

SCI Auction Database

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Recordkeeping for your Chapter Auction

Every SCI Chapter has at least one big fundraising event each year. Most of those events include either a live or silent auction, sometimes both. Gathering all of the information on the donors, items, costs and winning bids can be a time consuming job for your Chapter's board of directors.

Tepato Systems has a database to help you with all of this data. You can enter donor information, along with the items donated. You can also create silent auction bid sheets and live auction scripts quickly and easily. All of your information is in one place, so it is easy to maintain and you can find what you need quickly. A single volunteer can handle both the live and silent auction, or two different people can each use their own copy of the database. The database can also be shared if all users have access to the same network or server or if the database is installed on a portable flash drive.

With the Auction database, you can perform all of the tasks needed to prepare for your Auctions, and analyze the results:

- Donor name, company, address, phone numbers
- Item(s) donated, value, cost
- Bidding details such as minimum bid, minimum raise, winning bidder name and amount
- Create bid sheets for silent auction items
- Create auctioneer's script for live auction items
- Create report of profit or loss on auction items
- Create mailing labels for all donors
- Tepato Systems can also add custom "thank you" or solicitation letters for all donors, if desired

Enter Your Donors and Items

This screen is what you see when you open the Auction database. The majority of the data entry is done on this screen. For each donor, there may be multiple donated items listed (grouped by live or silent auctions). To find a specific donor, select them from the pick list in the top right corner and their information will be displayed in the main area of the screen.

version 1.0, 7/17/2007

SCI Novi Chapter
Donors and Items Donated

Select a donor from the pick list to display their record below.

Company: 4-4 Outfitters | Email Address: | Website: |
 First Name: Gary |
 Last Name: Madsen | Work Phone: |
 Address: | Extension: |
 City: | Fax Number: |
 State/Province: | Mobile Phone: |
 Postal Code: | Date Updated: |
 Country: |

Tasks:
 Create new Donors Enter Winning Bids - Live
 Create new Auct. Dates Enter Winning Bids - Silent
 Update Night/Nbr - Live

Reports:
 Donors by Last Name
 Create Labels All Donors
 Create Auction Reports - Bid Sheets, Script, Program, Results, Revenue, All Items

Live	Silent	Donor Special	Auction Date	Item Night	Item Order	Descr	BOD Contact	Status	Sale Price	Retail
			2/21/2009		0	test	test	open	\$0.00	\$50.00
			2/21/2009		0	test 2			\$0.00	
			2/16/2007	FNLA		Spring Black Bear hunt in Idaho	George		\$300.00	\$1,000.00
			2/16/2008	SNLA	45	8 day Idaho Black Bear hunt	George		\$600.00	\$1,000.00

Record: 14 of 4

First Donor Previous Donor Next Donor Last Donor Delete Donor (and all items donated)

This screen has multiple tabs for easier data entry. The screen shot above shows the tab for “Live Auction” items data entry.

version 1.0, 7/17/2007

SCI Novi Chapter
Donors and Items Donated

Select a donor from the pick list to display their record below.

Company: Carminnows Estates / | Email Address: | Website: |
 First Name: Steve |
 Last Name: Sweeting | Work Phone: |
 Address: | Extension: |
 City: | Fax Number: |
 State/Province: | Mobile Phone: |
 Postal Code: | Date Updated: |
 Country: |

Tasks:
 Create new Donors Enter Winning Bids - Live
 Create new Auct. Dates Enter Winning Bids - Silent
 Update Night/Nbr - Live

Reports:
 Donors by Last Name
 Create Labels All Donors
 Create Auction Reports - Bid Sheets, Script, Program, Results, Revenue, All Items

Live	Silent	Donor Special	Silent?	Auction Date	Item Night	Item Order	Descr	AmtPaid	Retail Value	Min Bid	Min Ra
			<input checked="" type="checkbox"/>	2/21/2009			0 trophy whitetail hunt	\$0.00	\$5,000.00	\$0.00	\$0.00

First Donor Previous Donor Next Donor Last Donor Delete Donor (and all items donated)

The screen shot above shows the tab for data entry of “Silent Auction” items.

