OFFICIAL DOCUMENTATION

LP

Commissioner Manual

Live auction control guide for commissioners running BidSphere events

11	Live	Quick
SECTIONS	AUCTION CONTROL	REFERENCE INCLUDED

You are the auctioneer. You control live bidding — selecting players, calling bids, managing time, and finalising sales. **Know this panel before auction day.**

1 Accessing the Panel

URL

Open **/auctions/{slug}/{event}/commissioner** in your browser. Enter the commissioner passcode when prompted.

DEVICE RECOMMENDATION

- Use a **laptop or tablet in landscape orientation**
- Use wired ethernet or strong WiFi at the venue
- Have a **mobile hotspot ready as backup**

HALL SCREEN

Open **/auctions/{slug}/{event}/hall** separately on the projector device. These are two different URLs — keep them on separate devices.

2 Starting a Player

SELECT

Click a player from the queue on the left — their card becomes active immediately on all screens.

HALL UPDATES

The hall screen and public auction page update the moment you select a player.

ANNOUNCE

Call out the player name and base price to the room before the first bid.

3 Placing Bids

HOW TO REGISTER A BID

Click a **team tile** to register their bid. Amount auto-increments by the configured step.

AUTOMATIC CHECKS

The system verifies automatically:

- Sufficient budget remaining
- Category maximum not exceeded
- Other teams can still meet their minimums

> ⚠ **Blocked Tiles**
> Blurred or greyed tiles mean that team cannot bid. Reasons: insufficient budget, at category maximum, or bidding would prevent others meeting their minimum.

4 Timer

STARTING

After the first bid, click **Set Timer**. Choose duration (default 15 seconds).

AUTO-RESET

Each new bid resets the timer automatically — no manual action needed.

SOLD SIGNAL

Timer reaching zero is your signal to call **SOLD**.

5 Selling a Player

1. Announce: **"SOLD to [Team] for [Amount]!"** to the room
2. Click the green **SOLD** button — player assigned instantly
3. Hall screen shows the sale, recent sales list updates, team stats refresh

6 No Bid

WHEN TO USE

No team wants to bid after the player is shown.

ACTION

Announce **"No bid"** and click the **No Bid** button.

> ℹ **Forced Assignment Rule**
> After 3 no-bids on the same player, the 4th round triggers forced assignment — the system selects a team by toss from those needing the category.

7 Bringback

WHEN TO USE

You want to re-introduce a no-bid player later in the auction.

HOW

Scroll to the no-bid list at the bottom of the queue. Click **Bring Back** on the player — they re-enter the queue.

8 Lump Sum Assignment

WHEN TO USE

The room agrees to assign a player directly at a set price without live bidding.

HOW

Click **Lump Sum** on the team tile → enter the agreed amount → confirm. Player is assigned immediately.

9 Pause / Resume

PAUSE

Click **Pause** ■ at the top. The hall shows "Paused". All screens freeze.

RESUME

Click **Resume** ▶ when ready to continue. All screens update simultaneously.

10 Emergency Procedures

INTERNET DROPS

Stop verbally. Wait for connection. Hall shows last known state. If 2+ minutes, switch to mobile hotspot.

SESSION EXPIRES

An overlay appears — click **Log in again**. Auction state is safe in the database. Nothing is lost.

WRONG TEAM CLICKED (BEFORE SOLD)

Click the correct team — the bid simply updates to the right team.

> ⚠ **Wrong Team Clicked (after SOLD)**
>
> Admin must use **Reset Player** in the admin panel to revert. This cannot be undone by the commissioner.

POWER CUT

When power restores, refresh all pages — state reloads from the database within seconds.

11 Pre-Auction Day Checklist

- ✓ Commissioner login works with passcode
- ✓ Hall page loads on projector with correct event
- ✓ Public auction page shows Coming Soon (public view off)
- ✓ Place one test bid — confirm tile click works
- ✓ All team tiles visible with correct names and budgets
- ✓ Player queue has all approved players
- ✓ Internet connection is stable
- ✓ Mobile hotspot ready as backup
- ✓ Admin phone number saved for emergencies

Quick Reference Card

Player comes up	→ Click from queue → Announce name + base price
Team bids	→ Click their tile → Start / reset timer
Timer hits zero	→ Announce "SOLD!" → Click SOLD button
No interest	→ Announce "No bid" → Click No Bid
Need a break	→ Click Pause → Click Resume when ready
Connection drops	→ Switch to hotspot → Refresh pages