

## Sarasota Orchid Society Online Silent Auction Instructions

Use this link to access the auction from any device: <https://www.32auctions.com/SilentAuction122020>

**Create an Account** – Follow the instructions below to create your account. You can do this at any time prior to the auction and you only need to do it once.

- 1) Select "Create an account now".
- 2) Fill in your first and last name in the fields provided.
- 3) Add your email address in the two email address fields provided.
- 4) Create a simple password. Your email address and password are used to log in.
- 5) Check the 3 check boxes.
- 6) Select "Create Account".
- 7) You will receive an email asking to confirm that you are creating an account. Accept it.
- 8) If you make a mistake entering your account info;
  - a. Select "Account" in the upper right corner,
  - b. Select "My Account" from the list provided,
  - c. Select "Edit Account" on the next screen.

Note: If you do NOT logout out and simply close your browser you will NOT be logged out. This is useful when you want to reconnect, in which case you will NOT be asked to login. If you forgot your password there is an option on the login screen for Forgot Password.

**Bidding** - To access the auction, use the same link provided above.

- 1) Select "**View all Items**" under our logo to see the orchids up for sale.
- 2) If you find something you like, click on the item to enter a bid.
- 3) Select type of bid you want to place; "**Exact Bid**" or "**Proxy Bid**".
  - a. If you select **Exact Bid**, the amount you enter will be your current bid.
  - b. If you select **Proxy Bid**, the amount you entered will be considered your max bid. Your current bid will be set to the current bid plus the Minimum Increment. If someone bids more, than your bid will automatically be incremented, but will not exceed your Proxy Bid.
- 4) Enter the amount you want to bid, or your max bid, then select "**Place my Bid**".
- 5) If you see the option "**Buy Now**", you can select it instead of bidding if you are willing to pay the Buy Now price. If you select "Buy Now", the auction of this Orchid is automatically terminated and you win the auction at the Buy Now price. You can select "Buy Now" at any time if visible.
- 6) At any time, you can also go back and change your auction amount or method, but you cannot retract a bid once it is placed or won.

You will receive various email notification as bidding progresses; when you place a bid, change your bid, if you are outbid, and if you win.

### Settling Up

Either the Buyer can contact the Seller direct, or the Seller can contact the Buyer to coordinate pick up and payment.

Buyers can select "Account" from the upper right corner, then select "My Items Won" to see their winnings. Seller's name, contact info can be found under the auction description on any item view. All Sellers will be sent a list of their auction results and buyer info the day after the auction.

If you have a problem, or a question, contact Larry at [LarryDesiano@gmail.com](mailto:LarryDesiano@gmail.com)