TRANSFER
Your Account

IN THE ORIGINAL BIDDINGOWL

○ Log in to the <u>Legacy</u> version
https://www.biddingowl.com/manager/

○ Navigate to:

    ○ Items > Export Items

    ○ Bidders > Export Bidders

    ○ Donors > Export Donors

○ Copy other essential information, such as your homepage greeting.

IN THE NEW VERSION

○ Create a new account

You must create a new login. We understand that this might be an inconvenience, but it is a necessary step to provide you with improved security and features.

○ Follow the steps in your Dashboard

Not all steps are required right away.
There is a dedicated Test Mode for you to try out the new system.
Your financial data from the original BiddingOwl does not transfer. But the setup is quick and easy.

○ Import the information you need

    ○ Donors > Donor Management > Import

    ○ Items > Item Management >Import

    ○ Bidders > Bidder Management > Import

Importing bidders who have emails will result in an automatic registration email. Ensure that you are prepared to distribute your URL and share your auction before proceeding.