



#### STEPS TO BID ON THE AUCTION

1. Go to: [www.knowlesauctions.hibid.com](http://www.knowlesauctions.hibid.com)
2. Find *Clark County 4H Support Auction* and click on *Register to Bid*.
3. If you have already created an account through HiBid for a previous auction, just log in. If you have never registered for a HiBid auction, click *New Bidder*.

#### STEPS FOR NEW BIDDERS

1. Enter your email address and click *Check Email*.
2. Complete your account info by filling in your name, address, phone number, and choosing a username and password. When done filling out click *Create New Account*.
3. A window will pop up telling you Congratulations for Creating Your Account. Click *OK*.
4. Another window will pop up where you will register to bid on the auction. To register, you will need to enter a method of payment (Visa or MasterCard) and agree to the terms and conditions. Then click on *Submit Registration*.
  - a. **\*\*NOTE\*\*** We will not charge your credit card for your purchases unless we are told to. This is just to show that you have a method of payment before bidding.
5. You will then be registered to bid in the auction and will receive an email confirming your registration.

#### TO BID

1. Click on *View Catalog*.
2. You can then go through all the items in the auction.
3. If you see an item that you would like to bid on click on where it says *Bid* under the picture of the item.
4. Then you enter the amount you would like to bid on that item and click *Confirm Bid*.
5. If you end up getting outbid on an item, you will receive an email saying so.
6. If you would like to raise your bid on an item after being outbid, just repeat steps 1-4 under "TO BID" section.

#### IF YOU HAVE ANY QUESTIONS OR CONCERNS

- Feel free to contact us.
- Our office number is 217-826-2527
  - You can leave a message if we are not there and we will call right back, or you can call Logan Knowles at 217-264-3657.
- Or you can email us at [knolzy\\_78@hotmail.com](mailto:knolzy_78@hotmail.com)