

## How to Bid on the Minnehaha Spectacular “Everyday Heroes”

1. Enter <https://minnehaha.cbo.io> into your browser’s address bar.
2. Enter in your bidder number, phone number or email address and tap GO.
3. Confirm you are the name listed (a password may be required at this time) then hit “Continue”.
4. Once completely logged in, you can search by item number, keyword or by category.
5. To place a bid, tap on the blue “Bid/Info” button, there you can place a fast bid, bid or set a max bid, and read details about items.
6. Tap on MENU > MY ITEMS to view your activity throughout the event.

### Checkout from Your Phone

You can securely check out from your phone with a credit card. Once the bidding for your “won” item or items is closed, a red “Pay!” button will appear at the top of your bidding screen. Tap on this button to proceed to checkout.

As a credit card is required to bid, you may use this card to check out, or add a different card. If you wish to pay for all your items at the same time, wait until all items are closed at the end of the Event. *If you would like to make alternative arrangements for your payment, please contact Shannon Luckert at (612) 728-7721 or [luckertshannon@minnehahaacademy.net](mailto:luckertshannon@minnehahaacademy.net)*

### FAQs

- **I forgot my bidder number.** Type your phone number or email address in the bidder number box. Tap GO. You can also tap on the “?” for help.
- **How do I remove a bid?** Right after you place a bid, you have the option to “undo” on the confirmation banner at the top of the screen. Once this banner goes away, you will need to Click on “Chat” at the bottom of your screen for live assistance.
- **I already selected “no” or replied to “Stop” to the SMS text message alerts, not realizing that I wouldn’t receive outbid notices. Can I fix it?** Yes, text START to 56651 to begin receiving these once again.
- **How do I place a Max Bid?** To place a “max bid” tap on Bid/Info > BID/SET MAX > select the amount you are willing to spend on the item > SET MAX. The system will bid up to that amount for you automatically. You will be notified by text if you are outbid.
- **Did I win?** Once the auction has closed, you can look under MENU/MY ITEMS to view anything you have won/purchased.
- **Where can I get help?** Click on the “Chat” button at the bottom of the bid screen, a member of the MA staff will answer your questions.