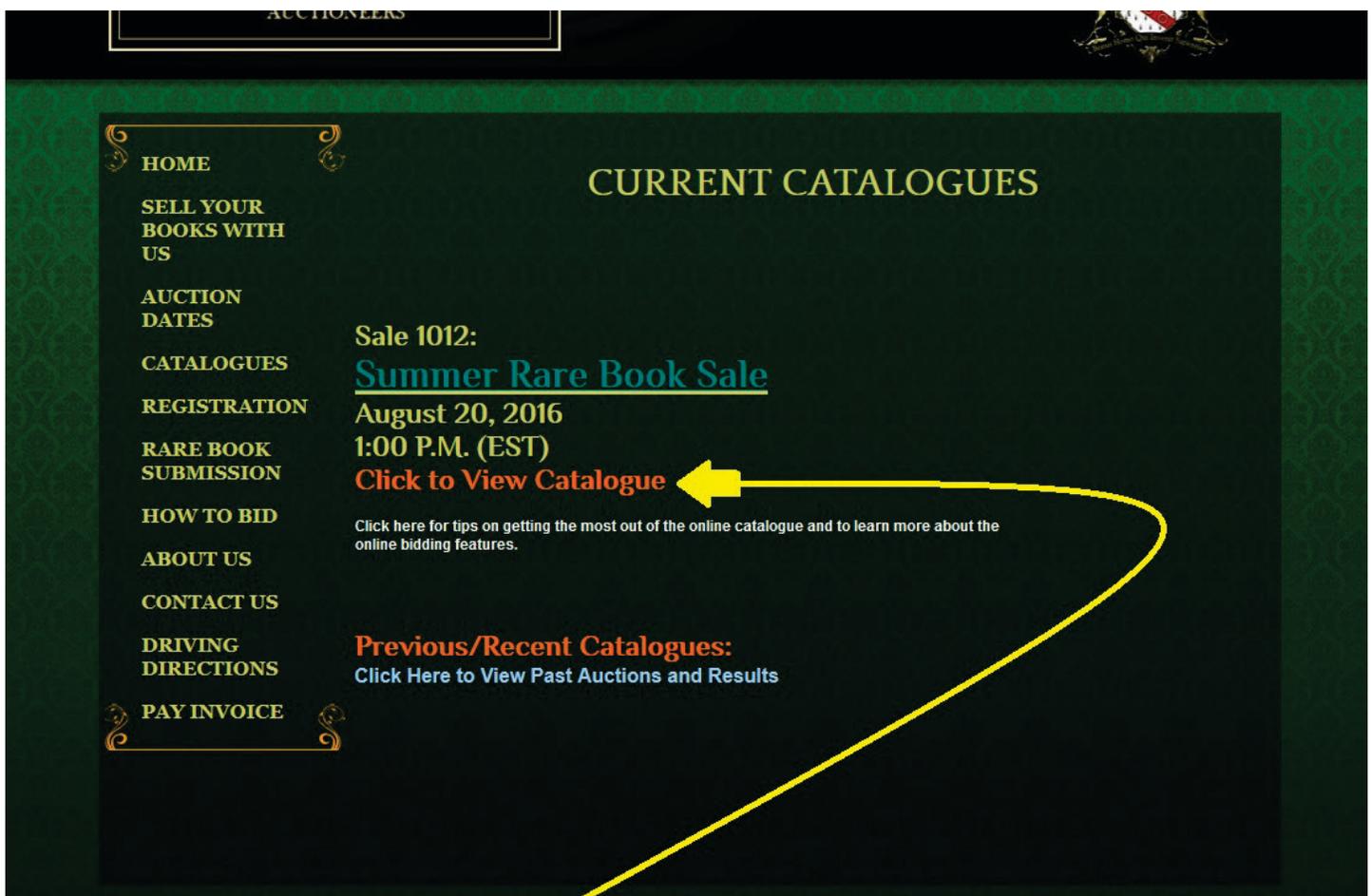


# BEGINNER'S GUIDE FOR LIVE ONLINE BIDDING

#1:

The first step is to open the online catalogue. The catalogue and bidding platform are one in the same. Typically a link to the online catalogue may be found on the home-page (AddisonsAuction.com), but it may also be accessed by clicking on the "Catalogues" tab on the left side of the page. Doing so will display current auctions and available catalogues, as shown below.



To access the online catalogue, click here, or there is also typically a link to the online catalogue on the homepage as well.

#2:

Once you open the online catalogue on your computer, it will appear as below. Note that if using a tablet or phone, the appearance of the catalogue will be different but its function is much the same.

