

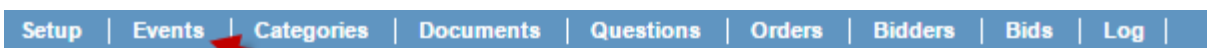


Pre-Bid Meetings / Events Tab

At times, the posting agency will recommend or require potential bidders to attend a pre-bid meeting or alternate event. In PennBid, you have the ability to create an event (pre-bid meetings, conferences, site visits, etc.). Here's how:

Note – From the Bidders' perspective, Events will appear on the first screen that greets them.

Step 1 – Open the solicitation and click the “**Events**” tab on the top blue bar.



Solicitation - Events

Solicitation Title: Your Project Title Here
Number: Shady Maple Authority
Bids Due: 1/28/2016 4:00:00 PM Eastern
Status: Open

Visible to Vendors: Currently Hidden | [Show](#)

Use the **Events** function to schedule important solicitation events such as a pre-bid meeting.
[Link to PennBid *User Guide* and *Tutorial Videos*.](#)

[Add Event](#)

Step 2 – Click “**Add Event**” and the “Event Setup” screen will appear.




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Step 3 – Add Event details. Required fields include the Event Title, Event Date, Event Time and Location. Optional fields include making the event Mandatory, Enabling Event Registration, Event Registration Cutoff Date/Time and including a Description.

- If the Event is mandatory, simply check the “**Mandatory**” box.

Event Setup

Mandatory 

Event Title *

Event Date * [Date](#)

Event Time * (hh:mm AM/PM)

Event Registration – Though not used often, utilizing the Enable Event Registration box is helpful when visiting high security or gated areas. When enabled, bidders are required to register by the Event Registration Cutoff Date/Time and their company and contact information will be listed within the Event screen.



Event Setup

Mandatory	<input checked="" type="checkbox"/>
Event Title	<input type="text" value="Pre-Bid Meeting"/> *
Event Date	<input type="text" value="12/30/2015"/> * Date
Event Time	<input type="text" value="10:00AM"/> * (hh:mm AM/PM)
Enable Event Registration	<input checked="" type="checkbox"/> ←
Event Registration Cutoff Date	<input type="text" value="12/18/2015"/> * Date
Event Registration Cutoff Time	<input type="text" value="2:00PM"/> * (hh:mm AM/PM)
Time Zone	Eastern
Location	<input type="text" value="Township Building"/> *
Description	<div style="border: 1px solid #ccc; background-color: #ffffcc; padding: 5px;">Please remember to register for this event.</div>
<div style="display: inline-block; margin-right: 10px;">←</div> <input type="button" value="Insert"/> <input type="button" value="Cancel"/>	

Step 4 – Check the “Insert” button so that the details of your Event are available to potential bidders. The information included about your Event will show up on the “Description” screen from the bidders’ perspective.



Step 5 – If desired, upload Event Documents. Simply upload by clicking the “Choose File” button, browse, attach and then select “Upload.” Event Documents will be available for potential bidders to download. Most typically, an Event Document is a map or directions to the event.

The screenshot shows a web interface for uploading event documents. At the top, the text "Event Documents" is displayed in blue. Below this, there is a section for file selection. On the left, it says "Select Event Document". To its right is a "Choose File" button, followed by the text "No file chosen". Further right is a blue "Upload" button. A red arrow points to the "Choose File" button. Below the main selection area, there is a grey button that says "No Results Found".

Note – Event documents should not be considered part of the legal bidding documents.

Please contact us with any questions related to this process. We are happy to provide assistance.