SCI Novi Chapter
Donors and Items Donated

Select a donor from the pick list to display their record below.

version 1.0, 7/17/2007

Company: Email Address:
 First Name: Website:
 Last Name: Work Phone:
 Address: Extension:
 City: Fax Number:
 State/Province: Mobile Phone:
 Postal Code: Date Updated:
 Country:

Tasks

- Create new Donors Enter Winning Bids - Live
- Create new Auct. Dates Enter Winning Bids - Silent
- Update Night/Nbr - Live

Reports

- Donors by Last Name
- Create Labels All Donors
- Create Auction Reports - Bid Sheets, Script, Program, Results, Revenue, All Items

Live Silent Donor Special

AuctionID	NbrBooth	ElecBooth	PaidAirfare	NbrDinnerTkts	PaidHotel	PaidHotelDays
▶ 2/17/2007	0	<input type="checkbox"/>	\$0.00	0		
* 0	0	<input checked="" type="checkbox"/>	\$0.00	0	\$0.00	0

Record: of 1

The screen shot above shows the tab for “Donor Special” details to be entered. These items will be entered once per donor for a particular event, they are not needed for every item donated. These items include the number of dinner tickets, if a booth is needed (and how many), hotel or airfare paid (as \$ amounts), and if electricity is needed in the booth.

The list of all Donors by Last Name and the Labels for all Donors are generated directly from this screen. All of the other reports are generated using a separate screen where you select the report and the auction date (see reports section beginning on page 9).

If you have a list of donors and items for your next Auction, and can provide it electronically (preferably in a Microsoft Excel file), Tepato Systems can import the data into the database for you during the initial installation of your database. A sample format for the Excel file can be provided to you if needed.

Create Auctions and Enter Bids

The only other screens that you need are:

- To create auction dates – enter the date for each event which will have an Auction
- To enter winning bids – select an auction date at the top, then enter the bids for all items for your selected auction date only
- To update the item numbers and switch items from Friday to Saturday night, once the final list is determined for both nights

Enter Auction Dates

Auction Dates

AuctionDate

AuctionDate

AuctionDate

AuctionDate

AuctionDate

AuctionDate

AuctionDate

Navigation buttons: [Double Left Arrow], [Single Left Arrow], [Single Right Arrow], [Double Right Arrow], [Cursor Icon]

If you have a list of upcoming auction dates, Tepato Systems can enter them for you during the initial installation of your database.

Enter Winning Bids – Live & Silent Auctions

Enter Winning Bids: Live Auction

Select an auction date from the pick list to see all of the items listed below.

Auction Date

Winning Bids

ItemNbr	Descr	WinningBidAmt	WinnerName
	Colonial 23 Gun Safe		
	South African jewelry		
	Skate with Red Wing Alumni	\$300.00	
	3 day Duck and Goose hunt of your cho	\$200.00	
SNLA1	Canadian Bull Moose Hunt - 2x1 - 7 Day	\$1,750.00	
SNLA10	Six Day Alaska Adventure Customized	\$750.00	
SNLA11	Whitetail Buck Management Hunt - 1x1	\$1,600.00	
SNLA12	Richard Hamilton signed basketball	\$400.00	
SNLA13	Trophy Blackbuck Antelope Hunt in Tex	\$1,200.00	
SNLA14	5 day Black Bear hunt in Maine	\$800.00	
SNLA15	South African jewelry	\$650.00	
SNLA16	New Mexico Elk hunt-5 day 1 hunter	\$3,500.00	
SNLA17	\$500 gift certificate for new taxidermy w	\$500.00	
SNLA18	Pheasant hunt	\$500.00	
SNLA19	Datsyuk Jersey autographed by whole t	\$1,100.00	
SNLA2	Russian Bear and Pom. 3 Days - 1 Hu	\$1,250.00	

These two screens work the same way. Select the auction date for your event, and a list of all items for that date will display. Then you simply enter in the winning bid amount and winner's name for each item on the list for that event.

Enter Winning Bids: Silent Auction

Select an auction date from the pick list to see all of the items listed below.

Auction Date

Winning Bids

ItemNbr	Descr	WinningBidAmt	WinnerName
	5 day Bear and Fishing hunt in New Bru	\$200.00	

Enter Auction Item Numbers for Final List

Enter Night & Item Nbr: Live Auction

Select an auction date from the pick list to see all of the items listed below.

