

## HOW TO ONLINE AUCTION (Step-by-step guide)

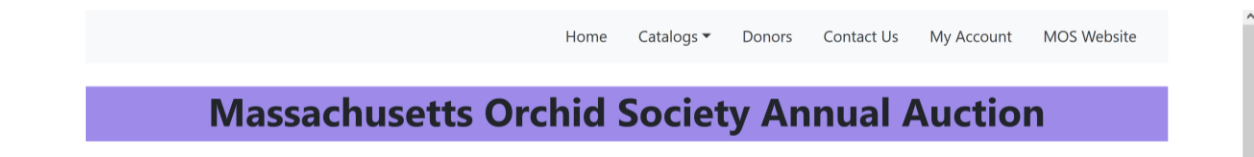
From your computer, go to the Auction website [www.auctria.com/auction/MOS2020ONLINE](http://www.auctria.com/auction/MOS2020ONLINE).

On this site (below) at the top of the page you will find tabs with links, such as “Online Registration” “Orchid Catalogs”, “MOS website”, etc.

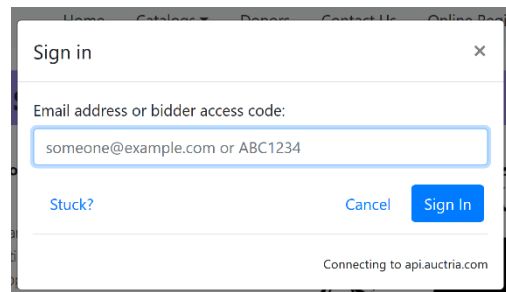


### REGISTERING AND SIGNING IN:

1. In the *Online Registration* tab, please fill in your contact details. Name and email required. Please state in the comments section your choice of pick-up location. Continue to Review Registration and agree to the terms of use (i.e. no shipping available). Upon registering, a confirmation email be sent to you.
2. You must confirm your email address before being allowed to bid. Your confirmation email will include your **bidder access code**. The bidder access code can be used if you are logged out of your account, or with the Auctria app downloaded to your phone. (For more information on the app, see <https://www.auctria.com/blog/auctria-mobile-app/>).
3. Return to [www.auctria.com/auction/MOS2020ONLINE](http://www.auctria.com/auction/MOS2020ONLINE) and sign-in. Now at the top of the page you will see the *My Account* tab:

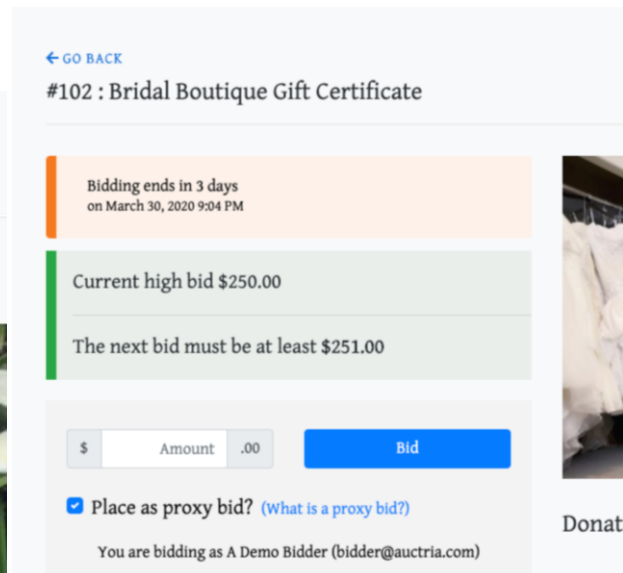
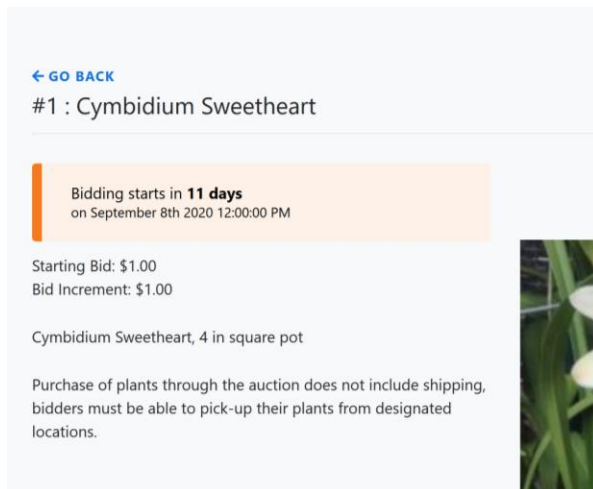


4. If you are logged out, in *My Account* click on the *Sign In* tab with your bidder access code:



### BIDDING ON AUCTION ITEMS:

1. Until the Auction begins, you cannot bid on items. When the Auction is open there will be a place to put your bid (see on left).



2. When bidding, 'Place as proxy bid' is checked by default. This will automatically increment your bid up to the value you specify as other bidders bid against you. (LIKE EBAY) You should get an email if you are outbid. You cannot lower a proxy bid once you have entered it, but you can make additional higher proxy bids.

3. Use the 'Bid' button to place your bid and then confirm.

4. Have fun outbidding other orchid enthusiasts!!!

5. When you have the winning bid, you will receive an email. You can also check how you are doing with won orchids in the *My Account* tab.

## CHECKOUT

1. If you win an item in the Online Auction, you will be sent an email with how to pay for said item with your credit card.

2. Your credit card details will not be saved after checkout.

3. Plan to pick up your orchid in the week after the auctions end. Someone from the society will contact you by email to let you know of the nearest pick-up location and availability for pick-up times.

## Problems or Questions?

1. Use the *Contact Us* form on the Auction website

2. Email questions: [auction@massorchid.org](mailto:auction@massorchid.org)

3. Email with billing issues: [treasurer@massorchid.org](mailto:treasurer@massorchid.org)