

HOW TO SET UP YOUR ONLINE BIDDER ACCOUNT



Using Computer – laptop, tablet, desktop, etc.

1. Enter the St. Bernard Auction Website (located on Auctria’s website)
Website address: www.auctria.com/auction/stb2021 or
www.charityauction.bid/stb2021



2. To create your account, first click on “Online Registration” in the blue bar at the top of the website. Fill in the form to register. Then, click “Continue to Account” at the bottom of the form. You will have the option to create an account with a password. Then, click “Continue to Review Registration”. After you review the information, click “Complete Registration”. An email confirmation will be sent to you. Be sure to click on the link in the email to confirm your email address is correct. **NOTE: If you registered last year your account should be set up. Enter your password to proceed with registration, or create a new password if you can’t remember last year’s.**
3. Review this online video showing you how to register, if you need further assistance: <https://vimeo.com/406444557>
4. After creating an account, you can browse auction items by clicking on the “Catalog” in the blue bar at the top of the website (if you are using a smart phone, click on the 3 lines to the right of “Menu” to see the list of menu items). All auction items are located in the “Catalog”.
5. Fund-An-Item is located in the blue bar at the top of the website. Just click on the link “Fund-An-Item” to see more details on how to donate.
6. Click on any of the links in the blue bar at the top of the website to open a new page. Please make sure you browse all the pages for more details,

highlights, rules, and lists of our generous sponsors and donors. The “Highlights” link lists our typical “Live Auction” items (higher dollar items).

7. Payment MUST be made online at the closing of the bidding. Winning bidders will be charged for their item(s) at checkout. We accept Visa, Mastercard, Discover, and American Express.
8. Items MUST be picked up on Sunday, April 11th, 11:15am – 3:00pm on the St. Bernard Church / School grounds (corner of 6th & Pearl Streets).



Using Phone – Mobile App

Download the **FREE** Auctria mobile app from:

Apple App Store or Google Play Store



Website address: www.auctria.com/auction/stb2021 or
www.charityauction.bid/stb2021

Follow the same instructions detailed above for computers, laptops, etc.

We hope you enjoy this online auction experience! Please do not hesitate to reach out to an auction committee member if you have any questions. Thank you for your support of the 2021 St. Bernard Benefit Auction!