Auction Date

Auction Item Dates/Numbers

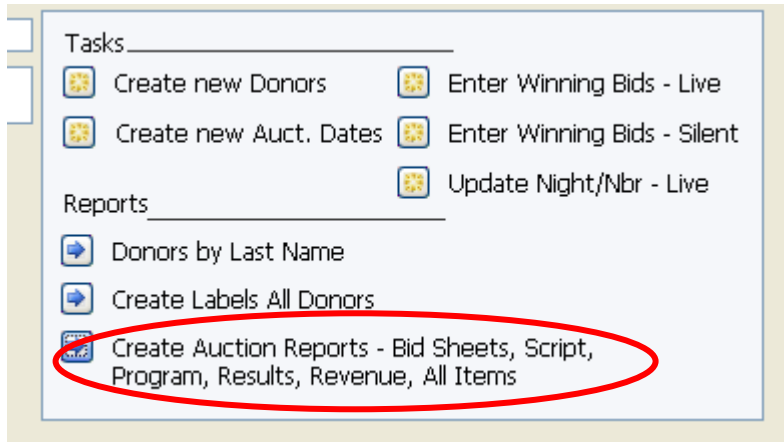
Item Night	Item Order	AuctionDate	Silent?	Descr	Company
		2/17/2007	<input type="checkbox"/>	Colonial 23 Gun Safe	Able Safe
SNLA	35	2/17/2007	<input type="checkbox"/>	RSA Hunt - 7 Days -1 Hunter 1 nonhunter for 1 common Springbok	African Field Sports
SNLA	10	2/17/2007	<input type="checkbox"/>	Six Day Alaska Adventure Customized Trip/ Monday arrival Saturday depart	Alaska Legends Adv Resorts
SNLA	21	2/17/2007	<input type="checkbox"/>	Alberta Timber Wolf - 2 x 1 - 5 Days/ 1hunter 1non-hunter	Bredeson Guiding
SNLA	47	2/17/2007	<input type="checkbox"/>	2 day European Mouflon 1 hunter, 1nonhunter in Texas	Buffalo Creek
SNLA	54	2/17/2007	<input type="checkbox"/>	Manitoba Black Bear hunt	Canadian Wildernes
SNLA	44	2/17/2007	<input type="checkbox"/>	Roe Buck and Red Stag Hunt in England, Scotland, or both - 1 Hunter/1	Carminnows Estates
SNLA	42	2/17/2007	<input type="checkbox"/>	4 wild hog and 4 exotic ram for 4 hunters	Mumzaan Safari Chain Ranch
SNLA	49	2/17/2007	<input type="checkbox"/>	1 day Walleye, Bass fishing charter in Ontario	Chante' Sport Fishin



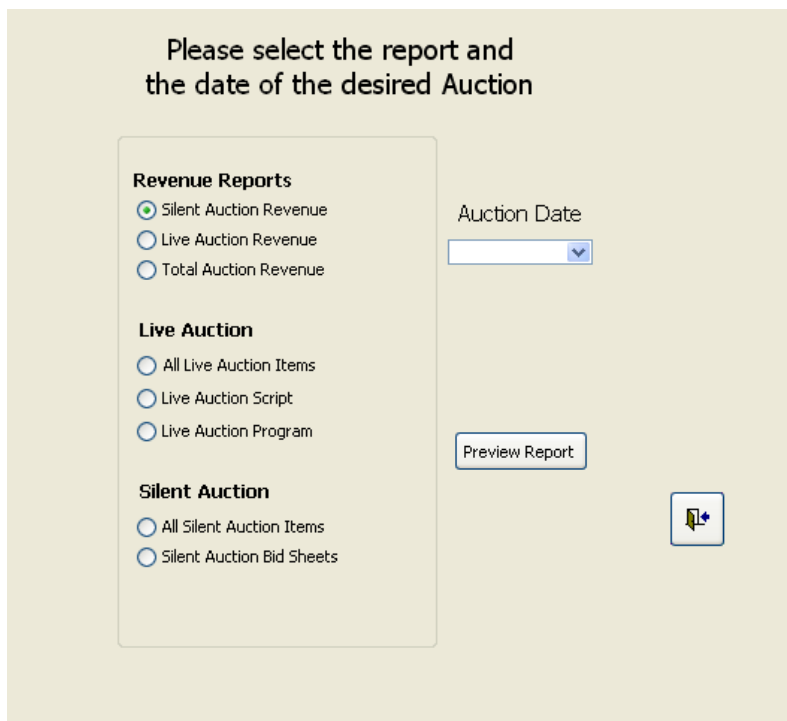
This screen will help you to finalize your auction lists if you have events on both Friday and Saturday night. Since the final list of items is usually determined close to the event, this is where you'll put in the item numbers and the correct auction date for each item.