The screenshot displays the Addison & Sarova Auctioneers website interface. At the top, the logo "ADDISON & SAROVA AUCTIONEERS" is visible on the left, and navigation links "Login / New Bidder", "Current Auctions", "Past Auctions", and "Email List" are on the right. A banner at the top center reads "Click here to use the new version of our website! (you can always come back to the old website at any time.)". Below this, the main content area features a "TEST / DEMO" lot. The lot details include "Addison & Sarova Auctioneers Macon, GA 31210" and "Date(s) : 8/18/2016". A "Bidding Notice: THIS IS A TEST ONLY" is prominently displayed in a yellow box. Below the notice are buttons for "Auction Details", "Register to Bid", and "View Catalog (4 Lots)". A search bar with "Search/Refresh" and a "Sort By: Lot #" dropdown is present. The lot list shows "Showing 1 to 4 of 4 lots" with "Total Lots: 4" and "Open Lots: 4". Lot 1 is highlighted, showing "0 Bids" and "0.00 USD". The lot description is "TEST DEMO TEST DEMO" with a note "THIS IS ONLY A TEST THIS IS ONLY A TEST" and an "Estimate: 500.00 - 1,000.00 USD". A "Watch Lot" button and a "Bid 250.00" button are visible for lot 1. Lot 2 is also visible below with "0 Bids" and "0.00 USD" and a "Watch Lot" button. Annotations with red lines and arrows point to the "Login / New Bidder" link, the "Register to Bid" button, and the "Bidding Notice" box.

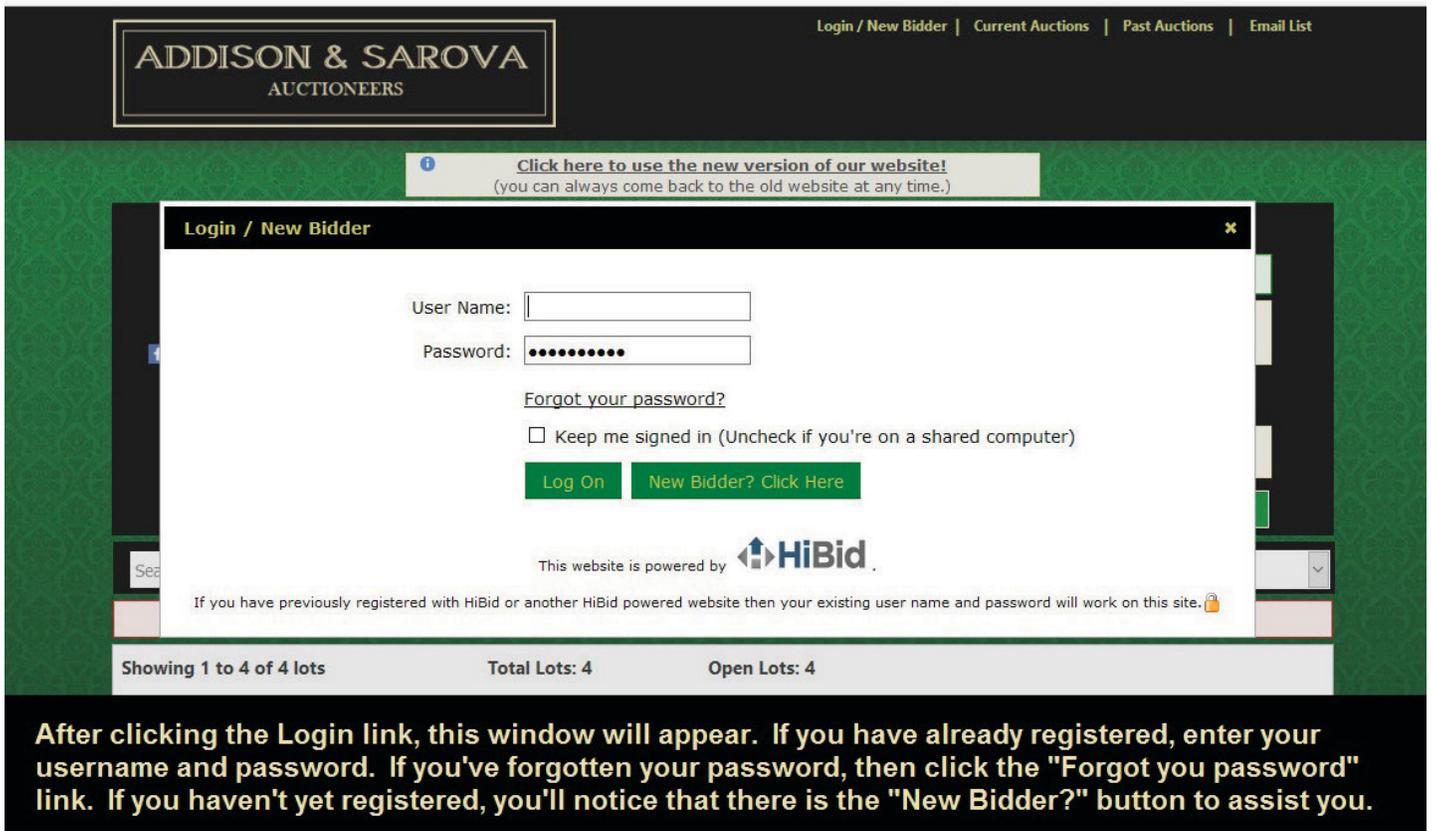
To sign in, either on auction day or to leave absentee bids, simply click the Login link at the top to enter your username or password.

