



ISAA Website

* New Features

Hosted By:

AUCTIONLOOK

www.illinoisauctioneers.org

LOG-IN

- 1 On the Header Bar of the page, select **LOGIN Post Auctions & Update Profile**.
It will present a Login Page.



Welcome to the Illinois Auctioneer Association

[LOGIN Post Auctions & Update Profile](#) [Join / Renew](#) [IAA Forum](#)



- 2 Enter the email address that is associated with your membership and then select "Forgot Password"
(Do NOT fill in password.)

- 3 It will then prompt you for your email address & it will send you a link to Reset Your Password.

- 4 Go to your email Inbox. Open the email from **AuctionLook** and then **CLICK** on the link to "**Reset Password.**" Once it's reset, then you can log in from the screen it presents.

Welcome to the
AuctionLook
marketing center

Login

Email

Password

LOGIN

[Forgot your password?](#) [Register](#)

Attention: Kentucky, Arkansas, Texas, and Missouri Auctioneers Use your State Association login information to login.

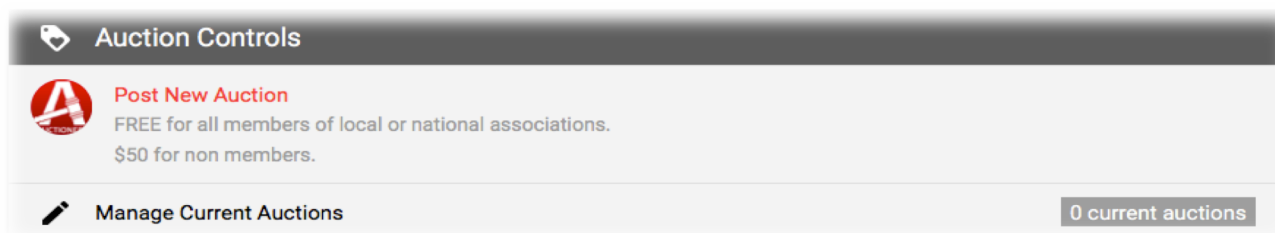
Entering a Sale Bill is Quick and Easy!

Once logged in, go to your “Auction Controls” to post and edit your auctions.

Updating Your Member Profile:

Once logged in, go to “**Member Controls**” to update your profile. **You can edit your** Address, Phone #, Upload a profile photo, Add a Logo and more!

POSTING AN AUCTION



1. Auction Title.
2. Auction Description
3. Start and End Dates – If a same day auction, put the same day and estimate the end time. (example: Live Auction)
4. Time Zone
5. Photos – No larger than 5Mb. You can also click and drag the photos in the order you wish to have them displayed. Remember, your 1st photo is your Primary Photo!
6. Auction Category – This is so Google can make your search more accurate.
 - a. Auction Type
 - b. Property Type
 - c. Item Type
7. Address – Only City, State and Zip Code are required. AuctionLook needs this information because they will Email Blast to Buyers in the area specific to the Geographic Location.
8. Directions – Not required, but if you fill them out, a Google map will populate.
9. Bidding URL – For Online Auctions. Put the URL of your auction & a Button will populate, directing the public to your Online Platform.
10. YouTube Link – Populates a Button to your YouTube Channel.
11. Company Website – Put the URL of the auction from your website.
12. Auction Terms – Enter auction terms or directions to Terms & Conditions from another site.

Premier Auctions:

This feature is **NOT** required to Post An Auction...Only an option. Premier is designed to give you Top Placement on **AuctionLook's** 30 syndicated auction websites, email blasts, the National App, “Auctioneer” and **AuctionLook.com** Home Page.

It's an opportunity for that additional exposure auctions sometimes need.

**Pricing on this Optional Feature is
\$29.00**

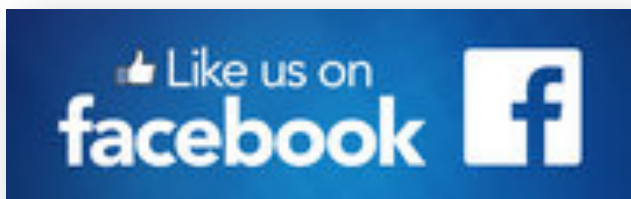


**Posting An
Auction is FREE
and a Member
Benefit.**

**ALL auctions on
the ISAA
Website are in
Date Order w/
Closest Date 1st.**

If you have any questions about the instructions,
please contact me and I will gladly help you.

Cissy Tabor
Executive Director
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(312) 702-2117



**Illinois State Auctioneers Association (ISAA)
Members Only**

Illinois State Auctioneers Association – ISAA

** Public Facebook page to advertise ISAA, Our
Members, Auctions and Events.*