

Auction Registry or Sign-in – Holiday Touchdown auction

In order to bid on our auction site <https://auctria.events/holidaytouchdown> you will be asked to either sign in or register.

To register:

1. Click the “Register” menu item.
2. Fill in the required information, First name, last name, email address and a phone number.
Important: If you want to receive texts notifying you of important aspects of the auction, such as being outbid, be sure to enter a cell phone number in the “Phone” field.
3. Click “Continue to register card” button.
4. Next you will be asked to enter a credit card. While this is not required, it is a good idea to register a card so that your check out process when you win an item is very easy.
5. Choose “Skip this step” if you do not wish to enter a card or “Continue to Review Registration” if you do enter a card. To enter a card later, click on “My Account” in the program.
6. Look over the information that has been entered. If it is not correct, select “Back to Register card” then “Back to Contact details” and correct whatever is wrong.
7. You must check the “I agree to standard terms” box. Select others if desired. If you want to receive text messages, check the appropriate box.
8. Once your information is correct, you can click “Complete Registration”.

If you entered a cell phone in the “phone” field, you should receive a text saying “Welcome to Holiday Touchdown”. You should also receive a welcome email that will have an **access code** that you can use in place of an email and password. This email may ask you to confirm your email address. If so, follow the instructions.

You are now ready to view the auction items and bid if desired.

To sign in:

1. Select “sign in”. Once you have registered, you can use the access code that you received to sign in or enter your email address and create a password.
2. If using the access code, simply enter that code and click “Sign in”.
3. If using your email address, enter your email and select “sign in”. If you have a password, enter that and sign in. If you do not have a password or have forgotten it, select “Request an email to reset it”.
4. An email will be sent to your email address. Click on the sign in link in the email and create your password. Be sure to enter the same password in both boxes, then click the button and you will be signed in.
5. To access the auction later, use the QR code below or <https://auctria.events/holidaytouchdown>.
6. If you wish to receive text messages and notifications, be sure you have entered a cell phone number in the “Phone” field and allowed access.

