

Returning Consignor Registration Instructions:

YOU MUST REGISTER BY COMPUTER. WE CAN NO LONGER REGISTER YOU FOR THE SALE BY EMAIL, PHONE CALLS, OR FACEBOOK.

If you attempt to register before the date and time given on the website, you will receive the following message:

Consignor Menu

Welcome back Jane Doe

You are currently UN-REGISTERED for our upcoming sale.
Please choose from one of the following options:

[Close Window](#)

This is completely normal – do not panic!! This setting will not change until registration opens.

REGISTRATION:

1. After clicking on the link provided, you will enter your ***Consignor Number** and **Password**. (Passwords have been set as the last 4 digits of the phone number you gave us. You can change your password later.)

Consignor Login

Consignor Number:

Password:

Forgot Your Consignor Number or Password? [Click Here](#)
Need A Consignor Number? [Click Here](#)
Trouble Logging In? [Click Here](#)

***We had a slight problem with consignor #'s 0000-0999. The program will not accept numbers beginning with "0's". Therefore, the zeros were deleted from those consignor numbers, so those consignors will use their number, but without the zeros. (Ex: #0008 is now #8; #0023 is now #23; #0123 is now #123).**

2. Once you log in, you will come to the following screen.

Consignor Menu

Welcome back Consigner

You are currently UN-REGISTERED for our upcoming sale.
Please choose from one of the following options:

[Register/Unregister As a Returning Consignor](#)
(Registers you to participate in the upcoming sale.)

[Edit My Information](#)
(Allows you to edit the information we have on file for you)

[Close Window](#)

3. Click on “**Edit My Information**”. Please take the time to correct any of your contact information that may be incorrect. You can also take this opportunity to **Change Your Password** if you would like.

4. When you have completed your editing, click “**Submit**”. You will get a message that tells you that your consigner information was successfully updated. Click “**Continue**”.

5. You will go back to the Consigner Menu shown on page 1. Click on “**Register/Unregister As a Returning Consignor**”. You will go to a screen with the following:

Consignor Registration

#1234 – Jane Doe

Check the box below to register for the upcoming sale. You can uncheck the box if you wish to un-register for the sale.

Register me for the upcoming sale

6. **Check** the box to “**Register me for the upcoming sale**” and click “**Submit**”. You will get the following message:

Message
You have successfully been registered for the upcoming sale Continue

**Once these 6 steps are completed,
you are registered for the sale.**

You may now move onto creating and printing your tags. Links are provided on “Tagging Instructions” page of the website.