

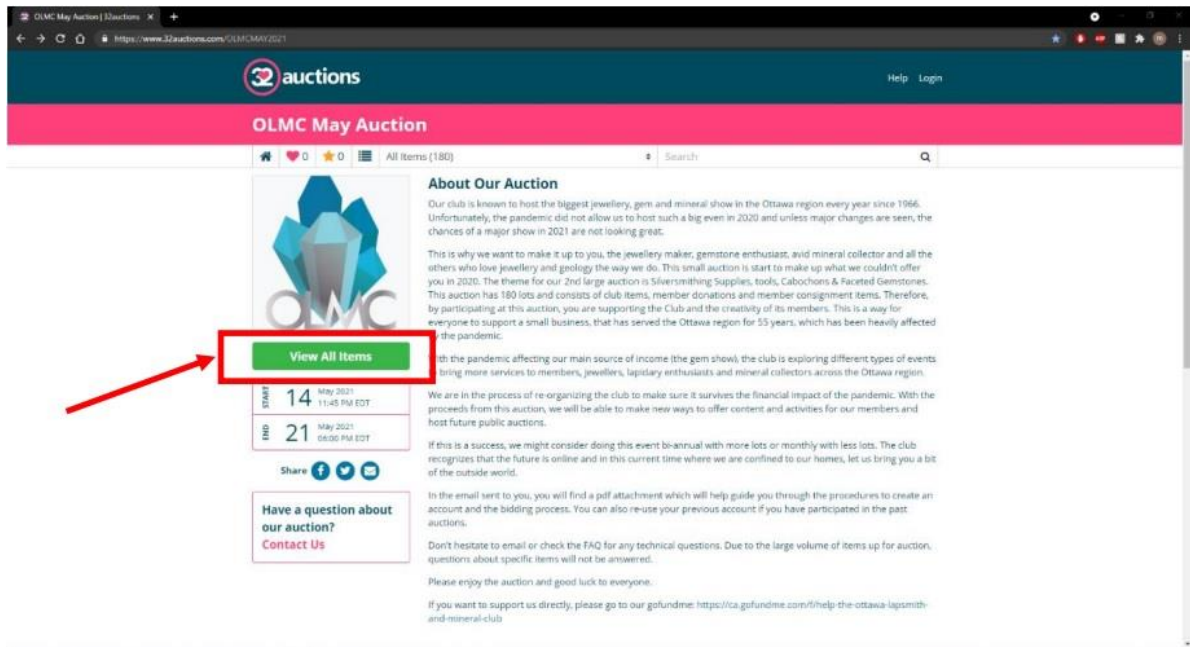
# Account Setup Procedures for OLMC Auctions

1. First step is to go to the auction website listed in the announcement e-mail. The site may be unavailable until a day or two before the auction while the auction committee gets it ready.

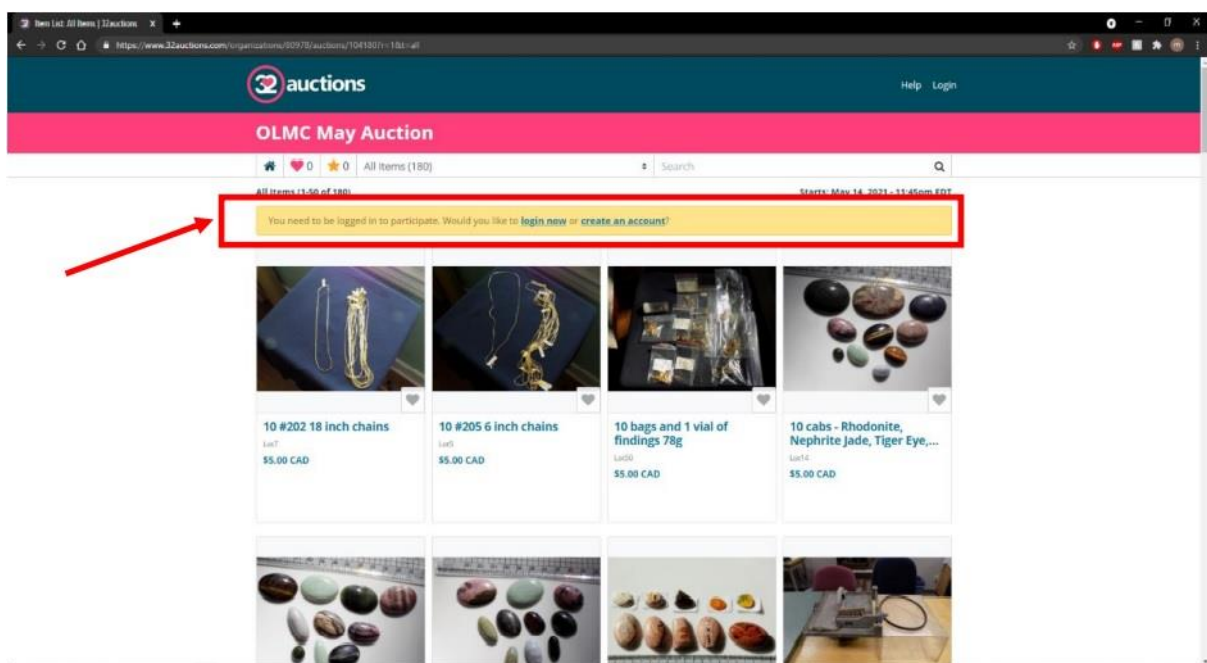
<https://www.32auctions.com/OLMCFEB2022>

