

Adding an Auction Subcategory

Last Modified on 10/10/2016 4:31 pm AEDT

Subcategories can be used within Auctions to group items together based upon a product type or theme. These subcategories then sit underneath the category.

Quick Steps: Go to **Auction > Categories > Add**

Adding an Auction Item:

1. Within the Management Console, select **Auction** from the top menu, then **Lots** from the left menu.
2. Click **Add** at the top of the page and complete the details for the category
3. Once you've completed all information, click **Save**.
4. Go back to the **Listing** and **Change Record Status** to Online.

Use subcategories to break down your categories further. For example your Category might be Team Shirts and the Subcategories might then be Round 1 Shirts, Training Shirts, Finals Shirts.

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