

Online Bidding Instructions

How Do I Sign In for the First Time?

Go to McLean's web site, www.mcleanschool.org, and click on the link on the school website or go to <http://mcleanschool.maestroweb.com>. On the screen that requests your name and password, please click the "Find Record" button. You will then be asked to enter the following information

1. last name
2. numeric portion of your street address (example 15 for 15 Smith Street)
3. email address
4. and then click "Find Record" button

If your contact information is already in the database without an email address and/or password, your registration record will appear on the screen. Please update the registration record with your email address, a password and click the "Update" button.

If you are not already in the database, you will be redirected to a registration screen. Please enter your contact information, a password and click the "Update" button.

How Do I Place a Bid on an Online Auction Item?

- Click the "Online Auction" category in the left menu bar
- Click on the image or title of the item to view the details and bid box
- Enter a value in the bid box which equals or exceeds the suggested next bid
- Click "Submit Online Bid." If you have not already signed in, you will be prompted for your last name and password (instructions above).

You will then see your bid in the current bid box and a confirmation message that you are the top bidder. MaestroWeb will automatically update the current bid information and time remaining every minute.

How Can I Determine Whether I Still Have the Top Bid?

Please click the **My Bids** link near the top right of the screen to display all your bids. If any of your bids are still the highest, they will be highlighted. You can also see a summary of the highest bid for each online auction item by selecting the "**Top Bids**" report.

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What is Auto Bidding?

The MaestroWeb Auto Bid system will automatically store a higher bid (of at least two bid steps above the current bid) for you and only increase your actual bid as needed to win the item. For example, if Bidder A enters \$150 for an item that is currently bidding at \$100 and has a suggested “Next Bid” of \$115 (bid steps of \$15) then MaestroWeb will submit a bid on Bidder A’s behalf of \$115 and store their auto bid of \$150. If Bidder B enters the suggested next bid of \$130, the MaestroWeb Auto Bid system will automatically increase the bid to \$145 on behalf of Bidder A and Bidder B will get an indication that they’ve already been outbid. If Bidder B persists and enters the next bid of \$160, then the MaestroWeb Auto Bid system will email Bidder A to indicate that they’ve been outbid for this item. This email will include a link to your Auto Bid page, which allows you to increase existing auto bids at any time. You can also reach this page directly by clicking the “My Bids” link in the header of your MaestroWeb site and selecting Auto Bids from the drop down list.

When is the Auction Finished?

The time remaining for any item is always displayed in the top right-hand corner of the corresponding bid box. ***The online auction closes Tuesday, February 2, 2010 at 10:00 p.m.***

What Happens When the Auction is Finished?

When the auction is finished, all purchased items will automatically indicate that they’ve been “SOLD”. If you are the lucky top bidder for any item(s), you will receive an email confirmation with pick-up and payment instructions.

What If I Forget My Password?

Please follow the “Find Record” instructions above and you will see a confirmation message indicating that “your password has been emailed to you.”