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| Online Auction – Manager Setup | |
| After members have submitted their entries, they may edit their approved entries to add additional information for the auction including a video URL and an Auction narrative. These items will be visible to the buyers during the online auction. Entries should be checked in (if you need a weight) and marked for Auction (Sale Participation Status), the buyer list uploaded/added and the sale order should be created as per usual before following the steps below. | |
| **Preparing Buyer Accounts**   1. Log in to the fair and click on Sale tab. 2. Click the Buyers subtab. 3. Click to View a buyer. |  |
| 1. Click to Edit the Online Account details. 2. Select Yes for Allow Login 3. Enter the buyer’s login email address. 4. Click Save. 5. The buyer will receive an email with their login information. |  |
| **Preparing the Auction**   1. Click on the Sale tab and the Auction subtab. 2. Select to View your Auction. 3. Click Edit next to Online Auction is turned OFF. 4. Select to Enable Online Auction (ON) 5. Enter the Start Date and End Date. 6. Click Save.   NOTE: The auction will begin at 12:01 a.m. CT on the Start Date and end at 11:59 p.m. CT on the End Date. If you would like to start and end the auction at a specific time, simply set the Auction Start Date to the Current Date to start the Auction immediate. Set the End Date to the previous day to end the auction immediately. |  |

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| Bidding in the Online Auction – Existing Buyers | |
| **Instructions for Buyers**   1. Go to your Fair’s FairEntry site. 2. Enter the login information you received via email from FairEntry (sent when your fair set up your buyer account). Do not use the 4-H Online sign-in option, if available. 3. Click Sign In.   NOTE: If you forgot or would like to reset your password, click Forgot Your Password. |  |
| 1. Select the Auction you would like to view (if your fair has multiple auctions). 2. Click View Details to enter a bid for an auction item. |  |
| 1. You may view the exhibitor’s video, photos and introduction. 2. Enter your bid and/or add-ons. 3. Click Back at the top of the screen to select another item. |  |

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| Bidding in the Online Auction – New Buyers | |
| **Instructions for Buyers**   1. Go to your Fair’s FairEntry site. 2. Click View Online Auctions. | A screenshot of a cell phone  Description automatically generated |
| 1. Click Sign Up to Bid. 2. Enter your Email Address, Account Name, Phone Number and create a Password. 3. Click Create Account. | A screenshot of a cell phone  Description automatically generated |
| 1. You will be redirected to the login page for your fair. 2. Enter your newly created buyer account information (Email Address and Password). 3. Click Sign-In. | A screenshot of a cell phone  Description automatically generated |
| 1. Select the Auction you would like to view (if your fair has multiple auctions). 2. Click View Details to add a bid or add-on for an auction item. | A screenshot of a social media post  Description automatically generated |
| 1. You may view the exhibitor’s video, photos and introduction. 2. Enter your bid and/or add-ons 3. Click Back at the top of the screen to select another item. | A screenshot of a social media post  Description automatically generated |

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| Paying for Your Purchase | |
| After the Online Auction has closed, your Fair/Sale will need to accept the highest bids on each item and finalize the Sale. (You can pay for your add-ons at any time.) If you would like to pay for your purchases online, provided that your Fair/Sale has chosen to accept Credit Card payments, follow the instructions below. | |
| 1. Go to your Fair’s FairEntry site. 2. Enter the login information for your buyer account. 3. Click the blue Sign-In button. | A screenshot of a cell phone  Description automatically generated |
| Click the Make Payment button. |  |
| You will see Buyer Payment summary. Click Continue  If you have any questions about this total amount, contact your Fair/Sale office. |  |
| 1. Click the Add Credit Card button. 2. Enter your credit card details.   Click Save. |  |
| The credit card will be added to your list of payment methods.  Click Continue |  |
| Click Submit. |  |
| You will receive an email receipt confirming your payment.  For a detailed receipt, please contact your fair office. |  |