To register, click on the "Register to Bid" button and follow the steps.

Once you open the online catalogue, it will appear as above. By scrolling down the page, you may view the various lots. Each page contains 50 lots.

#3:

You may log-in or register by clicking the Login/New Bidder link at the top of the page. If you've already registered, then enter your username and password and log in. If you haven't registered, click the "New Bidder?" button and follow the prompts.



The screenshot displays the Addison & Sarova Auctioneers website. At the top, the logo "ADDISON & SAROVA AUCTIONEERS" is visible on the left, and navigation links "Login / New Bidder", "Current Auctions", "Past Auctions", and "Email List" are on the right. A green banner below the header contains a message: "Click here to use the new version of our website! (you can always come back to the old website at any time.)". The main content area features a white "Login / New Bidder" window with the following elements:

- User Name:
- Password:
- [Forgot your password?](#)
- Keep me signed in (Uncheck if you're on a shared computer)
- [Log On](#) [New Bidder? Click Here](#)
- This website is powered by 
- If you have previously registered with HiBid or another HiBid powered website then your existing user name and password will work on this site. 

At the bottom of the page, a grey bar displays: "Showing 1 to 4 of 4 lots", "Total Lots: 4", and "Open Lots: 4".

**After clicking the Login link, this window will appear. If you have already registered, enter your username and password. If you've forgotten your password, then click the "Forgot you password" link. If you haven't yet registered, you'll notice that there is the "New Bidder?" button to assist you.**

#### #4:

To bid live on auction day, open the catalogue and log in to your account as previously described. The catalogue will appear as normal until approximately 15 minutes before the auction begins. Shortly before the auction begins, the catalogue will appear on your computer as shown below. You will notice that there are prompts to join the live auction. These prompts appear only when our clerk launches the online clerking platform on our end (anywhere from 10 to 20 minutes before the auction begins.) Click on the prompts to join the auction, and doing so will open the bidder's console (as shown in the next step.) Remember that if you are using a tablet or phone, it may appear differently from what is shown below (desktop computer); however, the function is the same – simply look for the prompts to join the auction.

The screenshot shows a web interface for an auction. At the top, there is a navigation bar with the word 'AUCTIONEERS'. Below it, a blue banner contains the text: 'Click here to use the new version of our website! (you can always come back to the old website at any time.)'. The main content area features a dark green background. On the left, there is a 'Thumbnail Not Available' notice and social media icons. The central part of the page displays 'TEST / DEMO' information, including the auctioneer's name 'Addison & Sarova Auctioneers Macon, GA 31210' and the date '8/18/2016'. A yellow banner with a blue icon and text reads 'Bidding Notice: THIS IS A TEST ONLY'. Below this, there are buttons for 'Auction Details', 'Register to Bid', 'View Catalog (4 Lots)', and 'Bid Live'. A search bar is located at the bottom left, and a 'Sort By: Lot #' dropdown is on the right. A red banner with a warning icon and text says 'NOTICE: Click Here to Enter the Auction and Bid Live!'. Below the notice, there is a table of lots. The first lot is numbered '1' and has the title 'TEST DEMO TEST DEMO'. The description is 'THIS IS ONLY A TEST THIS IS ONLY A TEST'. The estimate is '500.00 - 1,000.00 USD'. To the right of the lot, there is a red 'Lot is Live' status and a green 'Bid Live' button. Two red vertical lines with arrows point from the red banner to the 'Click here...' and '...or here' text at the bottom of the page.

