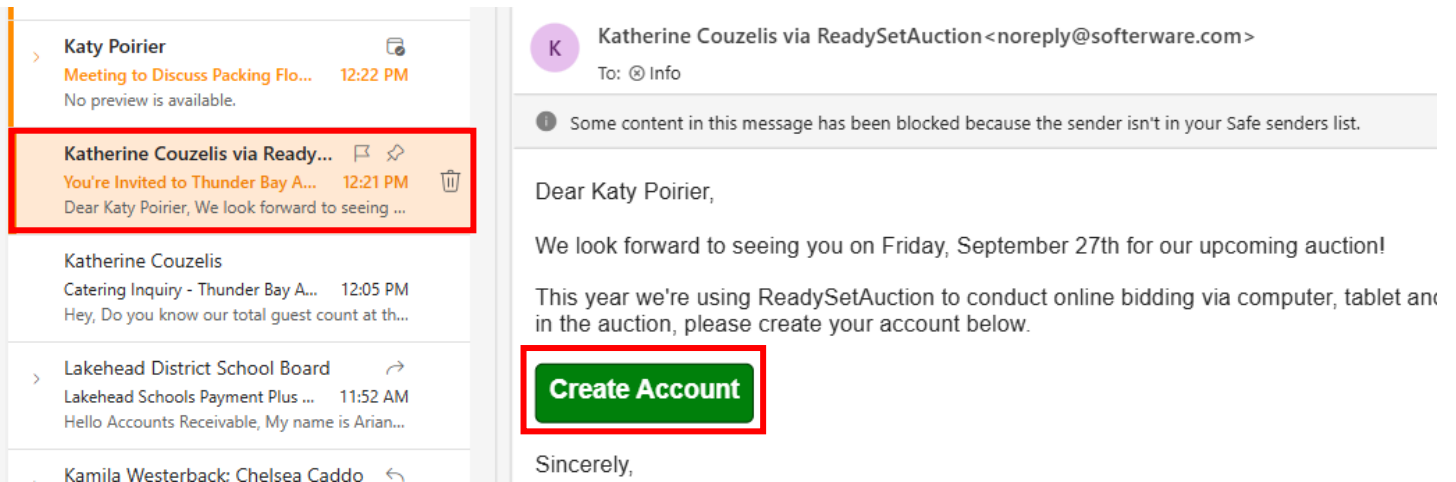


Registering Bidder Account:

Navigate to your email inbox. Look for the following email from **Katherine Couzelis via Ready Set Auction** (make sure you check your junk folder). Once you find the email, click on it and then click the “Create Account” prompt in the message:



The screenshot shows an email inbox on the left and the email content on the right. In the inbox, the email from Katherine Couzelis via ReadySetAuction is highlighted with a red box. The email content on the right includes a greeting, an invitation to an auction, and a green "Create Account" button, which is also highlighted with a red box.

Kathy Poirier
Meeting to Discuss Packing Flo... 12:22 PM
No preview is available.

Katherine Couzelis via Ready... 12:21 PM
You're Invited to Thunder Bay A...
Dear Katy Poirier, We look forward to seeing ...

Katherine Couzelis
Catering Inquiry - Thunder Bay A... 12:05 PM
Hey, Do you know our total guest count at th...

Lakehead District School Board
Lakehead Schools Payment Plus ... 11:52 AM
Hello Accounts Receivable, My name is Arian...

Kamila Westerback: Chelsea Caddo

Katherine Couzelis via ReadySetAuction <noreply@softerware.com>
To: @ Info

Some content in this message has been blocked because the sender isn't in your Safe senders list.

