

# **Preferred Equine Online**

### How to Create an Account:

- 1. Go to preferred equine online.com
- 2. Click 'Sign Up' in the top right-hand corner.
- 3. Fill out the required fields and click register when done.
- 4. Click the verification link in the confirmation email.
- 5. Complete the notification settings and click return to homepage.

#### Edit Notifications / Alerts:

- 1. Login into your account.
- 2. Click on your initials in the top right-hand corner.
- 3. Click on 'profile'.
- 4. Click on 'notifications'.
- 5. Select options to receive emails and text messages to your preference.

### How to Register to Bid:

- 1. Log in to your account, (if you do not have one see create an account above).
- 2. Click 'Sales' in the top left corner.
- 3. Click 'Register to Bid' for TheStable.ca Sale.
- 4. Enter the amount of credit you are requesting.
  - a. Credit is just the maximum amount of money you are willing to spend in this sale.
  - b. The system will only allow to bid to this amount.
- 5. Click to agree to the Conditions of Sale and click 'Register'.
- 6. A confirmation email will be sent once your registration is received.
- 7. A member of our team may ask you for additional information to process your request.
- 8. When approved you will receive an email and you will be able to begin bidding for that specific event.
- 9. To ensure you are going to be approved please register prior to Monday.

#### How to Bid:

You may bid on the catalog page or on a horse listing.

- 1. To bid the next increment, click the 'BID' button once, followed by 'CONFIRM BID'
- 2. For a maximum bid enter your desired amount. The system will automatically bid up to your maximum bid on your behalf, but never by more than is necessary to win. If two users enter the same maximum bid, the system will give preference to the user who entered their maximum bid first.
- 3. If a bid is placed in the final 60 seconds, the countdown clock will reset to 60 seconds to allow time for additional bids.
- 4. Once you place a bid it cannot be retracted.

## Successful Purchaser:

- When you have the winning bid for a horse, you will automatically be notified via email.
  In the email you will have 5 minutes to change your buyer display name if you wish.
- All post sale transactions will be handled directly with TheStable.ca
  - $\circ~$  They will send you an invoice and you will make payment directly to them.