

The logo for 'The Air and Space Forces Charity Gala' is centered at the top of the page. It features the text 'The Air and Space Forces' in a serif font, with 'The' in a smaller size above 'Air'. Below this, 'Charity Gala' is written in a large, elegant cursive script. The entire logo is enclosed in a thin red rectangular border.

# The Air and Space Forces Charity Gala

## Participation Instructions for Computer

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**Option 1** - Visit Gala website: <https://www.airforcecharityball.org>

1. **Click Sign In:**
  - a. Link is in the top right corner.
2. **Let's Get you bidding:**
  - a. If you participated last year – enter email and password. If you don't remember your password, click Forgot Password and it will walk through the steps of recreating a password.
    - i. Your password must either be 8 characters with: a minimum of 1 special character: ~`!@#\$%^&\*()-\_+={}[]|\;:"<>.,/? Or you are free to choose a pass phrase (e.g. "Ducks in a row") of at least 14 characters (with no special requirements).
  - b. If you are new to participating in the Gala, click Register Now.
3. **Register to Get Started** (skip to #6 if you were able to login to existing account):
  - a. Complete the information and Click Continue. It works better if you click Enter Address Manually.
  - b. Click Continue. You may need to click Continue one more time.
4. **Welcome:**
  - a. You are signed in and registered. You should see your paddle number.
  - b. It says This Event has tickets for Sale. Click Purchase Now.
5. **Select Tickets (if not already purchased):**
  - i. Choose Silent Auction Participation Fee. ONLY if you are NOT attending the auction in person. Otherwise purchase the tickets needed to attend the event. Please Note if attending with Spouse and you only need 1 paddle for bidding between the two of you.
  - ii. If you need your guest to have a separate Paddle number with their own credit card link for the Silent Auction, please enter their name and email as a guest and it will generate their own paddle number and when they sign in under the email, they will be able to enter their own credit card information.
6. You should receive a text notification of the purchase and/or registration process.
7. Once Logged In you can see Event Info, Browse Items, Buy tickets, Donate, your Paddle Number, Auctions items you are Winning, Losing, and your Tickets
8. To view Auction:
  - a. Click Browse Items
  - b. If an item has more than one picture you can click on alternate pictures in the top left corner.
  - c. Click on Bid Now to place a bid on the item. You can set a Max Bid for an item so it will keep outbidding someone until it reaches your Max Bid price.
  - d. If you just want to think about something you like click the heart and it will be easier to find by click the heart at the top right of the page for your favorite items.

# The Air and Space Forces Charity Gala



## Participation Instructions for Phone App

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**Option 2** – Use QR Code on top right and it will take you to the online browser version which will function like you are using your computer so follow the instructions above.

**Option 3** – Download Handbid App on your phone.



1. **Scan QR Code and top right and click Get Started**
  - a. Click New User Register/Login – This option is better than I registered at Check-In. We don't register people at check-in.
  - b. If you participated last year – enter email and password. If you don't remember your password, click Forgot Password and it will walk through the steps of recreating a password.
    - i. Your password must either be 8 characters with: a minimum of 1 special character: ~`!@#\$%^&\*()-\_+={}[]|\\;:"<>./? Or you are free to choose a pass phrase (e.g. "Ducks in a row") of at least 14 characters (with no special requirements).
  - c. If you are new to participating in the Gala, click Register Now.
2. **Register to Get Started** (skip to #4 if you were able to login to existing account):
  - a. Complete the information and Click Continue. It works better if you click Enter Address Manually.
  - b. Click Continue. You may need to click Continue one more time.
3. **Select Tickets (if not already purchased):**
  - i. Choose Silent Auction Participation Fee. ONLY if you are not attending the auction in person. Otherwise purchase the tickets needed to attend the event. Please Note if attending with Spouse and you only need 1 paddle for bidding between the two of you.
  - ii. If you need your guest to have a separate Paddle number with their own credit card link for the Silent Auction, please enter their name and email as a guest and it will generate their own paddle number and when they sign in under the email, they will be able to enter their own credit card information.
  - iii. It will walk you through the process of adding credit card information. The system will not let you bid on anything without credit card information. This also makes check-out a breeze.
4. You should receive a text notification of the purchase and/or registration process or it will take you there automatically.
5. You should be in the 2024 Air & Space Forces Gala. Slide the arrow to the left to set your notifications. Then click Let's get bidding.
6. You will see your Dashboard. Slide left to view Event Details, Favorites, and all auction item categories. Slide Up to view auction items within a category. Click on magnifying glass to view a specific item by number or item name.

7. To view more specifics on an item:
  - a. Click on item.
  - b. You can click on Bid Now or Set Max Bid for an item so it will keep outbidding someone until it reaches your Max Bid price. You can click on the heart to add to your favorites. Click on the picture icon to the right of the heart to see other photos of the item/items by sliding left & right. You can also use two fingers to zoom in/out on the photo.
  - c. Read the description, click fine print to see any of those details, click history to see which paddle has a bid on the item. No it will not tell you which paddle number belongs to who.
8. **2024 Air & Space Forces Gala Silent Auction will automatically close on Friday, 15 March at 8:30 PM EDT.**
9. **Enjoy.**