User guide to Tanner Dance’s auction website

The following is a guide to help users access Tanner Dance’s new fundraising website hosted by Betterworld. The page is: https://tannerdance.betterworld.org/

We are excited to share this new site with you in our upcoming Winter Gala. This site will allow us to put items on a virtual auction, as well as create a few opportunity drawings (full details at the end of the page).

This is how the website looks like:
The image above is the landing page to our fundraising page. Highlighted in red is a log in option that allows you to create an account in BetterWorld. You are not required to create an account with BetterWorld to participate in the action, but it is recommended that you do, as it will make your experience navigating the site a lot faster and easier. Below we will show how to checkout items without an account – as the process is the same with an account, except that your information will be prefilled if you are logged in. We will then show how to create an account, log in and how to save information.

Highlighted in blue are all fundraising options that we will have. They will include the auction, any opportunity drawings (giveaways under BetterWorld) and donation campaigns. This will allow you to drill down into the specific type of fundraising that you are interested in.

Highlighted in green are all individual fundraising options. Clicking on each of them will lead you to the individual opportunity.

Auction
The image above is the auction landing page. The red highlight is the same log in button as before, and the green highlight is any individual item that you can bid for (only one in the example, there will be multiple in the live auction). When you click on the item you are interested in, you will be sent here:

Above is an example of an auction item. You can bid on the item by entering a number on the blue box and clicking the bid button. You can also select a max bid in the green box, in which case you will automatically outbid anyone else who bids, until you have reached your pre-set max capacity. Either option will take you to the checkout page below.
The above page is how it would look like if you haven’t logged in yet. If that is the case, you will again be given the option to log in, highlighted in red. If you choose not to, you can just fill out all your information and submit payment by clicking “place bid”, highlighted in blue.

Submitting a big will not charge your card (depending on the card, you may get a $1 hold). All winning bids will be processed after the auction is closed.
Opportunity Drawings (Giveaways)

The above page shows an example of an opportunity drawing. You can donate $25 to receive a ticket from which the prize will be drawn. You can donate in multiples of $25 to receive more tickets (by utilizing the arrows in the blue highlighted box) and receive up to 20 tickets and then clicking the “get X entries” button. We will be the drawing to 200 total tickets. You can also read the full guidelines by clicking on the green highlighted box. Additional rules for Tanner Dance’s opportunity drawings below.

Once you select the number of tickets you want to receive with your donation, you will be redirected to the checkout page.
The checkout page above is virtually the same as for auction items, with the option to either log in (highlighted in red) or just fill out your information and accepting to donate (highlighted in blue). The main difference is that any donation is final, the transaction should post on your card automatically whether you win the prize or not. Additionally, this page will ask you if you would like to cover your card’s transaction fee (highlighted in green). This is an optional fee that you can click to opt out.
Creating an account/Signing in

Any time you click on the log in button, this pop-up should show up:

This is where you enter your email address and password once you have a BetterWorld account, and click in the blue box to log in. If you don’t have an account yet, you can click on the sign up button in the green box.

All you need to create a BetterWorld account is to fill out some personal information (first name, last name and email) and create a password. After that, click on the captcha (green box, may require you to type words or select pictures) and click sign up (blue box).
Once you are logged in, you can access your account, which will look something like this:

![User account dashboard](image)

Above, the **green** box will indicate how much money and how many organizations you have supported (this applies to all the many organization that use BetterWorld to fundraise). On the left side, in the **blue** box, you can navigate all your giving history, in addition to auctions and giveaways you have participated in. On the top, in the **red** box, you can make changes to your account by clicking on settings.
This is the settings page, where you can update your personal information, as well as change your email address and password (all in the green boxes). You can also add and save payment information and addresses, all which you can access on the left side of the screen (via the blue box).
Tanner Dance opportunity drawings

Participate in the Tanner Dance opportunity drawings (shown as giveaways in BetterWorld) and have a chance to win one of the 4 (four) items or experiences presented in the BetterWorld website.

Only 200 tickets will be sold with a suggested contribution of $25. The winner will be announced live via during the Winter Gala on February 26 and 27, 2021. You do not need to be present to win.

Your ticket purchase goes toward the greatest needs of Tanner Dance, including student scholarships and outreach programs.

Thank you for participating!

If you have any questions, please contact Erin Koelliker by calling at 801-808-3662 or preferably via email at erin.koelliker@utah.edu.

Disclaimer: Opportunity drawing will not be held if less than 50 tickets are sold. Refunds will be issued. No purchase necessary. Limit 20 tickets per person per drawing. If you would like a ticket with no purchase necessary, or to make a purchase of a different suggested contribution, please contact Erin Koelliker.