



HOW TO REGISTER AND BID ONLINE VIA ZOOM

Your agent will email you:

1. An **Authority to Bid – Online or Telephone Bidder** form (which includes the Conditions of Sale by Auction and a Fair Trading Bidders Guide).
2. A **link for a Zoom meeting** wherein the auction will be conducted at the appointed date/time.

What you need to do prior to auction day:

1. Fill out the **Authority to Bid – Online or Telephone Bidder** form and email the signed form along with a photo of your **Drivers License** back to your agent. Please do this no later than the day prior to the scheduled auction. Your agent will reply confirming your registration and provide you with a numbered **Digital Bidding Card**. Please save this to your device.
2. Make arrangements to be able to pay a deposit on the auction day if you are successful at auction. This can be done via:
 - a. **Cheque**
 - b. **Direct deposit** (contact your bank to ensure you have an appropriate transfer limit to allow for a 10% deposit on the purchase price.)
 - c. **AuctionPay** (if your agent is registered for AuctionPay) – please contact your agent to organise this.

What you need to do on auction day:

1. **Click the Zoom meeting link** and join the Zoom Auction from your computer or mobile device. (you may need to create a free Zoom account if you have never used it before)
2. Once you have joined the meeting, you will be able to see and hear the Auctioneer, the Selling Agent and the other bidders and onlookers who are in attendance.
3. Click the arrow next to the "Start Video" button (bottom left), this should bring up a drop down menu, select "**Choose Virtual Background**" and a window will open. Click the small + symbol on the lower right and add the image file of your **Digital Bidding Card** supplied by your agent. This will set your video background to be your Digital Bidding Card.
4. In the Zoom window, **set your microphone on mute** (bottom left corner).
5. In the Zoom window, **turn your camera on by clicking the "Start Video" button** (bottom left corner).
6. **When you wish to place a bid, unmute your microphone** (bottom left corner) and activate your camera if not already activated (bottom left) and **articulate your bid**. You can confirm this by typing in your bid in the "Chat" box if desired. Then mute your microphone again.
7. In the chat box, the Auctioneer's scribe will make certain commentary echoing what the auctioneer is saying, confirming the bids etc.
8. If you experience internet failure or drop out, call your agent immediately.

If you are the successful bidder in the auction:

1. The Auctioneer will sign the contract on your behalf.
2. You will need to pay your deposit via cheque, direct deposit or AuctionPay.

Should you have any questions or concerns please contact your agent or your auctioneer.

Auctioneer: Clarence White 0418 687 372