Online Auction Set Up

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 Existing Buyer Accounts 1. Log in to the fair and click on Sale tab. 2. Click the Buyers subtab. 3. Click to View a buyer.	
4. Click to Edit the Online Account details. 5. Select Yes for Allow Login 6. Enter the buyer's login email address. 7. Click Save. 8. The buyer will receive an email with their login information (if they do not have any other type of FairEntry account associated with the same email address). If a buyer has another FairEntry account with the same email address, they will log in using the same password that they have used for their other FairEntry account. NOTE: If a buyer has any other type of FairEntry account with the same email address (buyer in another sale, staff member or exhibitor group), the manager will need to create the buyer account.	
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.	
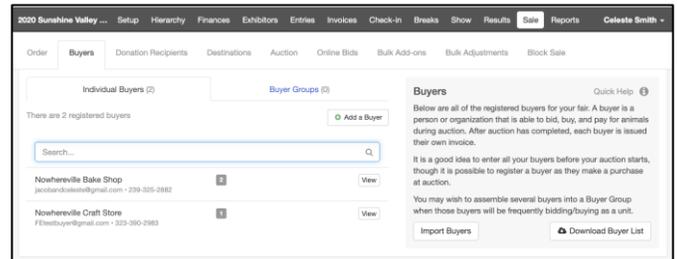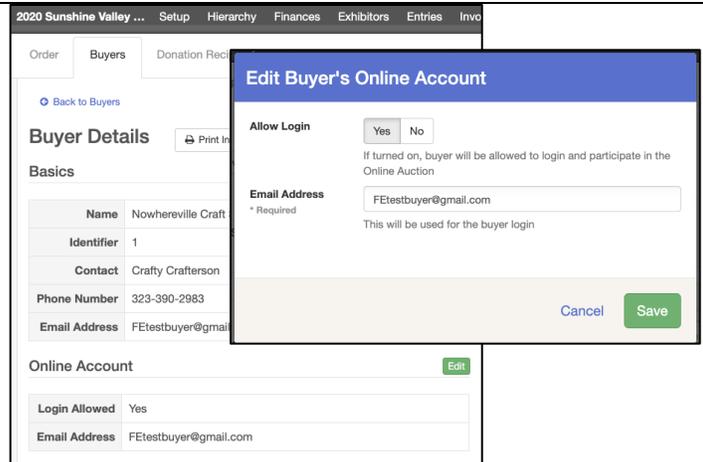
NOTE: The auction will begin at 12:01 a.m. CT on the Start Date and end at 11:59 p.m. CT on the End Date. If you would like to start and end the auction at a specific time, simply set the Auction Start Date to the Current Date to start the Auction immediate. Set the End Date to the previous day to end the auction immediately.