

Steps to Create Gift Packages and Gift Sections:

1. Click on Gift Packages and fill in the details about your package:

The screenshot shows the 'Create Packages' form. It includes fields for 'New Package Name' (Make Me a Movie Star!), 'Image' (Choose File), and 'Package Description' (Everything you need to be a movie star! Watch the pros first, and then get to acting class to make your dreams come true!). A 'Submit Changes' button is at the bottom right.

2. Once your package has been created, it will appear in a drop down menu beside each gift. If you would like to add a gift to a basket, click on the name of the package you would like to add it to. Each gift you add to the package will appear below the Gift Value. It can be removed as well by clicking on the Remove From Package link.

The screenshot shows a gift item page for '#104 Make Me a Movie Star!'. It includes a 'Section' dropdown set to 'red', an 'Auction Type' dropdown set to 'Silent Auction', and an 'Online Catalog?' checkbox checked. Below the main title, there are links for 'Edit Bid Sheet' and 'Mark Item As Received'. The 'Gifts Value' is \$500.00. Underneath, there are two sub-items: 'Acting Lessons' (Value: \$500) and 'Pink Panther Movie Set' (Value: \$0), each with 'Edit Gift' and 'Remove From Package' links.

1. To create gift sections, click on the tab Create Gift Sections and enter the name of the section and the numbers that you want for the gifts in that section.

The screenshot shows the 'Create Sections' form. It includes a 'New Section Name' field (yellow) and a 'Customer Numbering' field (1 to 100). A 'Submit Changes' button is at the bottom. Below the form is a table listing existing sections:

Delete	
<input type="checkbox"/> Robs	(edit section name)
<input type="checkbox"/> yellow Custom Numbering: 1 to 100	(edit section name)
<input type="checkbox"/> red Custom Numbering: 101 to 200	(edit section name)
<input type="checkbox"/> Blue Custom Numbering: 201 to 300	(edit section name)

2. Once you have entered your sections, they will appear in a dropdown menu by your gifts to organize them.

The screenshot shows a gift item page for '#127 Easton Little League Bat'. It includes a 'Section' dropdown set to 'Sports & Collectibles', an 'Auction Type' dropdown set to 'Silent Auction', and an 'Online Catalog?' checkbox checked. Below the main title, there are links for 'Edit Bid Sheet' and 'Edit Details'. The 'Gifts Value' is \$250.00. A 'Mark Item As Received' button is also present.