Online Catalog and Registration Setup

Auction Source needs the following information to successfully setup your **online registration system**.

- Event logo to be shown at the top of the page (jpg format)
- Complete copy of the invitation including raffle tickets and response cards
- Table size (i.e. 10 seats / table)
- Date/Time to turn off online reservations
- Message to display when online reservations are off. (i.e. We are no longer accepting reservations for this event.)
- From email address for the receipt that is sent out to registrants.
- Email address of committee member who will be carbon copied all receipts.
- Payment Method (Manual, PayPal Pro, Authorize.net, PaymentsGateway).
    - o If using PayPal Pro, Authorize.net or PaymentsGateway, see the appropriate setup document for additional instructions.
    - o If using manual processing, we need the username who will have access to the credit card report.
- A welcome message for the first screen.
- Would you like to collect "Wording in Program" for your sponsors?
- Will you allow dutch tables?
- Do you have a limited amount of seating? If so, what is the max?
- What is your target date for the site to go live?
- When will invitations be mailed?

Auction Source needs the following information to successfully setup your **online catalog**.
- "Contact Us" information
- "About Us" information
- "Auction Policy" information
- Event logo to be shown at the top of the page (jpg format) (320x151px)
- Description of event to go on the homepage

Please email all information to your Auction Source Representative

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You can view our demo reservations site here:
    https://www.auctionsourceonline.com/demo1/reservations/
    https://www.auctionsourceonline.com/demo2/reservations/