

# Register Bidders

## Adding a Bidder

To add or register a new bidder, click the [Add Bidder] button on the bottom of the form. This will open the "Get Party" form.

## Removing a Bidder

To remove a bidder, click the underlined, blue "Remove" text that appears on a bidder record. After reading the prompt that appears, select "Yes."

**Note:** if a bidder has associated owners, the deletion prompt will provide the number of associated owners that are being removed with the main bidder.

## Set Bidder Details and Associated Owners

Double-click on a bidder record to open the "Bidder Registration" form to:

- Set Bidding Limit
- Render bidder as eligible or ineligible
- Add associated owners - Act 33 of 2021

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