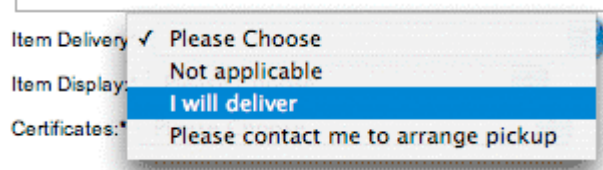


Entering HEART Auction Donations online

From the Holy Rosary Home Page scroll down to the HEART Auction icon and click to enter.

1. Click on the 'Donate' icon at the top of the page
2. Choose your category of donation
 - I am donating an **item or experience** to fulfill my Holy Rosary HEART Auction commitment. If your family is donating an item, service, party, etc. Some examples are: golf clubs, a dinner for 10, a weekend stay at your family vacation home, etc.
 - I am fulfilling my HEART Auction commitment with a **donation that I received from a business**. You get credit for meeting your family commitment, while Apple receives a thank you and tax information for their contribution. Example: you work for Apple and you asked for an iPad for a donation to the HEART Auction.
 - I am choosing to fulfill my HEART Auction commitment with a **cash donation**. Remember that your minimum contribution is \$100 but anything higher will help to make this a blockbuster event.
3. Click on the "donate item" icon at the bottom of the page to be directed to the auction software Ready Set Auction.
4. Enter your Holy Rosary family name, or "anonymous" as the donor - this is how you will be recognized in the catalog.
5. Enter the Donor Contact info as follows:
6. If this is your family donation - enter your family name and address
7. If this is your donation from a business - enter the business contact name and business address. This will insure that they will receive a thank you and tax information.
8. Enter the value of the item or service.
9. Describe your item in detail. This is used to create the catalog entry
10. Indicate any restrictions that apply.
11. Choose Item Delivery - if you choose "I will deliver" you will need to print out a label to attach to the item prior to delivering to the school.
12. Please choose how you would like your item displayed.
13. Gift Certificate - if you would like Holy Rosary to create a Gift Certificate for your item please indicate at this time.
14. Click Submit Donation now!
15. If you have chosen "I will deliver" for item delivery, follow the succeeding steps.



16. To print a label for your item, click on the "Click here" to create a label and print it. The label allows us to track your donation.
17. Affix the label on your item and turn it in at the School Office!

Important! The Auction System does not allow you to make changes once you've submitted your information. If you have to make changes, please click her to contact your [Auction Committee](#) for help.

Thank you for your generous contribution to Holy Rosary's annual HEART Auction. Every contribution counts!