



HOW TO REGISTER AND BID ONLINE VIA ZOOM

Your agent will email you:

1. A link to an **online registration portal** OR 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. **Submit the online registration form** via the portal OR fill out and return the **Authority to Bid – Online or Telephone Bidder** form along with a photo of your **Drivers License**. Please do this no later than the day prior to the scheduled auction. Your agent or auctioneer will reply confirming your registration and providing 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. In Zoom **turn your camera on by clicking the "Start Video" button** (bottom left corner). If you are bidding you must have your video turned on.
4. **To load your digital bidding card as your background**, on a desktop or laptop device click the arrow on the "Start/Stop Video" button (bottom left), this should bring up a drop down menu, select **"Choose Virtual Background"** and a dialogue window will open. **Select Backgrounds & Filters** from the menu. **Click the small + symbol** on the lower right and add the image file of your **Digital Bidding Card** supplied to you. The image will then appear in the dialogue box, **click the image**. This will set your video background to be your Digital Bidding Card.
5. **When you wish to place a bid, ensure your microphone is unmuted** (bottom left corner) and simply raise your hand and **speak to articulate your bid**.
6. In the chat box, the Auctioneer's scribe will make certain commentary including typing the current bid and bidder number.
7. If you experience drop out, simply click the zoom link and re-enter the meeting or call your agent immediately.

If you are the successful bidder in the auction:

1. The contract will be supplied to you by the agent in digital format for digital signing OR the Auctioneer can 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.

Auctioneers: Clarence White 0418 687 372 | Paul Menck 0407 803 254

Emma Brown-Garrett – 0415 473 450