. Just be sure to keep an eye on your items throughout the night!
- If you wish to read the SMS Text Messaging policies, click the link to View Terms & Conditions and Privacy Policy at the bottom of the prompt.
- Click the button below your mobile number to complete registration. Once registration is completed, your bidder number will be displayed.
- You are now logged in and ready to start bidding! Click the Continue button.
- The item categories are displayed on the home page. Click into each category to see the items for sale in those categories. You can use the links at the top to see items with no bids or items with the most bids.
- Once the auction is closed, you will receive a text message asking you to complete self-checkout. After self-checkout, you will get a receipt listing the items that you won. Take this list to Distribution to pick up your auction goodies at the end of the night!

The Silent Auction will open a few days prior to the *Mane* Event! You will be notified when the auction is open for bidding!! Happy shopping and thank you for supporting St. Thomas More Catholic School!!!