

## ***BidPal Instructions***

### **New BidPal Users: Account Registration**

To create an account, go to <http://bidpal.net/svdp> and click SIGN IN in the upper right-hand corner. Click the link at the bottom of the box that says, "Start here" and follow the prompts. You are encouraged to enter your credit card information at this time. BidPal requires a credit card to complete all purchases (including parties).

When your registration is complete, you will receive a text message with a link to "start bidding". You will already be signed in on your phone when you click this link. If you prefer to use a different computer/device, you will need to sign in with the email address and password you just created.

Once you are signed in to BidPal, use the menu bar on the left side to select the item/s or parties you wish to purchase. If you did not provide a credit card during the account registration process, you will be prompted to add it now. After you enter the credit card info and click OK, you will then be able to continue with your purchase. A screen will pop up to confirm your purchase. Select confirm to complete the transaction.

**For Parties**, select the event you want to purchase and the number of spots for your family (i.e., 1 spot for one child, 2 spots for twins). You may need to select the number of spots you wish to purchase again if you are registering your credit card at the same time. Once your party purchase is complete, your name will be added to the attendee list. Scroll down to view the event details and attendee list.

### **Existing BidPal Users: Account Update/Registration**

If you already have a BidPal account, go to <http://bidpal.net/svdp> and click SIGN IN in the upper right-hand corner. Sign in with your email address and password. Follow the prompts to review and update your information. You are encouraged to enter your credit card information at this time. BidPal requires a credit card to complete all purchases (including parties).

When your registration is complete, you will receive a text message with a link to "start bidding". You will already be signed in on your phone when you click this link. If you prefer to use a different computer/device, you will need to sign in with the email address and password you just created.

Once you are signed in to BidPal, use the menu bar on the left side to select the item/s or parties you wish to purchase. If you did not provide a credit card during the account registration process, you will be prompted to add it now. After you enter the credit card info and click OK, you will then be able to continue with your purchase. A screen will pop up to confirm your purchase. Select confirm to complete the transaction.

**For Parties**, select the event you want to purchase and the number of spots for your family (i.e., 1 spot for one child, 2 spots for twins). You may need to select the number of spots you wish to purchase again if you are registering your credit card at the same time. Once your party purchase is complete, your name will be added to the attendee list. Scroll down to view the event details and attendee list.

*Having trouble? If you need to reset your password, click the "Forgot your password?" link. If your email address is not recognized, click the link at the bottom of the Sign In box that says, "Start here" and follow the prompts to create a new account.*

For questions or additional assistance, please contact our volunteer BidPal point person: Sarah Hans ([sarah.m.hans@gmail.com](mailto:sarah.m.hans@gmail.com)).