

## BidPal Instructions

### New BidPal Users:

- Account Registration To create an account, go to <https://one.bidpal.net/olwgala2022/welcome> 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 prompted to enter your credit card information at this time. BidPal requires a credit card to complete all purchases, but no credit card information is carried over to the next Gala.
- 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, click on the Reserved Pew graphic. If you wish to place a bid, you must have a credit card on file. The credit card information is not stored past the end of the current Gala. After you enter the credit card info and click OK, you will then be able to place your bid.
- A screen will pop up to confirm your bid and will ask if you want to set a maximum bid. You will be informed via text if you are outbid before the close of the auction at 5pm on Tuesday, December 21.

### Existing BidPal Users:

- Account Update/Registration If you already have a BidPal account, go to <https://one.bidpal.net/olwgala2022/welcome> and click SIGN IN in the upper righthand 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 bids.
- 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, click on the Reserved Pew graphic. If you wish to place a bid, you must have a credit card on file. The credit card information is not stored past the end of the current Gala. After you enter the credit card info and click OK, you will then be able to place your bid.
- A screen will pop up to confirm your bid and will ask if you want to set a maximum bid. You will be informed via text if you are outbid before the close of the auction at 5pm on Tuesday, December 21.
- 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, please contact our Gala co-chairs at [olwblueandwhitegala@gmail.com](mailto:olwblueandwhitegala@gmail.com)