Auction Reports

All of the reports can be customized, if desired. Additional reports can also be designed for an extra cost.



Most of the reports are generated from the screen above, by clicking on the “Create Auction Reports” button on the main data entry screen.



All of the reports are based on Auction Date. You select the desired report from the list available on the left, then select the Auction Date. The report is generated for the items in that specific Auction.

The reports are grouped by their function – Revenue, Live and Silent Auction reports.

Revenue Reports:

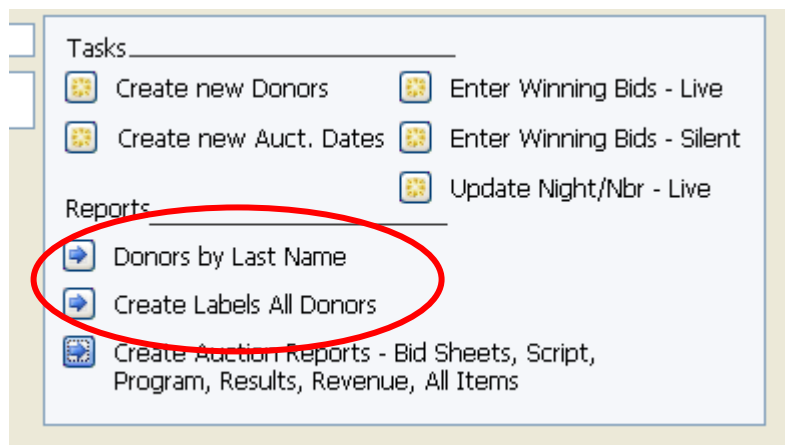
- Silent Auction Revenue – profit or loss for each item, with totals
- Live Auction Revenue – profit or loss for each item, with totals
- Total Auction Revenue – profit or loss for all items on all auctions for an event

Live Auction:

- All Live Auction Items – all items for live auction on selected date
- Live Auction Script – description of each live auction item, formatted for auctioneer's book
- Live Auction Program – description of each live auction item, formatted for printed event programs (send this as a pdf to your printer)

Silent Auction:

- All Silent Auction Items – all items for silent auction on selected date
- Silent Auction Bid Sheets – bid sheets for each silent auction item (print and put on clipboard for each item)



Two general reports on donors are also available directly on the main data entry screen.

- Donors by Last Name – list of all donors sorted by Last Name of contact person
- Create Labels All Donors – formats address labels for Avery 5160 standard 3x10 sheet of labels

Additional reports can also be added, such as “thank you” or solicitation letters for the donors.

General Usage Tips

If you're not a frequent user of Microsoft Access, the following tips and tricks may be very useful to you.

version 1.0, 7/17/2007

Donors and Items D

Company: Email Address:

First Name: Website:

Last Name: Work Phone:

Address: Extension:

City: Fax Number:

State/Province: Mobile Phone:

Postal Code: Date Updated:

Country:

Live Silent Donor Special

	Auction Date	Item Night	Item Order	Descr
	2/21/2009		0	test
	2/21/2009		0	test 2
▶	2/16/2007	FNLA		Spring Black Bear hunt in
	2/16/2008	SNLA	45	8 day Idaho Black Bear hu
*				

Keep in mind that any time you open a screen, you are viewing real data and you are in "EDIT" mode. This means that if you open a screen and start typing immediately, you will be over-writing an existing record.