(example URL, please refer to the e-mail for the correct URL)

2. After reading the “About Our Auction” section, please click on “View All Items”

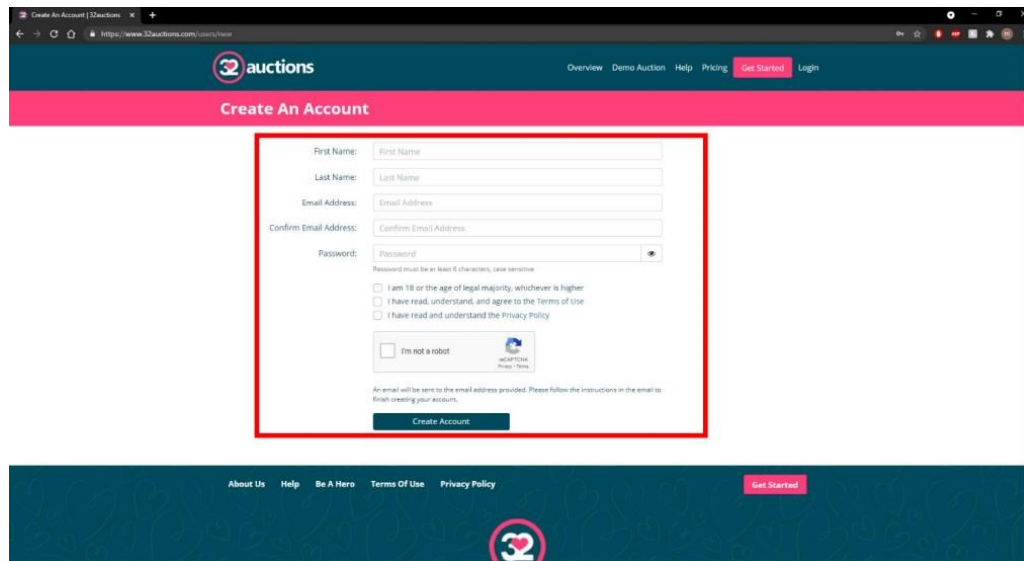


3. Once you have clicked on “View All Items”, you will be prompted to create an account. Please log in if you have an existing account or create a new one.



4. This will bring you to the account creation page. We ask that you enter your first and last name with the email address easiest to contact you. This information will be used to contact you in case of a

problem with the auction and to verify your identity when picking up your won items. The auction service uses the e-mail address to provide status updates on items that you bid on.



The screenshot shows a web browser window with the URL <https://www.32auctions.com/user/new>. The page title is "Create An Account | 32Auctions". The navigation bar includes "Overview", "Demo Auction", "Help", "Pricing", "Get Started", and "Login". The main heading is "Create An Account". The form fields are: "First Name" (text input), "Last Name" (text input), "Email Address" (text input), "Confirm Email Address" (text input), and "Password" (password input). Below the password field, there is a note: "Password must be at least 8 characters, case sensitive". There are three checkboxes: "I am 18 or the age of legal majority, whichever is higher", "I have read, understand, and agree to the Terms of Use", and "I have read and understand the Privacy Policy". There is also a "I'm not a robot" checkbox with a reCAPTCHA logo. At the bottom of the form is a "Create Account" button. The footer includes "About Us", "Help", "Be A Hero", "Terms Of Use", "Privacy Policy", and "Get Started".

5. You will then be able to bid on the items once the auction starts. You may choose to do exact bids with 0.50\$ increments or proxy bids. You will be notified by email if you were outbid on an item.
  - a. Proxy bids will allow you to put the maximum amount you are ready to bid on the item and the auction platform will bid on your behalf with 0.50\$ increments until your maximum is reached.
  - b. For example, the current bid on an item is 10\$. You put in a proxy bid of 20\$. The platform will automatically bid 10.50\$ on the item. If someone bids 11\$, then the platform will bid automatically 11.50\$. If a bid exceeds your maximum proxy bid (ex. 20.50\$), then the platform will stop bidding on your behalf, and you will have to enter a higher bid. This allows people to bid on multiple items and without the need to constantly monitor the auction.
6. Shipping/Pickup information can always be found at the bottom of each auction item. Please e-mail [pres@olmc.ca](mailto:pres@olmc.ca) to arrange a pick-up time at the current pick-up location of:
  - a. 101 Promenade Avenue, Nepean, Ontario
7. The auction “help” button is always on the top right of the page, which will direct you to the frequently asked questions (FAQ). If your question could not be answered by the FAQ, click on the “Contact Us” section to let us know what your issue is.

**Thank you for participating in our auction and happy bidding!**

**OLMC Auction Committee**  
[auctions@olmc.ca](mailto:auctions@olmc.ca)