

Resale

FairEntry Support Team - May 04, 2017 12:15

If you would like to re-sell an entry in your auction:

1. Before the Sale - Under the Hierarchy tab, Hierarchy editor, create a class for "Resale entries" in a division that will be selected for the Sale Order.
2. When an entry should be resold, create a duplicate entry for that exhibitor in the Resale Entries class and mark it for Auction/Sale. If it is an animal entry, select the same animal as the original entry.
3. The entry will automatically appear at the end of the Auction order.
4. Enter the buyer/bid information for the entry.
5. If the Exhibitor should not receive the Bid price, add an Adjustment as a Seller Fee for the amount of the Bid.

In order to expedite the resale process, it is recommended that one Sale Agent (or Fair Manager or Fair Administrator) enters the bids and buyers and a second Sale Agent (or Fair Manager or Fair Administrator) creates the entries for resale from a different device.

If you should need further guidance, please email cofairentry@gmail.com