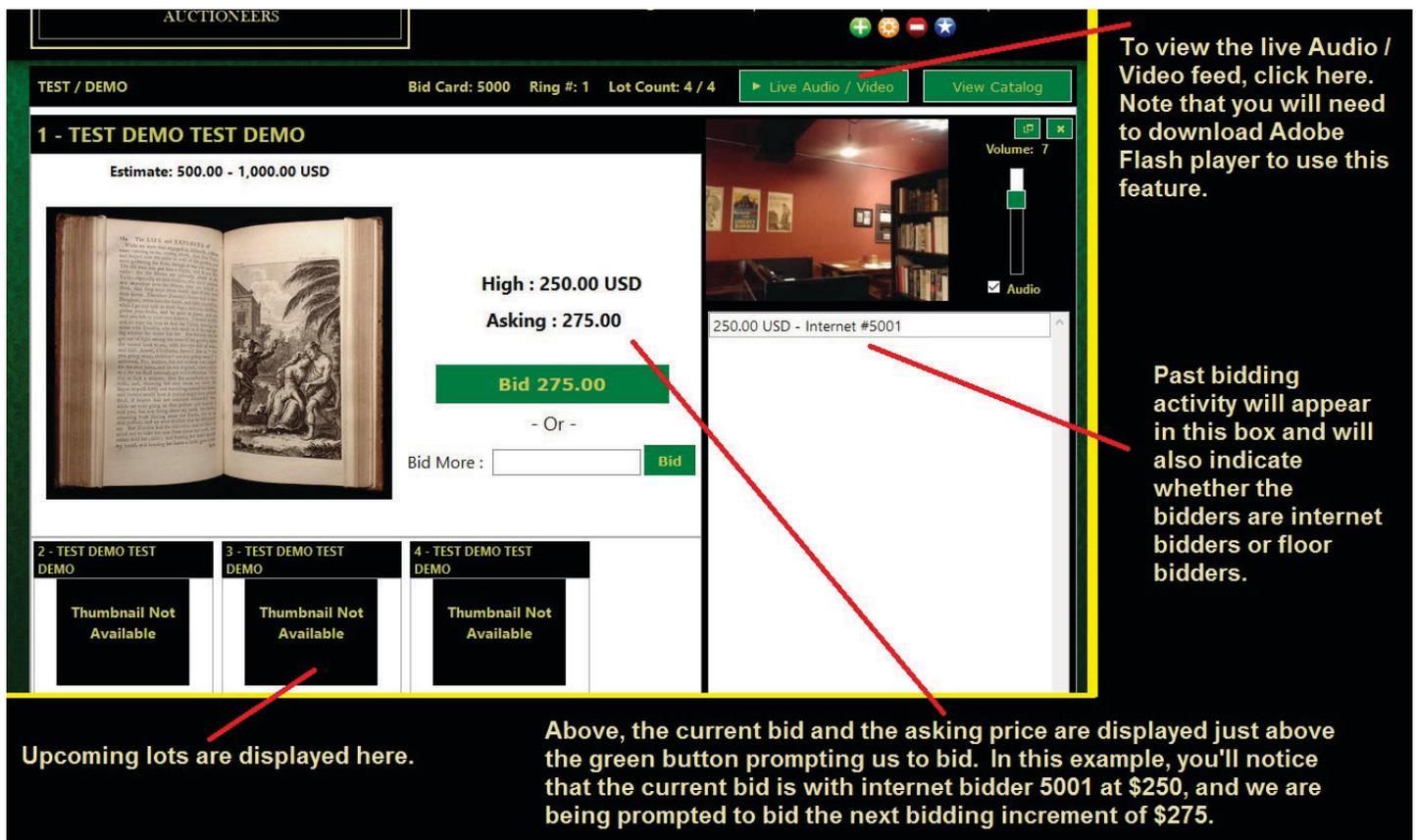
On auction day, sign in to your account. Approximately 10 to 15 minutes prior to the auction starting, the catalogue will appear as usual; however, you will notice that there is a link, in red letters, "Click Here to Enter Auction." You will also notice the "Bid Live" button for lot #1 is now live. Both the red link and the green button will be flashing. Essentially, you can't miss it. Remember, this will not appear until approximately 10 to 15 minutes prior to the auction. To open the live bidding platform, simply click on one of the aforementioned links.

## #5:

When you enter the auction, the bidder's console will appear, as shown below. Remember that you have to be logged in and registered for the sale in order to open this console and bid.

Once here, you will see an option to open the Live Audio/Video (for most auctions.) Tip: To use this feature, you will need to have Adobe Flash Player installed on your computer (you may download that for free from Adobe.) Also, please note that the audio/video often lags two or three seconds behind the action; therefore, if you are bidding on an item, pay more attention to the green Bid button and current asking price displayed as opposed to the price for which you hear the auctioneer calling.

