

# Item Entry Procedures

This document outlines the procedures that must be followed in order to enter items into the MTRA System. The following three procedures are described:

1. Password Reset
2. System Login
3. Item Entry

You should have received an email that contains this document as an attachment and also links to the system and online walk-through videos for each procedure.

If you need any assistance, you may email Darryl Patterson ([darryl@eastyorkrotary.org](mailto:darryl@eastyorkrotary.org)) at any time.

# Reset Password

The very first time you use the MTRA System, you must request a password reset. Also, if you ever forget your password, you may also use this procedure to reset your password.

## PROCEDURE:

1. Open your web browser and enter the MTRA System address:  
<https://system.metrotorontorotaryauction.com>
2. Underneath the “Submit” button, you will see a link that says “reset your password”. Click on that link. This will display a form asking you to enter your email address.
3. Enter your email address into the field and click on “Send The Reset Email” button.
4. You should see a page that says “Success!” If you do not, there was a problem. You can click on your browser’s “Back” button and try again, could be you typed in your email address incorrectly.
5. Check your email, you should have an email with the subject line “[Rotary Auction] Password Reset Request”. Open this email and read it.
6. There is a link in the email that says “CLICK HERE”. Click on that link.
7. The system will display a form asking you to enter your new password twice. Choose a password you’ll remember. Click the “Change Password” button.
8. The system will display a message saying that your password has been reset. For your convenience, there is a link to login. Click on that link and proceed to the procedure “System Login” in this document.

Remember, if you ever forget your password, you may use this same procedure to reset it again.

# System Login

In order to login to the MTRA System, you must already have a login. You should have received an email that contains your username. You most likely are not in the system if you have not received this email. If you have not received this email, please contact Darryl Patterson ([darryl@eastyorkrotary.org](mailto:darryl@eastyorkrotary.org)). For security reasons, there is an extra step in the normal login procedure.

## PROCEDURE:

1. Open your web browser and enter the MTRA System address:  
<https://system.metrotorontorotaryauction.com>
2. Enter your username, which is your first name, a “dot”, and your last name. For example, if your name is John Smith, your username is john.smith
3. Click on the “Submit” button.
4. Check your email and open the email with the subject line “[Rotary Auction] Login Request”.
5. To proceed with your login, click on the link that says “COMPLETE LOGIN”.
6. You will now see a standard login screen. Enter your username (firstname.lastname as above), enter your password and click the “Login” button.
7. You should now see the MTRA System Welcome screen. If you’re entering items, please proceed to the Item Entry procedure in this document.

If you have problems logging into the MTRA System, please contact Darryl Patterson ([darryl@eastyorkrotary.org](mailto:darryl@eastyorkrotary.org)).

# Item Entry

Item entry is a step by step process. Make sure you have all of the information you'll require to enter the item into the system. This includes all of the donor's information (such as name, address and contact information), the name of the Rotarian that solicited the item, and the full item description.

## PROCEDURE:

1. Open your web browser and enter the MTRA System address:  
<https://system.metrotorontorotaryauction.com>
2. Login to the MTRA System (see procedure "System Login" in this document).
3. From the Welcome page, there are two ways to begin item entry:
  1. Rollover the "Items" menu at the top, then click on "Add New Item"
  2. OR Click on the "ENTER AN ITEM" shortcut on the Welcome page.
4. The first step outlines some important tips for item entry. Please read these, then click on the "Begin Item Entry" link.
5. Next, you must select the donor of the item. You do this by first searching for the donor in the system. Enter in the name of the donor then click on the "Next" button.
6. If the system found any matches it will list them.
  - If the donor is in the list, click on the little button to the left of the donor.
  - If the donor isn't in the list, click on the little button to the left of "New Donor"
7. Click on the "Next" button.
8. The system displays a form with the donor's information. If you selected "New Donor", this form will be empty.
9. Make sure all of the donor information is entered and that it is correct. Update the information if it is out of date. If you have them, please be sure to add the donor's email address and website address.

10. On this same screen, select the soliciting Rotarian. This assures that the right club is credited for the entered item.
11. Click the “Next” button to proceed.
12. Enter in all the item information. Please read all of the instructions on this page.
13. Once all of the item information is entered, click on the “Add Item” button.
14. The item is added to the system. You will be asked to print the item sheet. If you have a printer, please print the item sheet and attach it to the item. If you cannot print, please note the Control Number and attach it to your item. Items will not be accepted at the warehouse without a control number. If you canceled the printout by accident, click on the “print now” link.
15. If you would like to add an item that is exactly the same (same donor, same soliciting Rotarian, same item information), you may click on the “Add another IDENTICAL item” link. This will add another of the same item and it will reload the page with the new item sheet. Please print this sheet and attach it to the second identical item.
16. As a convenience, there is a link to “Add New Item” on this screen if you’d like to enter a new item.

**NOTE:** When you are done entering items, please remember to logout.