Bidder Registration

Opened by double-clicking on a bidder record in the Register Bidders form.

Bidder Details

Bidder details include:

- Bidder name
- Bidder number
- Address
- Phone Number
- Sale date
- Registration cutoff (Sale date minus ten days)

Bidding Limit

A bidder's bidding limit can be set by editing the "Bidding Limit" field.

Bidder Eligibility

If a bidder is ineligible to register to bid, uncheck the "Eligible" box. The program requires a reason for a bidder's ineligibility before exiting the form.

Owners/Interested Parties

Subform to add or remove a bidding entity's associated owners.

Add Owner

Clicking the underlined, blue "Add Owner" text will open the "Get Party" form. This works similarly to adding bidders in the "Register Bidders" form.

Remove Owner

To remove an associated owner, click the underlined, blue "Remove" text that appears on an owner record. After reading the prompt that appears, select "Yes." This works similarly to adding bidders in the

"Register Bidders" form.

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