The bidder console is fairly simple and self-explanatory. You will see the lot number and lead-image, the current high bid, and the current asking bid displayed. Below the lot currently on the block, you will see the upcoming lots displayed as well. To bid the current asking price, simply click on the large green Bid button, center.



**TEST / DEMO** Bid Card: 5000 Ring #: 1 Lot Count: 4 / 4 [Live Audio / Video](#) [View Catalog](#)

**1 - TEST DEMO TEST DEMO**  
Estimate: 500.00 - 1,000.00 USD

High : 250.00 USD  
Asking : 275.00

**Bid 275.00**

- Or -

Bid More :  **Bid**

2 - TEST DEMO TEST DEMO  
Thumbnail Not Available

3 - TEST DEMO TEST DEMO  
Thumbnail Not Available

4 - TEST DEMO TEST DEMO  
Thumbnail Not Available

250.00 USD - Internet #5001

Volume: 7

Audio

To view the live Audio / Video feed, click here. Note that you will need to download Adobe Flash player to use this feature.

Past bidding activity will appear in this box and will also indicate whether the bidders are internet bidders or floor bidders.

Upcoming lots are displayed here.

Above, the current bid and the asking price are displayed just above the green button prompting us to bid. In this example, you'll notice that the current bid is with internet bidder 5001 at \$250, and we are being prompted to bid the next bidding increment of \$275.

#6:

If you click on the bid button and are the current high bidder, your console will appear as below. Notice that the background has turned a light shade of green, “Winning” is displayed in green letters, and a red box and text reading “You are currently the winning bid on this lot” appears. Note that if you are the current high bidder, the system will not allow you to bid against yourself.

The screenshot shows the Addison & Sarova Auctioneers website. At the top, the logo "ADDISON & SAROVA AUCTIONEERS" is on the left, and navigation links for "Current Auctions", "Past Auctions", and "Email List" are on the right. Below the header, a navigation bar includes "TEST / DEMO", "Bid Card: 5000", "Ring #: 1", "Lot Count: 4 / 4", and buttons for "Live Audio / Video" and "View Catalog".

The main content area is titled "1 - TEST DEMO TEST DEMO" with an "Estimate: 500.00 - 1,000.00 USD". The background is light green. The word "Winning" is displayed in green. A red warning box contains the text: "You are currently the winning bid on this lot." The current bid is "High : 250.00 USD" and "Asking : 275.00". A green "Bid 275.00" button is visible, along with a "Bid More" input field and a "Bid" button. To the right, there is a video player showing a room with a bookshelf and a volume control slider set to 10. A message box states: "Auction has been paused. Bidding will resume momentarily." Below this, a red box says "Bidding Has Closed" and another box says "Bidding Open on Lot 1" with a bid of "250.00 USD - Internet #5000".

At the bottom, there are three thumbnails for other lots, each labeled "2 - TEST DEMO TEST DEMO", "3 - TEST DEMO TEST DEMO", and "4 - TEST DEMO TEST DEMO", with the text "Thumbnail Not Available" below each.

If you are currently winning the lot, the display will appear as above. Note that the system will not allow you to bid against yourself. In theory, you could click on the Bid button 100 times at this point, but the system will not accept your bid so long as you are the current high bidder.

#7:

If you are outbid, then the console will present as shown, below. The background will turn a light shade of red, "Outbid" is displayed in large red letters, and you have the option to bid higher.

The screenshot displays an online auction interface. At the top, it says "AUCTIONEERS" and "TEST / DEMO". The current lot is "1 - TEST DEMO TEST DEMO" with an estimate of 500.00 - 1,000.00 USD. The background is pink/red, and the word "Outbid" is written in large red letters. The current high bid is 300.00 USD, and the asking price is 325.00 USD. A green "Bid 325.00" button is visible. Below the main lot are three smaller lots (2, 3, and 4) with "Thumbnail Not Available" and "0 Bids" status. On the right, there is a live audio/video window showing a room with bookshelves and a volume control slider set to 7. Below the video, a list of bids is shown: 250.00 USD - Internet #5001, 275.00 USD - Internet #5000, and 300.00 USD - Internet #5001.

If you are outbid, then the bidding platform will appear as above with a red "Outbid" notification and pink/red background. To bid again, simply click on the green Bid button.

On some occasions, you may notice that each time you bid, you are instantaneously outbid; this happens when another bidder has previously entered a higher absentee bid into the system. The platform executes their absentee bid instantaneously and prompts you to bid higher. Remember, the system will not allow you to bid against yourself. If you see the platform appear as above, then you are not currently winning. This may seem obvious, but for those new to online bidding, it can be a bit confusing.