

How to use the Member's Area of www.mdauctioneers.org

The Auctioneers Association of Maryland's new website at www.mdauctioneers.org has special features that can be used by the members of the association to increase the impact of their marketing campaigns for their auctions and businesses. These features include a new auction calendar and member profile, and access to the AuctionZip Auction Hub which allows auctioneers to send auction listings to other websites at the click of a button.

To post auctions on the auction calendar and update your member profile there are two easy ways.

1. For those members that already use AuctionZip.com, you may post your auctions at the AuctionZip.com website and manage your profile and information through that website. The information will now instantly and automatically be found on the mdauctioneers.org website.

2. For members wishing to post their auctions and manage their profile through the mdauctioneers.org website, here are the simple steps required.

A. Open your browser and go to mdauctioneers.org

B. Enter your mdauctioneers.org username and password into the login box on the left hand side of the page. If you need your login information feel free to contact any of the 2 people listed at the end of these instructions.

C. You will now be taken to your Member's Home Page where you will have the options: "Submit A New Auction Listing", "Edit Current Listings", "View Completed Listings", and "Edit Registration Info".

Adding An Auction

To add a new auction to the auction calendar click on "Submit A New Auction Listing". This will bring up the auction listing form which is identical to the format used by AuctionZip.com. Fill out items 1-7 completely and type or copy and paste your listing into the box in section 8. Click the submit button and your auction is posted. Once you hit the submit button, you will be taken to the Auction Hub where you will have the opportunity to send your auction listings to other auction websites including the NAA website auctioneers.org. For your listings to go to the NAA website you must click "Activate" next to the NAA logo and enter your NAA username and password (one time). Make sure box next to the NAA is checked and click the button at the bottom to send your listings to all of the selected sites. Your listing is automatically posted at AuctionZip.com without any additional work. If you have any problems or have any questions, feel free to contact AuctionZip.com via the contact information below.

Adding Photos to your auction

From the Member's Home Page select "Edit Current Listings" from the menu. This will bring up a list of your current auction listings. Next to each listing you will see an "Add Photos" button. Click on the "Add Photos" button and you will be taken to a page with 25 photo upload boxes. Click the browse button next to box #1. This will bring up a directory of your computer's hard drive. Navigate the directory and locate the photo that you want to upload. Double click on that photo and the photos address will now be displayed in box #1. Move to box #2 and repeat the same procedure, then to box #3 and so on. You may upload up to 25 photos at a time, with no limit to the total number of photos you may upload for each auction.

Edit Your Profile

Click on "Edit Registration Info" This will bring up a form that lists the information that is stored

publicly in your member profile on the website. You can change that profile by altering the information and hitting "submit" at the bottom of the page.

Other Features

If you have your own website you also have the option of having your listings entered at the AAM or AuctionZip websites automatically display on **your website** with no additional work. This service is free and can be placed on your website in a few minutes. Contact AuctionZip.com for information.

You may upload up to 4 PDF or word documents with each listing. At the bottom of the auction listing form there are 4 browse boxes. Links will be created in your listing to any documents uploaded through these boxes. This is an excellent way to attach property information, auction catalogs, and other information that you would like to make readily available to the auction public.

The staff at AuctionZip.com is available to answer your questions whenever needed. Feel free to contact them for assistance.

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