Livestock Auctions

User Manual

Live Webcast Registration Process

Contents

Section A - First Time Users of Livestock Auctions Website

01 **First Time Users**

- Open the following URL: **http://www.livestockauctions.co.za**
- In the Top Right-Hand Corner select "**Register**".

1

01 **First Time Users**

Complete all the fields:

- Personal Details of User.

01 First Time Users

- **Select Individual or Company:**

    - If Company, Trust, Close Corporation or Partnership -complete all details.

    - If Individual, re-enter details from Personal Details.

01 First Time Users

- **Select Individual or Company:**

    - The Company Name is the Display Name on the Bidding Screen as well. Please don't use bidding number, only use your Company or Personal Name.

    - There is a function on the bidding screen for anonymous bidding.

01 **First Time Users**

- Complete the farm details (can be left blank).

01 **First Time Users**

- Select the **communication preference/s**.

01 **First Time Users**

- Insert username and password

  - Username: name.surname

  - Password: name.surname or name123

01 First Time Users

- Insert security code and **Validate.**
- Upon successful Validation you can **Submit** your registration.

www.livestockauctions.co.za says

Validated Successfully. Please Click Submit to finalize the Registration

THANK YOU

Back

Thank You for Registering With us.

Please activate your profile by clicking on the activation link sent to your email address.

Please note that this link will expire after 48 hours from the day it is sent.
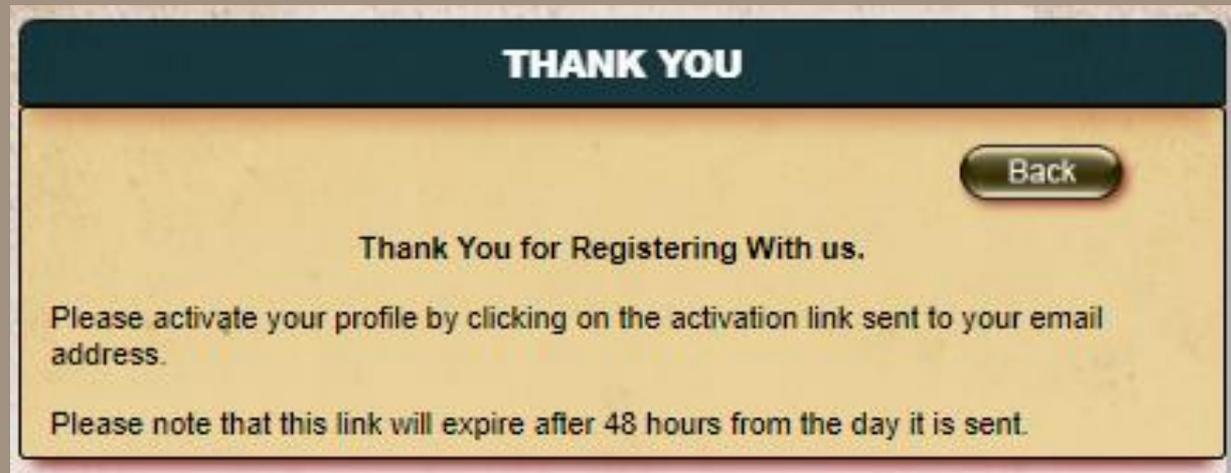
01 First Time Users

The Administrator will receive an email to activate you as a new user. Upon activation you will receive an email from Admin to state the activation of your account.

- Go to the URL, insert your username and password and **Sign in**.