Dear Katy Poirier,

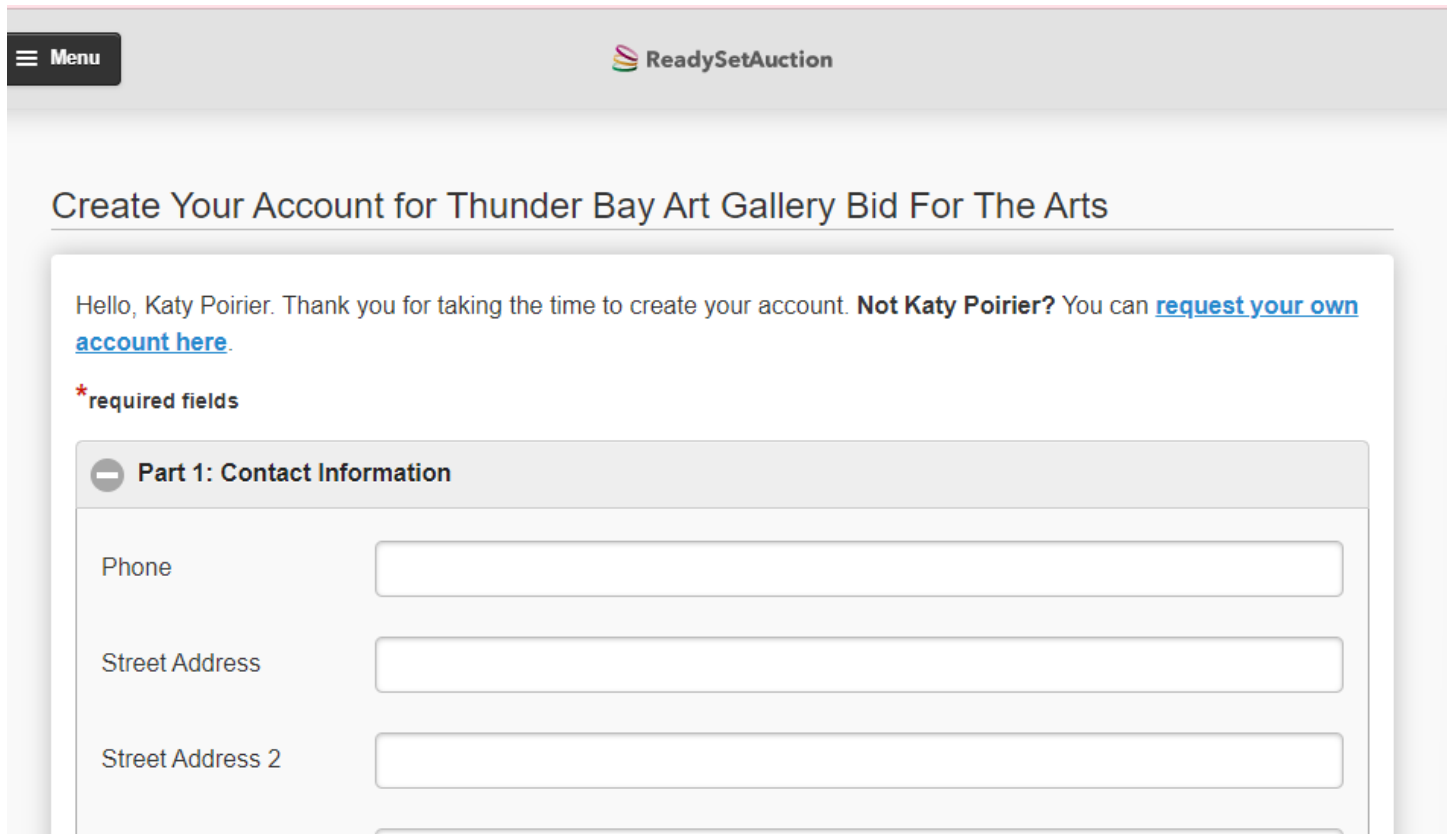
We look forward to seeing you on Friday, September 27th for our upcoming auction!

This year we're using ReadySetAuction to conduct online bidding via computer, tablet and in the auction, please create your account below.

Create Account

Sincerely,

This button will take you directly to a custom registration webpage. It should look like this:



The screenshot shows the registration page for ReadySetAuction. The page title is "Create Your Account for Thunder Bay Art Gallery Bid For The Arts". The page content includes a greeting, a link to request an account, and a registration form with a "Part 1: Contact Information" section. The form fields are "Phone", "Street Address", and "Street Address 2". A red box highlights the "*required fields" label.

Menu

ReadySetAuction

Create Your Account for Thunder Bay Art Gallery Bid For The Arts

Hello, Katy Poirier. Thank you for taking the time to create your account. **Not Katy Poirier?** You can [request your own account here](#).

***required fields**

Part 1: Contact Information

Phone

Street Address

Street Address 2

Proceed through the registration page, ensuring you fill out at least the fields marked with: ***required fields**

This should include the following sections:

Part 2: Sign-In Information

Sign-In/Notification Email

Email Address *

Password ?

Choose Password *

Confirm Password *

Bidding PIN ?

Choose a 4-digit PIN *

Part 3: Preferences

Anonymous Bidding

Do you want to bid anonymously? *

No

Yes

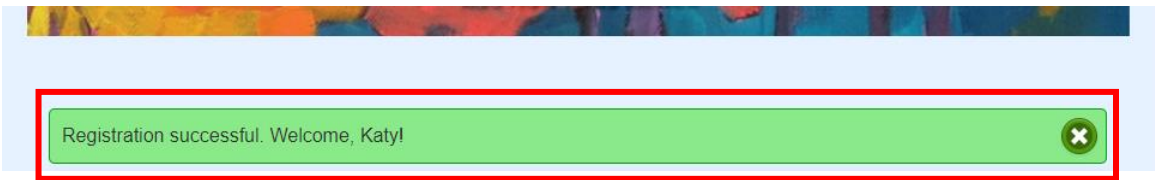
Finally, navigate to the bottom of the page and ensure “I agree to the terms” is selected. Then click “Create Account”

By creating your ReadySetAuction account, you agree to the [Bidding Rules](#) and [ReadySetAuction Terms of Service](#).

I agree to the terms. *

I do not agree to the terms.

From here you will see a welcome page, meaning the account was created successfully:



You can now sign into your Bidder account as needed by navigating to:

<https://events.readysetauction.com/thunderbayartgallery/bidforthearts/>

Or using this QR code:



Click "Sign In" at the top of the page:



Sign in and you will be sent to the welcome page which will give you the following options:

