

# HOW TO ONLINE AUCTION



## STEP 1 REGISTER

- On your computer or smartphone, visit [trellis.org/cfr2025](https://trellis.org/cfr2025)
- Click 'Sign Up' in the top right corner.
- Enter the required information and click 'Sign Up' or click the button 'Sign in with Google' if you have a Google account.
- Enter your billing information and click 'Save Card' or if you wish to skip this at this time click 'Skip.'



## STEP 2 PLACE YOUR BID

- On your smartphone or computer go to [trellis.org/cfr2025/auction](https://trellis.org/cfr2025/auction)
- Select the item you would like to bid on.
- Either click 'Bid' to place a bid on the item for the next increment or click 'Auto Bid' to set a maximum amount you would like to bid to and the system will automatically up your bid when others bid on the same item.
- Then you are given the option to donate your bid amount if the auction finishes and you do not win by clicking 'Yes! Donate my bid amount.'
- After you place your bid, the auction item will update with the new highest bid and bidder name.
- You will also receive an email, or text message confirming your bid. If you are outbid, you will be notified right away by email and/or text.



## STEP 3 PAY & PICK UP

- If you have the winning bid, you'll get an email notification.
- If you entered your billing information already, the Trellis system will charge you for your items.
- If you did not enter your billing info, you can pay via the link in your email notifying you of your winning bid.
- You can also pay before you leave the event (if you are attending) or we will make arrangements for successful bidders to pick up item(s) at our London office.

### NEED HELP?

Contact Michael Wojtowicz  
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