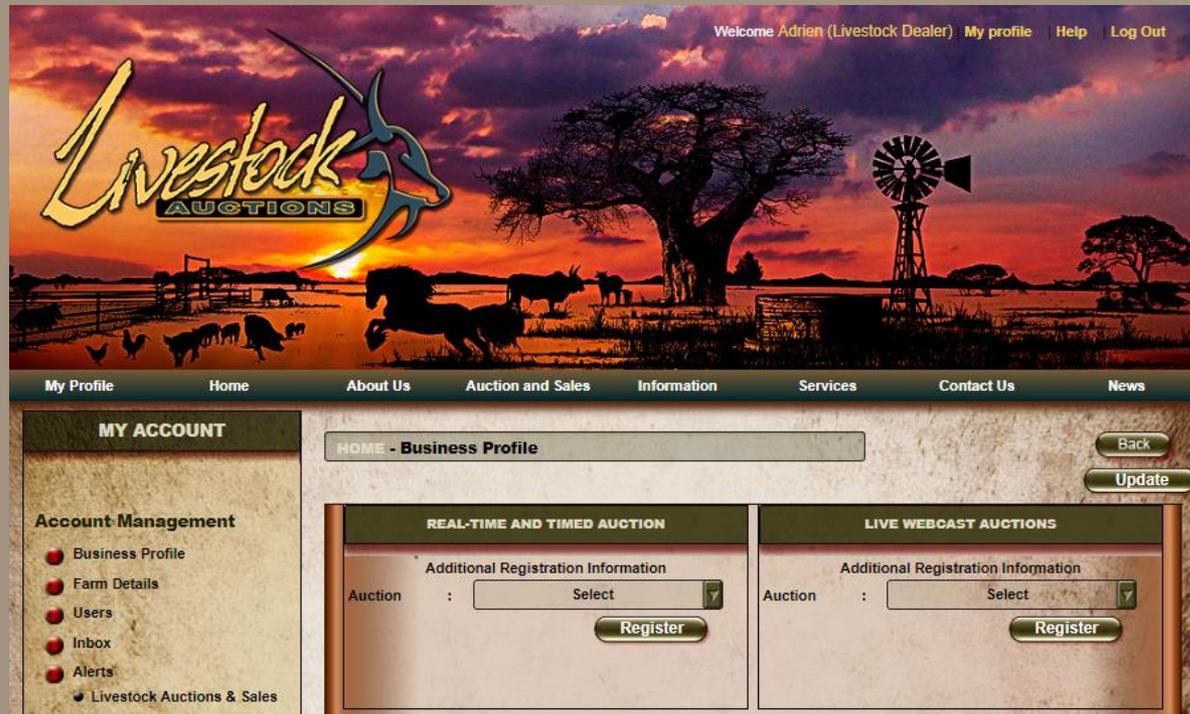# 01 First Time Users

- After **Signin**, the page will open on the My Profile – Business Profile.

- On this page you can update any of your details as well as Registering for an Auction.

- This registration process is for every auction that you would like to participate in.

01 First Time Users

- Select the dropdown either for Real-Time and Timed or Live Webcast.

- Click on the relevant auction and then click **Register**.

- After Administration allocates a bidding number you will be able to bid.

- To check whether you are registered for the auction, re-select the auction and if a Bidding Number and Bidding Amount appears, then you are registered for the auction.

01 First Time Users

- Select auction and then click **Register**.

01 First Time Users

- After you clicked **Register**, but before admin assigns you a bidder number.

01 First Time Users

- When admin assigns a bidder number, you are ready to participate in the auction.

01 First Time Users

- An alternative method for registering for an auction is when you are logged in and on the Auction Details Page, click on the "**Register for Auction**" button and admin will receive your request and assign a bidder number.

01 Registration

For information of **How to Participate and Bid during an Auction**, please refer to **User Manual: User Bidding**.

For information on the **Know How's of the Website**, please refer to **User Manual: General Website.**

Section B: Existing Users of Livestock Auctions Website

02 Existing Users

- Open the livestockauctions.co.za website.

- In the Top Right-Hand Corner insert your username and password and click on "**Signin**".

02 Existing Users

- After **signin**, the page will open on the My Profile – Business Profile

- On this page you can update any of your details as well as Registering for an Auction.

- This registration process is for every auction that you would like to participate in.

02 Existing Users

- Select the dropdown either for Real-Time and Timed or Live Webcast.

- Click on the relevant auction and then click **Register.**

- After Administration allocates a bidding number you will be able to bid.

- To check whether you are registered for the auction, re-select the auction and if a Bidding

  Number and Bidding Amount appears, then you are registered for the auction.

02 Existing Users

- Select auction and then click **Register.**

02 Existing Users

- After you click **register,** but before admin assigns you a bidder number.

02 Existing Users

- When admin assigns a bidder number, you are ready to participate in the auction.

02 Existing User

- An alternative method for registering for an auction is when you are logged in and on the Auction Details Page, click on the "**Register for Auction**" button and admin will receive your request and assign a bidder number.

02 Exiting User

For information of **How to Participate and Bid during an Auction**, please refer to **User Manual: User Bidding**.

For information on the **Know How's of the Website**, please refer to **User Manual: General Website.**

END

For assistance, please contact us on 082 416 8888