

# Bidder Registration

## Bidder Details

Bidder details include:

- Bidder name
- Bidder number
- Address
- Phone Number
- Sale date
- Registration cutoff

## 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."

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