

**Sunnyhill Service Auction**  
**Instructions to Log-In to the Auction**  
[WWW.TOGETHERAUCTION.COM/SUNNYHILL](http://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](http://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.
6. **If you are donating the same item as last year, click on the link 2017 to take you to your 2017 donation(s). Next to your item, click the link "Offer Again."**
7. 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.
8. If you have problems or questions, email Nanette [nanoo52@gmail.com](mailto:nanoo52@gmail.com) . Looking forward to seeing you on March 17!