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. 	2020 Durashine Valley Seliap Hierarchy Finances Exhibitors Entrine Involces Onucl-in Breaks Show Results Eater Reports Celests Entrith - Order Buyers Order Buyers Devision Recipients Destitution Recipients Destitution Recipients Destitution Recipients Base Provide Recipients Destitution Recipients Destitution Recipients Destitution Recipients Destitut
 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 	2020 Sunshine Valley Setup Hierarchy Finances Exhibitors Entries Inte Order Buyers Donation Rect Image: Buyers Donation Rect Buyer Details Image: Print It Basics Image: Print It Image: Rect Craft Image: Print It Genter Crafterson Phone Number 323-390-2983 Email Address Fleestbuyer@gmail.com Contine Account Image: Print It Login Allowed Yes Email Address Fleestbuyer@gmail.com
 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) 	
6. Click Save.	

Fair Entry



FairEntry Sale

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.

Back to Sala Onder List	Se	lected Sale Order:	Devi Onla		
Launch Auction Companion			Beer Sale		•
	Buyer checks fo	or this Beef Sale are d The Fair is configu	e by 11/08/2020 and s Sunshine Valley Virtual red to make 0.00% Cor	hould be mailed Fair, 11123 Fair nmission on eac	to the following address. Edit Way, Test City, TX 74343 h Sale in this Sale Order. Edit
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