

## Gateway School's Garden of Dreams online auction basics

Using your web browser navigate to <http://gatewaysc.cmarket.com>

First time users must register in order to bid on or to watch items (you may browse the selection of items with out registering but will have no ability to bid or watch items)

Click the "Register to bid" link located in the sign in tool bar to the right of the "sign in" button.

Complete the registration form and submit it (every field with a red asterisk is a required field and must be filled out)

You will be redirected to a screen confirming your successful registration, click the "continue" button to return to Gateway School's auction home page.

In the upper left hand corner it will say "Welcome [your first name]" indicating that you are properly logged in.

In order to place an actual bid you will need to register a credit card. To register your card, simply click on an item you are interested in and scroll down and click the "add new credit card" link directly above the "place bid" button.

This will take you to the credit card tab of the "my account section".

Click the bold "Add new credit card" link to enter a new card. Complete the "add credit card form" and submit it. You are now ready to bid!

You may change your credit card or add an additional credit card at a later date; however bids placed on the original card will remain tied to that credit card unless you place a higher bid on the new card. If you need to change the card you have placed bids on please contact Kristin Bogart Smith at 831-423-0341 ext 332 or at [Kristin.smith@gatewaysc.org](mailto:Kristin.smith@gatewaysc.org)