

## Title

### Before You Start

This help sheet will guide you through the process of creating Donation recipients and using the Resale feature. A sale entry may be resold as many times as needed. The proceeds of the sold item may be distributed to the owner, the exhibitor, or a donation recipient or any combination thereof.

### Adding a Donation Recipient

1. In the Sale area, click on the Donation Recipients tab.
2. Click the +Add a Donation Recipient button.

3. You are required to enter the name and address of the donation recipient.
4. You may also complete Phone Number, Email address, and a Contact Name for the Donation Recipient.
5. Click Save to save the donation recipient record.
6. Repeat Steps 2 – 5 for each Donation Recipient you need to add.

#### Register a new Donation Recipient

### Reselling an Entry

#### Steps

1. After selling the entry, record the total bid amount, and record the buyer contributions and click Save.  
NOTE: Do not assign the entry to a destination or add flooring information until the item is sold for the last time.
2. Click the red 'Sell It Again' button to create the new sale entry for the item to be sold again.



3. After clicking 'Sell It Again' a popup window will appear.  
 4. Click Save to lock the record (Bid and Buyer information) and create the resale item or click Cancel to return to the item to make any corrections to the sale information.

Sale Item #8 Resale

Resale of a Sale Item will lock the record from further editing, make sure all Bid and Buyer information is correct before continuing.

Cancel
Save

5. If the bid amount will be donated to a recipient other than the seller listed at the top left of the screen, click the green Add a Distribution button to select the recipient and amount.

Proceeds Distribution + Add a Distribution

|          |            |         |
|----------|------------|---------|
| Owner(s) | \$2,000.00 | 100.00% |
|----------|------------|---------|

6. Use the drop-down menus to select the Recipient (Owner or Donation Recipient).  
 7. Select the name of the Donation Recipient  
 8. Enter the amount to be distribute to the Donation Recipient.  
 9. Click Save.  
 10. Repeat steps 4 – 8 to add additional donation recipients until the total bid price has been distributed among owners (if applicable) and other donation recipients.

Add a Distribution

Recipient Donation Recipient

Please select a Donation Recipient.

Select a Donation Recipient  

Amount \$

Percentage   %

Remaining Amount: \$2,000.00

Cancel
Save

11. Verify the amounts in the Proceeds Distribution.

Proceeds Distribution + Add a Distribution

|                             |            |        |      |
|-----------------------------|------------|--------|------|
| Owner(s)                    | \$0.00     | 0.00%  |      |
| Sunshine Valley Food Pantry | \$1,500.00 | 75.00% | Edit |
| Scholarship Fund            | \$500.00   | 25.00% | Edit |

12. Once the item has been sold for the final time, you may assign the item to a destination using the drop down menu.  
 13. If the animal is being floored, click on Yes for Floored and make any adjustments to the floor price.

Edit Destination & Flooring

Destination Sunshine Valley Sale Barn Clear

Destination Notes  

Floored Yes No

Floor Weight 117.00 lbs

Floor Price \$ 1.75 per lb

\$ 204.75 total

You can enter the Floor Price for this entry as either a **price per pound** or a **total price**. For your convenience, the remaining price value will be auto-computed.



- 14. Check the correct option for whom the floor value of the animal is being assigned. If you select Donation Recipient, a drop-down menu will appear for you to select a single donation recipient to receive the floor price of the animal.
- 15. Click Save.

Assign Floor Value to

- Buyer (as a Credit)
- Seller (as a Donation)
- Donation Recipient (as a Donation)

The Floor Value is the amount of money the Fair receives from the Destination. It is assumed to be the same amount as the Total Floor Price.

A Buyer Credit will appear on the Buyer's invoice.  
A Seller Donation will appear on the Seller's check.

Cancel

Save

*Tips*

- Sale items with a destination may not be sold again. You may remove the Destination information to resell the entry. The Destination and Flooring information should only be added to the sale item for the final time it is sold.

