

Sunnyhill Service Auction
Instructions to Log-In to the Auction Website
www.togetherauction.com/sunnyhill

We are excited that you're either donating to or purchasing at the annual Sunnyhill Service Auction! This year it will take place on Saturday, March 17, 2018. Doors open at 5 p.m. and ***Green Is the Theme!***

You will need to use your log-in to access the Auction website for all things auction-related. Below are step-by-step instructions:

1. Go to www.togetherauction.com/sunnyhill
2. Click on **Login** (top right corner)
3. Enter your 10-digit phone number, using hyphens. ***It must be the same number that is listed in the Sunnyhill database.*** (We have entered everyone who is in the database, but we might have missed someone! If we missed you, please let us know.)
4. Your password is the last 4 digits of the same phone number. Did it work?
 - a. YES. Great! You're now in the system!
 - b. NO. No problem! Your message will say in red: ***Phone number not found. If you want to register as a new member, click the link below.***
 - Click the link: [I'm new - Add Me -- Click here if you don't see your name listed.](#)
 - Enter your name and contact information. Use hyphens in your phone number.
 - You can set your own PIN here.
 - Please enter all data requested, including email and home address! This is the info we use to send your invoice post-auction.
5. Congratulations! You can now enter your donation and description. After the auction you can access your invoice, print a list of your purchases, and print a list of folks who purchased your donation(s). If you are attending the auction, you're now ready for check-in when you arrive on March 17 and you will receive your paddle number quickly.
6. If you have problems or questions, email Nanette nanoo52@gmail.com . Looking forward to seeing you on March 17!