

Creating an account:

1. Go to the website: www.bluegrassauction.com
2. In the upper right hand side at the very top of the site you'll see the login area where it asks for email and password. Click on "Create An Account".
3. Complete the contact information form:
 - a. Fill in your basic name, address and phone information
 - b. Enter a valid email and confirm it on the next line
 - c. Enter the password you'll use for the account and verify it on the next line
 - d. Enter your "security question" and answer for it. This will be used for password recovery, i.e. question of "favorite color" and answer of "indigo" or "name of dog" and "spot".
 - e. Enter your credit card information. You will NOT be charged to register nor will you be immediately charged for any purchased items (you can always arrange payment after the sale), but we do need to verify you are a real person by validating a card.
4. Click "Create User" in the lower right hand side of the page.
5. You should see a message that your account has been successfully created with a "Continue" button.
6. Click "Continue" and you will return to the main website.
7. Now in the upper right of the website you should see "welcome" and your email address instead of the email and password prompts to log in. If you see your email you are logged into the website.
8. You only need to do this part, creating an account, ONCE. From here on when you come to the site you can log in with your email and password.

Now that you have an account you can register for our auctions and participate as a bidder. Follow instructions on the next page for that part of the process.

Registering for and bidding on an auction:

Once you have an account you can register online and bid in our auctions.

Registering for an auction:

1. Once on the website, click on “View Details and Catalog” on the auction in which you are interested.
2. On the left hand side you will see the prompt “You must be registered to bid in this auction” and a “Register” button. Click “Register”.
3. You will now be shown the terms for bidding in the auction. If you agree to the terms click “I agree to the terms and conditions and wish to register.”
4. You will now be returned to the auction, and on the left hand side you will see your bid number for this auction.
5. You need to register for each auction in which you wish to bid, but you do NOT need to create a new account and you only need to register once for each auction. You’ll get a bid number just like if you were at the auction in person.

Bidding Prior to the auction:

1. While logged in and after getting a bid number by registering, you can click on “Item Details” on any item in the auction.
2. Click “Make a Bid” on the left hand side.
3. Now submit your MAXIMUM bid. You will not have the bid entered at that amount, you could win the item for less, but this tells us how high to go when bidding on your behalf.
4. Click “Submit”. You will now see a check box saying “Check box to confirm bid”. Check this box, then click “Confirm Bid Submit.”
5. Your bid has now been recorded and will be bid on your behalf up to your maximum.

This covers bidding PRIOR to the auction. To bid in the live simulcast auctions or to bid in the timed auctions see the appropriate section below.

Bidding Live on the Simulcast:

1. On Sunday prior to the auction we will activate the live simulcast system. At that point either on the auction catalog or on the details page for any item you will see a link to "Join Live Auction". Click that link.
2. Each item will be displayed in real time with pictures. You will see the current bid and ask amount for each item in near real time.
3. If you are not logged in or registered you'll see the "Register to bid" button. Please log in and register (see above).
4. Once registered you will see the "Start bidding on this item" button. Click this button on any item in which you are interested in bidding.
5. You will now see the "Quick bid" button that allows you to bid to the current ask price, and the "I'm done bidding" button that tells us you are no longer interested in bidding on this item. Use these two buttons to bid on the item while it is being offered.
6. Use "Quick Bid" to bid to the current asking price of the item. Click the button to bid to the price displayed.
7. If your bid is accepted as the high bidder you will see the "You are winning" prompt. When that goes away or says "You are out" that means you are not currently winning the item. Also pay attention to the real time prompts from our clerk that the "bid is on the floor" (the internet bidders are all out) or "last call" (bid quickly because we are about to close bidding on this item).
8. When you are no longer interested in the item, **EVEN IF YOU HAVE YET TO BID**, please click the "I'm done bidding" button. This lets us know that you are no longer going to bid so we can move to the next item without missing your bid.
9. If you are the winning bidder the item will be sold to you by the clerk.

Bidding on the Timed Auction Event:

1. This auction is controlled by the computer, and will close each item in sequence just as in the simulcast auction, but with no audio or human clerking of the auction. The first item will start closing at the posted time, with each item following one at a time.
2. This auction uses a "soft close", so if there is a bid on an item in the last 30 seconds then bidding on the item is extended another 30 seconds. This gives all bidders an opportunity to participate. We therefore **RECOMMEND STRONGLY** you not wait until 2-3 seconds left on an item to bid, as with timing delays on the internet you may miss

having your bid registered and there is little point in waiting given that the clock will then extend again.

3. You can follow the currently closing item at the top of the catalog page for that auction. It will show the item currently closing and change as each one closes and is sold.
4. Due to the pace of this event we **STRONGLY RECOMMEND** you leave your maximum bid on items prior to the start of the auction closing to insure there is no chance of missing on an item. You can then follow items as they close and if you so choose and you are outbid on an item you can then bid in real time, but with the safety net of having a strong bid already in place.

After completion of the auction events we review the sale and then email all winning bidders of their purchases so they can arrange payment and pickup. We do this as the simulcast event is clerked by a human, and we review the sale to insure accuracy prior to notifying buyers.

Thanks for your interest in participating in our auctions! If you have any questions you can email us at info@bluegrassauction.com or call us at (859) 389-8650, we're happy to assist getting you up and bidding with us!