Auction Dates

AuctionDate:

AuctionDate:

AuctionDate:

AuctionDate:

AuctionDate:

AuctionDate:

AuctionDate:

Tasks

- Create new Donors
- Enter Winning Bids - Live
- Create new Auct. Dates
- Enter Winning Bids - Silent
- Update Night/Nbr - Live

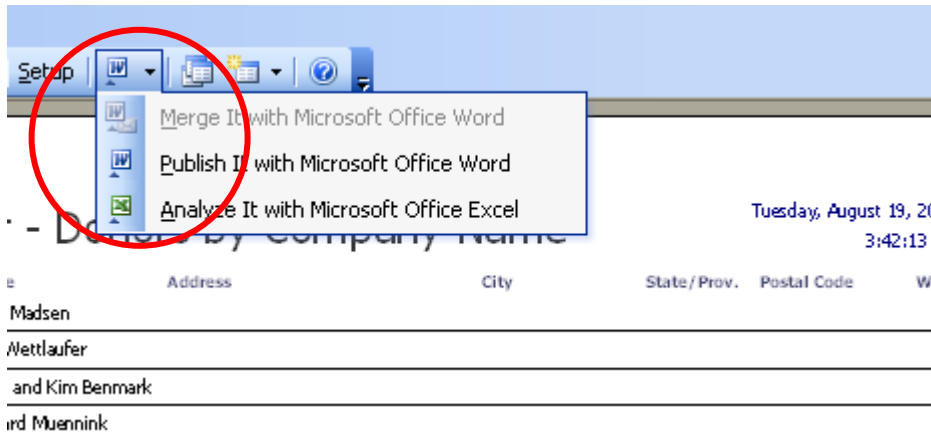
Reports

- Donors by Last Name
- Create Labels All Donors
- Create Auction Reports - Bid Sheets, Script, Program, Results, Revenue, All Items

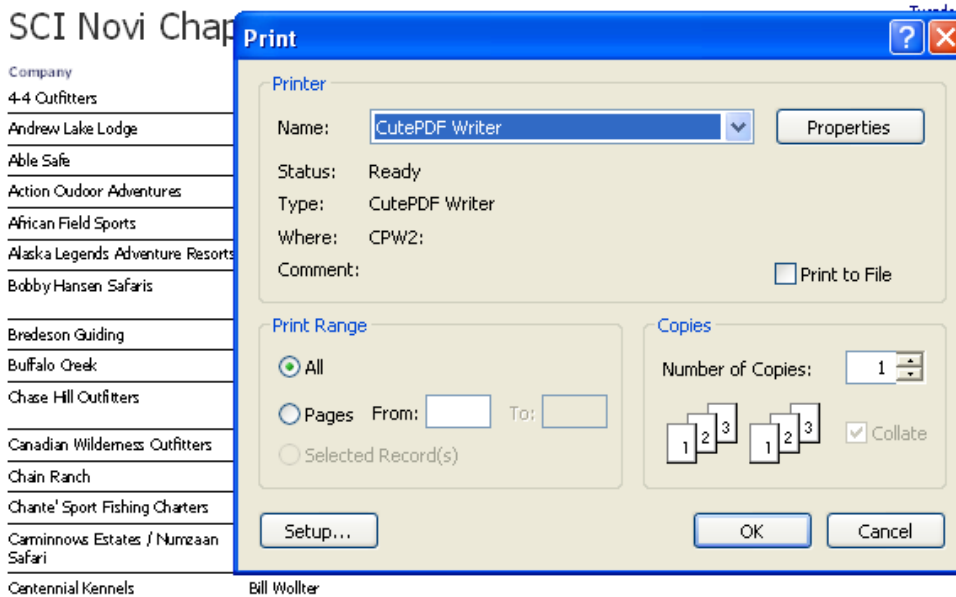
Navigation:

Please be sure to use the "create new record" option which is available on every data entry screen (or go to a blank record, if an empty row is displayed, or by clicking the "last record", then "next record" buttons).

If you begin entering data in a field and want to undo it, hit escape. Hitting escape several times in a row will undo all unsaved changes you've made to a record. To save a record, or save your changes, simply go to the next record or close the screen. Your changes will be saved automatically.



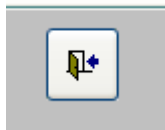
Any report in this database can be exported to either MS Word or Excel using the button available in “preview” mode (viewing the report). For most reports, Excel is better for exporting as Word often doesn't save the formatting such as lines between the records.



To print any report to a PDF suitable for printing (or emailing), go to a site like cutepdf.com and download their free PDF writing tool. It will give you a printer called “CutePDF” which

you'll select instead of your regular printer. You tell it where to save the file and it creates a PDF.

To exit any screen, use the exit button at the bottom right. It looks like a door opening, as seen below.



For More Information or Assistance

Please contact Tepato Systems:

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