



## How to Participate in the Silent Auction

Festival of Trees is partnering with DLMS FarmGate Timed Auction services. We have separate listings for the Festival of Trees Auction - “Live Auction” and “Silent Auction.” Thank you for being a part of the 30<sup>th</sup> Anniversary Festival of Trees. Happy bidding!

**Step 1:** Go to <https://farmgatetimeductions.ca/>,

**(The creation of your account can be done at any time before the Auction)**

### First-time FarmGate Auction users:

- Select the **REGISTER** button in the top right corner of this page.
- Fill out the registration form to sign-up for a free FarmGate Timed Auctions user account.
- Enter your account info and choose a password for your account.

After you create your account:

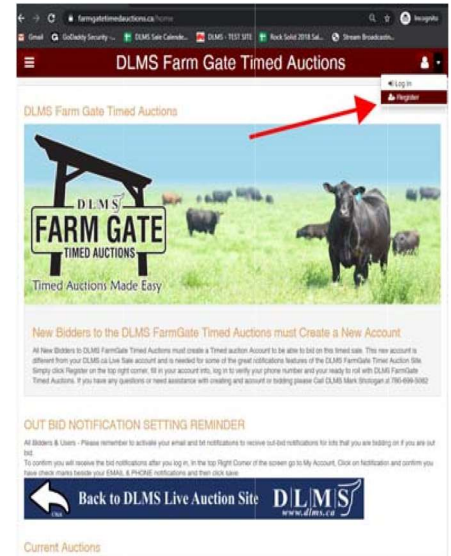
- Go to the profile tab and click on the notifications tab.
- Confirm your notifications are set to **YES**. This allows the site to send you text and email notifications if you are outbid.
- Click on the profile tab to validate your phone number.
- You will receive a text message with a pin code to verify your account.

### Returning FarmGate Auction users:

If you have bid in the past with FarmGate Timed auctions, enter your email address and password to continue. If you are not sure if you have an account, you can try to create your account again or try the “forgot your password” link, and you will receive an email and text message to reset your account.

### **Step 2: Auction Day – Saturday, December 4<sup>th</sup>**

- Go to <https://farmgatetimeductions.ca/>. **The Live Auction starts at 7:00 p.m.**
- Click on the top right-hand corner of the screen and log in with your email address and password.
- Scroll down to see both the Festival of Trees Live Auction and Silent auction sale pages.
- Both the **Live & Silent** will have separate links where you will see the auction items listed for each.
- New items will be added right up until the Auction, so check back often.



### Step 3. Silent Auction - How to Bid

- You can bid on the Festival Silent auction starting on Friday, December 3<sup>rd</sup> at 8:00 a.m.
- Silent auction items will close 30 min after the Live Sale concludes with an exciting *Racehorse style* sale with extended bidding.
- Scroll down the page, and you will find the Current Auction.
- Find the Moose Jaw Festival of Trees - Silent Auction link from the Current Auctions; click the link.

Scroll down the sale listing page to find the item you are interested in bidding on. After you have found the item, there are two options for bidding in the silent Auction:

#### Place Next Bid

- Click the “Place Bid” button, and after you review the bid and agree to the terms and conditions, your bid will be placed.

#### Max Bid Amount

- Place a max bid. You put your max bid in the second box listed as “Max Bid” on the item.
- Click the “Place Bid” button (after you review the bid and agree to the terms and conditions, your bid will be placed as the next bid).
- With the Max Bid set, the system keeps you as the high bidder to the max amount you have set. (The Max Bid amount is entirely confidential).

The screenshot shows the bidding interface for an auction item. At the top, it displays the current bid amount as \$0.00 and the time remaining as 1 day 06:32:42. Below this, it shows the number of bids as 0. There are two input fields: the first is labeled 'Next bid Amount' and contains the value '1500'; the second is labeled 'Max Bid Amount' and contains the text 'max bid amount'. Below the input fields is a link for 'Auction Terms and Conditions'. At the bottom, there are two buttons: a blue 'Place Bid' button and an orange 'Cancel Bid' button. A red arrow points to the 'Place Bid' button with the label 'Final Place Bid'. Another red arrow points to the 'Add Item to Watchlist' icon (an eye) located at the bottom right of the interface.

#### Max Bid Example

- An auction item has a \$2000 bid on it, and you place a proxy bid of \$3500 into the system, the computer will bid \$2100 for you.
- If someone else bids \$2200, the computer will again bid for you, this time at \$2300.
- The system will look after your interest to a maximum of \$3500. Suppose another bidder is on at \$3600. In that case, your proxy will no longer be useful, and you will no longer have the winning bid on this item.
- The system will notify you that you have been outbid and offer you the opportunity to bid again.

#### Watch List Feature

- If you have multiple silent auction items that you want to watch, you can add the items to your watchlist.
- Note the “eye” button beside the bid button. Clicking this “watchlist” Icon will added silent auction items to your favourites.

## **Sale Ending / Closeout**

The Festival Silent Auction features an exciting racehorse style with extended bidding.

### ***What is Racehorse Style Close?***

A racehorse-style silent auction close is when the entire silent Auction stays open in extended bidding. This type of sale allows you to change to a different item if the bidding has gone into extended bidding.

### ***How will Extended Bidding work?***

- At the Silent Auction closeout end time, the clock for close extends with any bid placed with less than 5 minutes on the clock.
- Extended bidding allows bidders to compete for items like a real auction and gives all bidders time to decide.
- Always follow the clock to see how much time remains on the item you want.

### **Step 4: Bidding Closes & Follow-up**

- After the clock has gone to “ENDED,” and no bidding has occurred for 5 min on a silent auction item, the computer will declare the Auction finished.
- Following the close of the entire Auction, the Foundation will contact all winning bidders next week to arrange payment and delivery. Please make sure that your account info is up-to-date and correct if you are the winning bidder.

***Thank you for being a part of the 30<sup>th</sup> Annual Festival of Trees Auction. Your support will help save and enhance lives at the Dr. F.H. Wigmore Regional Hospital. Every dollar raised at Festival stays in our community.***

If you require assistance during the Auction or want to bid over the phone with a representative, please talk to any of the DLMS team.

DLMS sales staff want to make sure the Festival of Trees auction is as easy as possible for you. Please feel free to contact any of the DLMS Reps below for help with the sale.

### **DLMS Auction Reps & Technical Assistance**

Mark Shologan 780-699-5082

Joanne Shologan 780-689-6068

Jill Renton 780-603-1636

Cassidy Matthews 403-971-6055