

How to edit your Prefer Off

1. You will click on the bid line that has the Prefer Off dates, the line will highlight in blue.

2. Click on the 3 dashes showing to the right end, and chose the **Edit** option.

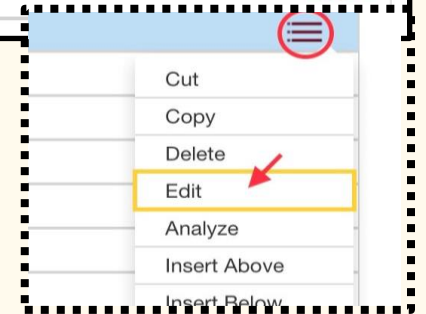
3. A menu will open on the right (Bid Preference Editor). Click on every word that has a check mark next to it.

4. When the calendar opens, select the new dates in order of importance by clicking on each day. (these days will be highlighted in blue as you select them)

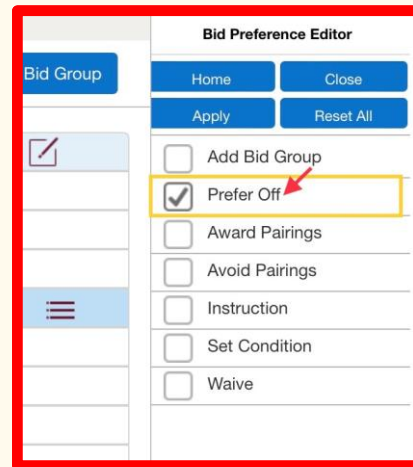
5. When done selecting your Prefer Off, click (1) **Apply** and then (2) **Submit**.



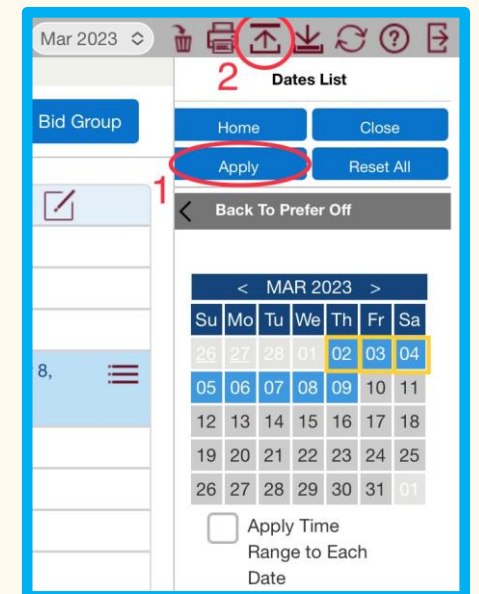
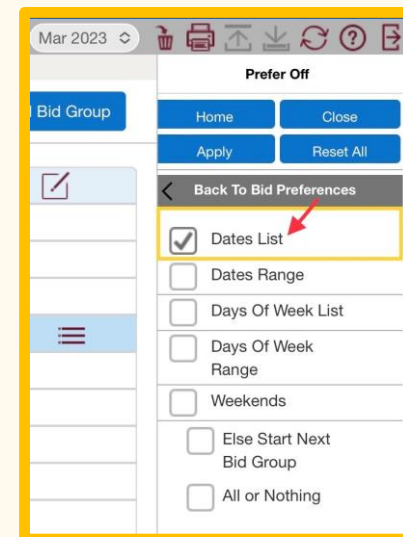
[Steps 1 & 2]



[Step 3]



[Steps 4 & 5]



When bidding Reserve, please double check that your bid meets the Reserve Bidding Parameters.

